

VERDIGRE PUBLIC LIBRARY

# POLICY MANUAL

Adopted 2010

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## **WELCOME TO THE VERDIGRE PUBLIC LIBRARY**

Welcome to the Verdigre Public Library. To better serve all library users, the Library Board of Trustees has established certain standards of acceptable behavior to ensure an environment conducive to library use. Library staff is charged with maintaining a clean and pleasant atmosphere, and a clean and safe building.

### **Mission Statement**

The Verdigre Public Library believes it is essential to provide materials and services, which will help area residents obtain information meeting their personal, educational, and professional needs.

Revised 9-13-14 Reviewed 2-1-2016

### **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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

## **The 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 to 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 for 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:

1. *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.

2. *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.

3. *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.

4. *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.

5. *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.

6. *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.

7. *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 said. 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.

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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.

### **Freedom to View**

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed by:

American Library Association Intellectual Freedom Committee, June 1979

Reviewed 2-1-2016

## Verdigre Public Library Hours

Sunday-Monday	Closed
Tuesday	12:00 p.m. - 4:30 p.m.
Wednesday	12:00 p.m. - 7:00 p.m.
Thursday	12:00 p.m. - 7:00 p.m.
Friday	12:00 p.m. - 4:30 p.m.
Saturday	10:00 a.m. - 1:00 p.m.

On Saturday of Kolach Days, the library may or may not extend its hours.

Revised 6-8-2015 Reviewed 2-1-2016

## Verdigre Public Library Five-Year Plan

1. Update ILS (library software) from Winnebago Spectrum (obsolete) and offer online card catalog.
2. Complete and/or update a technology inventory and technology plan.
3. Continue to update books in all sections and continue weeding.
4. Attend to public relations and library promotion; continue to develop library's website.
5. Offer opportunities for volunteerism.
6. Sponsor a variety of programs; host classes.
7. Transfer Verdigre Eagles onto microfilm; increase shelving for bound Eagles.
8. Consider digitizing Verdigre School yearbook collection and Verdigre Centennial book (to be available on library's website and NE GenWeb).

Revised 2-1-2016

## Verdigre Public Library Strategic Plan 2014-2017

- Goal #1        Develop a centralized calendar with participation of city groups with events, meetings and services.
- Goal #2        Provide programs for diverse community groups (seniors, adults, teens, children) on topics of patron interest.
- Goal #3        Increase volunteer participation from the constituent community.

*(Strategic Plan document can be found in Director's Handbook. Approved by Library Board Sep. 2, 2014.)*

Reviewed 2-1-2016

## **Who May Use the Library**

- ❖ The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- ❖ The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

## **Patron Records and Confidentiality**

All information obtained by the Verdigre Public Library will be kept confidential unless circumstances prove that further action needs to be taken to obtain library materials. Information will only be shared with the Library Board or Police, if problems persist.

Reviewed 2-1-2016

## Standards of Public Conduct

The Board of Trustees believes that Library patrons have the right to use Library materials and services without being disturbed or impeded by other Library users; that Library patrons and employees have the right to an environment that is secure and comfortable; and that Library patrons and employees have a right to materials that are available and in good condition.

Any conduct that disturbs Library users or staff or that hinders others from using the Library or Library materials is prohibited.

1. In the case of minor disruptions, the violating patron(s) will receive two warnings. At the third offense, the patron(s) must leave the building for the rest of the day. Examples of minor disruptions include, but are not limited to:
  - a. Messes made with food or drink.
  - b. Sleeping.
  - c. Harassing others, either verbally or through actions. (Harassment may include such actions as initiating unwanted conversations with other Library patrons or employees or impeding access to the building or an area of the building.)
  - d. Smoking.
  - e. Bringing any animal, except one assisting a disabled or visually impaired person or as sanctioned by the Library, into the building.
  - f. Excessive noise.
  - g. Littering.
  - h. Using cell phones or electronic devices within the Library in such a way as to disturb others.
2. In the case of extreme disturbances, the offender may be ordered to leave the building immediately. Examples of extreme disturbances include:
  - a. Entering without shirt or shoes.
  - b. Fighting. This includes both verbal and physical fights.
  - c. Theft.
  - d. Vandalism.
  - e. Destruction or misuse of any property or structure.
  - f. Possession of any illicit substance.
  - g. Possession of any weapon or harmful substances.
  - h. Disorderly conduct.
  - i. Unlawful conduct.
3. Library patrons who have been asked to leave the building due to a disturbance resulting in damage to or destruction of Library property will have their Library privileges revoked immediately by the Library Director. Patrons' Library privileges will continue to be revoked until such time as restitution is made for the full cost of the damage or destruction.

Reviewed 3-7-2016

### **Examples of unacceptable behavior include:**

- ❖ Abandonment/leaving of young children (under age 6) unattended
- ❖ Abuse/vandalism of library facilities, equipment or material
- ❖ Behavior or language that is offensive to others
- ❖ Bringing pets into the library ("working" dogs are allowed)
- ❖ Chewing tobacco
- ❖ Entering library without shirt, pants or shorts and shoes
- ❖ Excessive noise/noise which disturbs others
- ❖ Harassment/physical, sexual, or verbal abuse, in any form, of other patrons/staff
- ❖ Intoxication
- ❖ Illegal activities within the library or on library grounds
- ❖ Loitering
- ❖ Obscene language or activity
- ❖ Rollerblading, skating or skateboarding
- ❖ Smoking
- ❖ Spitting
- ❖ Soliciting
- ❖ Unruly/offensive behavior
- ❖ Use of cell phones or electronic devices that disrupt patrons/staff
- ❖ Using library computer equipment for purposes other than those permitted under the computer use policy, or performing any act that damages or disables computer hardware or software.

### **Young Children**

The Verdigre 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 unsupervised children in the library.

Therefore, it is library policy that a parent or designated responsible person must accompany all children under age 6 while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

### **Disruptive children:**

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, a child (whether with parents or not) who is being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If, after two warnings, the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, he/she may do so and then wait with a staff person until the parent arrives.

Revised 4-4-16

## **Service of the Library**

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours, which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.
13. Be a Learning Commons
14. Provide Technology Services
15. Be the gatekeepers that connect patrons to the Digital and Global Worlds

Revised 2-1-2016

# **Materials Selection/Collection Development Policy**

## **Objectives**

The purpose of the Verdigre Public Library is to provide all individuals in the community with carefully selected books and other materials 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 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* has been endorsed by the Public Library Board of Trustees and are integral parts of the policy. The Library Bill of Rights can be found on page 2 and The Freedom to Read Statement can be found on pages 3-5.

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

## **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 Verdigre Public Library Board of Trustees. 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.

## **Criteria for Selection**

The main points considered in the selection of materials are:

- ❖ Individual merit of each item
- ❖ Popular appeal/demand
- ❖ Suitability of material for the clientele
- ❖ Existing library holdings
- ❖ Budget

Reviewed 3-7-2016

## **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.

This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Accreditation guidelines from the NLC request weeding the collection an average of 3% per year over a three year period (except for special collections).

Revised 3-7-2016

## **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. The postage that is charged to return the book will be charged to the patron requesting the book. Any fee incurred in relation to ILL is paid by the patron.

If the Verdigre Public Library is the lending library we will pay the postage to send the requested item just as other libraries do when providing us with an ILL item. The item sent will have a due date set by the lending library.

Reviewed 3-7-2016

## **Genealogy Research**

Genealogy research may be done by library staff. The charge for this service is \$10 per hour. Staff must keep track of hours and submit a bill to the party requesting research.

Reviewed 3-7-2016

## **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection, which are applied to purchase materials, are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Library Board. It is desirable for gifts or specific titles to be offered after consultation with the library director. The Director will make book selections if no specific book is requested. The Public Library encourages and appreciates gifts and donations.

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.

Reviewed 3-7-2016

## **Potential Problems or Challenges**

The Verdigre Public 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.

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.

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.

Patrons requesting that materials be withdrawn from or restricted within the collection may complete a Request for Reconsideration of Library Resources form, which is found on page 36.

## **Challenged Materials**

Although materials are carefully selected, there can arise difference of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a Request for Reconsideration of Library Resources form (located in Appendix), which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Public Library Board of Trustees.

## **Complaints**

When a Patron or a Staff Member has a complaint, first go and report it to the Library Director. In the case that a Library Director is unable to resolve the matter in a reasonable amount of time the issue will then be brought to the Library Board. The Library Board will then decide what action will be appropriate.

Reviewed 3-7-2016

## **Circulation Policy**

### **Registration**

All borrowers must be registered and must have a patron number to borrow library materials.

Patrons must inquire with the Library Staff about receiving a patron number. The Library Staff will ask for name, address, phone number and guardian's name (for minors).

Library materials cannot be checked out until a library number is issued.

### **Loan periods**

1. Books and Audio Books may be checked out for 4 weeks. By discretion of the Librarian books may be kept for a longer period of time.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight. Renewing a reference book is upon the discretion of the Librarian.
3. Interlibrary loans are due a week before the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.
5. Current and non-current issues of periodicals (not included in Magazine Exchange) are checked out for 4 weeks.
6. Newspapers do not circulate.
7. Videos/DVDs may be checked out for 7 days.
8. Music CD may be checked out for 4 weeks.

The director may establish the loan period for special collections, materials that are temporarily in great demand, such as for student projects, or materials added to the collection, which are in a new format, e.g., computer software.

A new patron may check up to 4 books at a time, but once again that may be increased due to the discretion of the librarian.

Videos/DVDs are checked out for 7 days.

### **Reserves**

Reserves may be placed by patrons either in person or over the phone or by e-mail. Patrons will be notified by telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Reviewed 3-7-2016

## **Special Collections**

The Verdigre Public Library's Special Collection consists of the Czech books and magazines, 3-ring scrapbooks and other items of Verdigre history/memorabilia and all historical/genealogical-related material. These books are not to be checked out.

Revised 3-7-2016

## **Fines and charges**

- ❖ Book overdue fines will be \$.10 a day up to \$5.00 per title. (Checkout time is 4 weeks)
- ❖ Videos overdue will be \$.10 per day per title up to \$5.00. (Checkout time is 1 week)
- ❖ Audio overdue will be \$.10 per day per title up to \$5.00. (Checkout time is 4 weeks)  
[Librarian must override computer to stop fine accrual at \$5.00.]

Alternatives to paying fines may occasionally be instituted by the Librarian or Board. For example, patrons are invited to work off fines by volunteering at the library.

Revised 4-4-2016

## **Overdue Items**

- ❖ The Librarian or Assistant Librarian will check overdues weekly or at random. The Librarian or Assistant Librarian will contact the patron when the material is overdue.
- ❖ The Librarian or Assistant Librarian will contact this person a second time, no sooner than one week after the first phone call.
- ❖ Then the Librarian will send out one letter telling the patron of the overdue library material and the fines occurred.
- ❖ If there is no response from these contacts then the Library Board will decide if they should turn it over to the Village Attorney.

## **Damaged materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower. Charges will include the cost to replace the library material, the fine, and the postage & handling.

If a video or audio is damaged or lost it will be the price of the video plus postage and handling. If the patron purchases a video or audio replacement the only charge will be the fine. This will be at the discretion of the Library Director.

Reviewed 4-4-16

## **Programming Policy**

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, showing videos and activities, summer library programs for children, speakers for young adults and adults, and book or author discussion groups for adults, computer classes and MakerSpace workshops.

The Library Board, in conjunction with the Library Director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Revised 3-7-2016

## **Reference Service Policy**

The Verdigre Public Library:

- ❖ Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence.
- ❖ Will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone).
- ❖ Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan or through First Search, (database paid for by the Nebraska Library Commission), when appropriate.
- ❖ May refer library users to other agencies and libraries in pursuit of needed information.
- ❖ May use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

Revised 3-7-2016

## **Public Relations Policy**

A. Public relations goals of the Verdigre Public Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

B. The Library Board recognizes that public relations involve every person who has a connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The Library Director will be expected to make presentations and to participate in community activities to library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the Library Director.

D. The Library Board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

Revised 4-7-2014 Reviewed 3-7-2016

## **Equipment Use Policy**

Several computers are available to patrons on a first-come, first-serve basis. There is no charge for use of the computers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes, this is only enforced when someone is waiting for a computer and all computers are in use. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

- ❖ A printer is available. Printer paper will cost \$ .25 per sheet for black and white copies and \$.50 for color copies and must be paid for at the conclusion of the session.
- ❖ A photocopy machine is available to patrons who wish to copy materials at the rate of \$.25 per B & W page and \$.50 for color. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.
- ❖ The accu-cut machine and dies, paper shredder, paper cutter, and scanner may be used in the library only. Again only responsible patrons may use it.
- ❖ The microfilm reader is available for use by responsible patrons.
- ❖ A fax machine is available for patrons. The charge to send is \$.25 per page with no cost for the cover sheet.
- ❖ A Digital Projector and Screen are available for check-out for four business days. There is a \$50.00 deposit fee and an agreement which must be signed (located in Appendix).

Revised 3-7-2016

## **Internet and Computer Use Policy**

Verdigre Public Library is committed to providing access to informational, educational, recreational, and cultural resources for library users of all ages and backgrounds. The Internet offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. However, it is also able to access some material that may be offensive, disturbing, illegal, inaccurate or incomplete. Users are encouraged to evaluate the validity and appropriateness of information accessed via the Internet.

Computers are available on a first come first served basis for use by the public for word processing purposes, or for Internet and electronic use.

Headphones are available. The volume must be kept low so as not to disturb others.

### **Internet Use**

#### **Internet Users Agreement**

All patrons wishing to use the Internet must sign the Library's Internet User's Agreement (located in Appendix). The Internet User's Agreement states that:

All patrons under the age of 18 must have a parent co-sign the user's agreement.

All patrons under the age of 6 must have a parent or designated guardian with them while using the Internet.

It is the responsibility of the parent or guardian to assist, advise and monitor their child's use of the Internet.

All adult patrons may be asked to present identification when signing this agreement.

Patrons are expected to use this resource for legal, ethical and appropriate purposes.

Unacceptable use includes, but is not limited to:

- Libeling, harassing or slandering other users
- Destruction or damage to equipment, data, or software
- Disruption or unauthorized monitoring of electronic data or software
- Unauthorized copying of copyright-protected material
- Violation of system security
- Displaying computer images that are inappropriate for public viewing. The decision to terminate a patron's computer usage for this reason will be at the discretion of the library staff.

#### **Time and Other Limits**

Each individual is permitted one (1) sixty minute computer session per day. The computer session will terminate at the end of sixty minutes or when the individual leaves his or her computer station, whichever occurs first. The following exceptions will be permitted:

-When the individual is using the computer to prepare a report or other document and needs to leave the computer to conduct project-related research within the library.

This limit will be strictly adhered to during peak usage times. Peak usage times are from 3:30

p.m. to 7:00 p.m. Tuesday through Friday and 10:00 a.m. to 1:00 p.m. on Saturday. Additional time on the computers may be granted at the discretion of the library staff.

- Each of the library's computers are set up for use by a single individual, however, a **maximum of two persons** may sit or work together at one computer. **Other individuals may not stand or sit around the computer when occupied by others.**

At the end of the patron's computer session he or she **MUST** move to another area of the library. It is not acceptable to sit around or near the computers while in use by other patrons. Patrons who do this will be asked to move to another area of the library. While the Library Board understands that the use of computers is a social activity enjoyed by many, the "group behavior" that often results when several individuals are gathered around a computer can disrupt other library patrons and staff.

### **Prohibited Services**

Patrons may save their work or download information from the Internet on floppy disks, CDs or other portable storage devices.

### **Precautions**

Illegal activities or activities that interfere with or disrupt the network, other users, services or equipment are prohibited and are not protected by the library's Privacy Policy. The library staff does not routinely monitor public computers but reserves the right to do so when a violation of this policy is suspected. Staff is authorized to take immediate action.

### **Rules governing the use of library computers**

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges and prosecution.

Misuse of the library's computers includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing and distributing obscenity or child pornography.
- Hacking into the library computer system or any other computer system.
- Mishandling, damaging or attempting to damage computer equipment or software.
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment.
- Violating copyright laws and software licensing agreements or the policies of the individual websites that you visit.
- Failing to pay for printing.
- Refusing or ignoring a staff's request to give up a computer.
- Failing to sign up for a computer.
- Failing to comply with time limits.

(Computer Use Form located in Appendix)

Revised 3-7-2016

## **Wireless Internet**

Verdigre Public Library provides wireless unfiltered access for Internet use by the public. Patrons may access the internet through the Library's wireless access using their own personal laptop computers equipped with a wireless network connection. The Library does not furnish wireless laptop computers for use by patrons

Patrons are responsible for configuring their own equipment. The Library does not provide technical support for establishing or maintaining a connection.

The Library's wireless network is not secure. This means that information sent across the Library's wireless network can be captured by anyone with a wireless device and the appropriate software within or near the Library. The Library is not responsible for any personal information that may be compromised as a result of the patron accessing the internet by way of the Library's wireless connection. The Library assumes no responsibility for the safety of the patron's equipment or for any alterations or loss of configurations, security, or data files resulting from connection to the Library's wireless network. Printing capability is not available from the patron's laptop. Information may be saved from the patron's laptop to the patron's USB drive and then printed from one of the Library's wired stations.

Wireless internet users must follow all of the Library's policies in addition to the Wireless Internet Policy.

Reviewed 3-7-2016

## **Meeting Room Policy**

The library is available to all individuals or organized groups in the Library service area. The Library Director may make exceptions. All groups need to register with the Library Director or Library Staff when they would like to schedule a time to use the library.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Library Board.

It is understood that library programming will have first priority in room use. There will be no charge for use of the library's meeting space during library hours. A \$15/hour charge will be assessed for use of the library after hours for a non-library program. A librarian or member of the Board of Directors needs to be on the premises during after-hours use. The renting-group may charge no admission.

Refreshments may be served and shall be provided by the group. **No smoking is allowed.**

The people using the room shall leave it in neat, clean, orderly condition. If not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

Revised 3-7-2016

## **Displays and Exhibits Policy**

As an educational and cultural institution, the Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, art, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library Director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are decided at the discretion of the Library Director. The exhibitor must sign a release before any artifact can be placed in the library. (Public Library Display and Exhibit Release form can be found in the Appendix.)

Revised 3-7-16

## **Public Notice Policy**

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Library Director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

Reviewed 3-7-2016

## **Disasters Policy**

### **Fire**

**Do not panic**, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, the Library Director or Assistants will 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 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. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

### **Tornado**

Go to the bathroom, close the door, kneel down and cover your head and wait until you hear the all clear siren.

### **Health emergencies**

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 or Police should be called immediately in the event of any serious problem.

The number is 911.

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

Revised 3-7-2016

## **Library Board Responsibilities**

### **Meeting Notice**

Notice for a meeting of the Verdigre Public Library Board of Trustees will be displayed in three public places 10 days prior to a Verdigre Public Library Board meeting.

A preliminary agenda is readily available to the public in the library.

A preliminary agenda will be emailed to the Library Board three days prior to a meeting. Packets will be provided to the Library Board Members on the day of the meeting. If packets are needed prior to the meeting day special arrangements can be made with the Library Director.

The packet will include the following items:

- Minutes from the previous meeting
- Agenda
- Financial Report (provided by Village Clerk)
- Library Director's Report
- Correspondence
- Any Other Information that pertains to the Trustees or is of interest

### **Agenda**

The Agenda will include the following:

- Meeting called to order and roll call taken
- Notice of Open Meetings Law Posted for inspection
- Approval of Minutes from previous meeting
- Financial report from Treasurer
- Consideration and Action
- Executive Session
- Public Concerns
- Reports from Members and employees
- Approval of Claims Presented
- Adjournment

### **Paying Library Bills**

The Village Clerk and Mayor of the Village of Verdigre (or designated Village Board member) will sign the checks that will be sent to pay all of the library bills for the Verdigre Public Library. The Library Director will submit invoices and receipts to the Village Clerk. A financial report compiled by the Village Clerk will have at least two signatures from the Verdigre Public Library Board for the Village Clerk to verify the bills were approved to be paid.

Revised 3-7-2016

### **Verdigre Public Library Credit Card**

The Library Director may use the Pinnacle Bank visa to purchase books for the Verdigre Public Library. The credit card may only be used for books or library supplies. The amount may not exceed the monthly book budget.

### **Blanche Merritt CD**

The Blanche Merritt CD and HH Bonds are in the safety deposit box at the Pinnacle Bank in Verdigre, Nebraska. Only the Village Clerk has a key.

Revised 3-7-2016

### **Source of Payment of Certain Library Expenses**

#### **Covered Expenses**

The following library expenses shall be paid on behalf of the library from the funds designated as “library funds” by the village of Verdigre. The amount of said funds shall be determined annually as part of the Village’s budget planning:

- Wages
- Propane Usage
- Electrical Usage
- Telephone and Internet

Payment of bills associated with the above services shall be made in a manner consistent with payment of other bills incurred by the Village of Verdigre.

#### **Library Expenditures in Excess of Designated Library Funds**

Money in excess can be used by the library submitting bills to the Village Clerk.

Reviewed 7-5-2016

## **Responsibilities and Authorities of the Library Board**

Refer to the Bylaws of the Verdigre Public library to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

*[Bylaws are rules governing the internal affairs of an organization. Every library board needs to have a set of bylaws, but they may differ to fit local situations. Bylaws should **be** updated at least every five years. Included in the bylaws should not only be the composition of the board, officer's responsibilities, and information regarding meetings and committees, etc., but also terms of office, number of reappointments allowed, action taken for frequent absences, and procedures for securing, appointing, and orientating new board members.]*

The bylaws and policies may be amended by the majority vote of all members of the Board.

The Verdigre Public Library encourages each library trustee to take advantage of training opportunities for Trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Reviewed 3-7-2016

## **Volunteers**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Verdigre Public Library.

## **Verdigre Public Library Foundation**

The **Verdigre Public Library Foundation** is a non-profit corporation, established in such a way that contributions made to it are tax-deductible. Such a tax-status serves as an additional incentive for public giving on behalf of the public library.

Reviewed 3-7-2016

## **Employee Policies**

### **Dress Code**

Refer to the Village Employee Handbook.

### **Sick Leave**

You may be gone for a sick day or personal leave but must find a substitute and tell the Library Director.

### **Travel Expenses**

The Verdigre Public Library will reimburse employees for mileage for the use of private vehicles at the stated government rate when it is required that the employee conduct Library business or classes that will benefit the Library Employee or the Library.

### **Holidays**

The Library will not be open on New Years Eve, New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. Optionally, the Library may close for Veterans Day, or at least during the public program. If any of these holidays fall on Sunday and the library has Monday hours, the library will be closed on Monday. The library may be closed on other special occasions when other businesses are closed.

### **Snow Days**

In the event of inclement weather severe enough to be considered a threat to the health of the library employees and patrons, the Librarian or Assistant Librarian has the authority to make the decision to close the library. KBRX in O'Neill at 402-336-1611 will be notified and announce the library closing time. The closing time will also be posted in the library window, the village office and the post office.

If the school is closed, the public library is closed. If the school calls an early-out due to weather, the library will close one-half hour after the school's closing.

### **Emergency Closings**

If for any reason the library is unable to find staffing, the librarian must call and have approval from one library board member prior to closing. The closing time will also be posted in the library window, the village office and the post office.

Revised 4-4-16

## **Absenteeism and Tardiness**

When an employee fails to show up to work at a scheduled time or fails to call a substitute to fill in for that time, the following actions will be taken:

1<sup>st</sup> Offense – Librarian or Library Board Member will bring attention to the policy titled Absenteeism and Tardiness.

2<sup>nd</sup> Offense – The situation will be brought to the attention of the Library Board and Village Board. The employee will have to come to a meeting with the Library Board about the situation.

3<sup>rd</sup> Offense – Termination. The Librarian, with the recommendation of the Library Board, or a Library Board Member will notify the employee that they will no longer be employed at the Verdigre Public Library.

## **Receipt of Handbooks**

Employees must sign a “Receipt of Handbooks” as proof that they have read and will adhere to the rules, regulations, and policies set forth by the Verdigre Library Board and the Verdigre Village Board. (Form located in Appendix.)

The handbooks are Verdigre Public Library Policy Manual, Verdigre Public Library By-Laws and Village of Verdigre Employee Handbook.

## **Resignation Policy**

When an employee feels that it is time to leave his/her position with the Verdigre Public Library the employee will be required to give at least two weeks notice. This will help the Library Board find replacement for that position. The employee will have to sign a resignation form found in the Appendix.

Revised 4-4-16

## **Revision of Library Policies**

The preceding statements of Public Library's policies shall be subject to review and needed revision at least every year by the Library Board. Individual policies will be reviewed or added as needed.

Adopted on second day of August, 2010.

**Public Library Display and Exhibit Release**

I, the undersigned, hereby lend the following works of art or other material to the Verdigre Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release The Verdigre Public Library from responsibility for loss, damage, or distinction while they are in the possession of the Library.

Exhibition to be held in the Verdigre Public Library:

During \_\_\_\_\_

Description of materials loaned \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_



## Resignation Form

I \_\_\_\_\_, will resign from my current position at the Verdigre Public Library effective \_\_\_\_\_ .

Comments:

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Printed Name

---

Signature

---

Date

**Request for Reconsideration of Library Resources**

The Verdigre Library has delegated the responsibility for selection and evaluation of library/educational resources to the Library staff 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 material, please return the completed form to the Library and the Verdigre Library Board will address it at its next regular scheduled meeting.

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Optional:  
Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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1. Resource on which you are commenting:

\_\_\_\_\_ Book    \_\_\_ Magazine    \_\_\_ Audio    \_\_\_ Visual    \_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

2. What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

3. Have you examined the entire resource? \_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Verdigre Public Library Policy for Projector and Screen Checkout:**

The Verdigre Public Library has a View Sonic Projector and Projector Screen that can be checked out by our Patrons. The replacement cost of this equipment has led to the following check-out protocol.

1. Equipment may be checked out for a 4 day time frame. You may want to call ahead to reserve the equipment.
2. Instructions will be included in the equipment checkout. We can have a trial run here at the library, prior to equipment checkout.
3. The equipment will be in working order upon checkout and will be assessed upon its return. Upon checkout, the borrower assumes full responsibility for the equipment and all its components. Once you leave the building with this equipment, you become monetarily responsible for any and all damage to and/or loss or theft of the loaned equipment.
4. The borrower is responsible for returning on or by the due date, during regular business hours. If your return date is a Sunday or Monday, you will return it on the next open business day. If not returned on time, daily fines will accrue.
5. Borrowers will not be allowed to check out equipment for another person.
6. In the event that the borrowed equipment is damaged or lost, the borrower is required to report this information to library staff immediately; in the event that the borrowed equipment is stolen, the borrower is required to report this information to the police immediately as well as reporting to us.

Once again, due to the replacement cost of the equipment (\$760 for projector) and screen (\$110) there will be a \$50 deposit fee paid when checking out. Once the equipment is returned on time and is assessed “damage free”, you will receive your deposit payment back. If the equipment is damaged in anyway, the deposit fee will be retained by the Verdigre Public Library for repair.

Patron Agreement Signature \_\_\_\_\_ Date \_\_\_\_\_

Check out date \_\_\_\_\_ Return date \_\_\_\_\_

Deposit Fee Paid \_\_\_\_\_ Date \_\_\_\_\_ Deposit returned \_\_\_\_\_ Deposit retained \_\_\_\_\_

Equipment Return Assessment Notes:

# VERDIGRE PUBLIC LIBRARY

## INTERNET POLICY AND AGREEMENT

This Internet Policy and Agreement is adopted May 9, 2005. All users of the Verdigre Public Library computers and peripherals must agree to the following terms and conditions of use or they will be denied use of such computers and peripherals.

1. All users assume full and complete responsibility for the web sites visited and the Verdigre Public Library assumes no responsibility or liability for such sites visited. Each user is responsible for his use of the computers and the sites visited.
2. All users under the age of 18 years must have their parents or guardians sign this agreement before use of the Library's computers will be permitted. No one under the age of 18 years shall be permitted to view sites on the internet accessed by someone else unless such viewer's parents or guardian has signed this agreement.
3. The librarian or assistants will not monitor the sites accessed by any user. In the event that the librarian or assistant observes a user accessing pornographic sites such librarian or assistant shall have the absolute right to disconnect such computer immediately and prohibit the further use of the computer by such user for a period of not less than three months from the time of disconnection.
4. In the event that a user views pornographic sites which causes the computer to become corrupted the user shall be responsible for the cost of service to the computer to remove such corruption.
5. The librarian and her/his assistants will assist any user in assessing the internet and use of the computers. Users must understand, however, that the librarian and her/his assistants are not computer experts and that such assistance will be limited to the ability and knowledge of the librarian and her/his assistants.
6. If all computers are being used and there are users who wish to use a computer the librarian or her/his assistants may restrict computer access to a period of 30 minutes and may terminate computer use by someone who has been using the computers for more than 30 minutes. All users are asked to restrict their computer use to enable as many people as possible to use the available computers.

- 
7. Users may save whatever files they have created by purchasing storage disks from the Library. Such disks must remain at the library. No one will be permitted to upload any program disks on library computers. The library will store any users storage disks at no charge. Anyone uploading any program into the library's computers will be denied all future computer privileges.
  8. All users are responsible for their own actions in use of the library computers. The library suggests that no one provide any internet site with their name, address, social security number, credit card number, etc. Unless the user is absolutely sure that such site is a secure site and that such information will not be used for illegal purpose.

THE UNDERSIGNED HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS FOR USE OF VERDIGRE PUBLIC LIBRARY COMPUTER USE AND AGREE TO ABIDE BY SUCH TERMS AND CONDITONS.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name.

PARENT APPROVAL

I/We hereby approve the use of the Libraries Computers by my children:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name.

## TERMS AND CONDITIONS OF COMPUTER USAGE

Please read carefully and initial each statement:

- Each of the library's computers are set up for use by a single individual, however, a **maximum of two persons** may sit or work together at one computer. **Other individuals may not stand or sit around the computer when occupied by others.** \_\_\_\_\_
- At the end of the patron's computer session he or she **MUST** move to another area of the library. It is not acceptable to sit around or near the computers while in use by other patrons. Patrons who do this will be asked to move to another area of the library. While the Library Board understands that the use of computers is a social activity enjoyed by many, the "group behavior" that often results when several individuals are gathered around a computer can disrupt other library patrons and staff. \_\_\_\_\_
- Each individual – Adults and children – are permitted a total of one (1) sixty minute (2 - thirty minute) computer sessions per day. The computer session will terminate at the end of thirty minutes or when the individual leaves his or her computer station, whichever occurs first. The following exceptions will be permitted:
  - When the individual is using the computer to prepare a report or other document and needs to leave the computer to conduct project-related research within the library.
  - To use the restroom or answer a phone call

This limit will be strictly adhered to during peak usage times. Peak usage times are from 3:30 p.m. to 7:00 p.m. Tuesday through Friday and 9:00 a.m. to 1:00 p.m. on Saturday. Additional time on the computers may be granted at the discretion of the library staff \_\_\_\_\_

- Patrons may save their work or download information from the internet on storage devices. However it is not permitted to upload any program disks on library computers. \_\_\_\_\_
- Illegal activities or activities that interfere with or disrupt the network, other users, services or equipment are prohibited and are not protected by the library's Privacy Policy. The library staff does not routinely monitor public computers but reserves the right to do so when a violation of this policy is suspected. Staff is authorized to take immediate action \_\_\_\_\_
- No Food is allowed around or at the computers. \_\_\_\_\_
- A Reasonable noise level must be maintained while using the computers, at any time the noise becomes excessive and out of control, the library staff reserves the right to issue (1) one warning. If excessive noise continues users will be asked to leave their computers and move to a different area of the library. \_\_\_\_\_

## Policy Manual Review Checklist—Verdigre Public Library

1. Mission Statement and Freedoms (p. 3-7) \_\_\_\_\_
2. Hours (p. 8) \_\_\_\_\_
3. Five Year Plan and Strategic Plan—Three Goals (p. 8) \_\_\_\_\_
4. Who may use the Library & Confidentiality of Patron Records (p. 9) \_\_\_\_\_
5. Standards of Public Conduct (p. 10-11) \_\_\_\_\_
6. Service of the Library (p. 12) \_\_\_\_\_
7. Collection Development Policy and Weeding (p. 13) \_\_\_\_\_
8. Interlibrary Loan (ILL) (p. 14) \_\_\_\_\_
9. Genealogy Research (p.15) \_\_\_\_\_
10. Gifts and Donations (p. 15) \_\_\_\_\_
11. Potential Problems or Challenges (p. 16) \_\_\_\_\_
12. Circulation Policy (p. 17-18) \_\_\_\_\_
13. Programming Policy (p. 19) \_\_\_\_\_
14. Reference Service Policy (p. 19) \_\_\_\_\_
15. Public Relations Policy (p. 20) \_\_\_\_\_
16. Equipment Use Policy (p. 21) \_\_\_\_\_
17. Internet and Computer Use Policy (p. 22-24) \_\_\_\_\_
18. Meeting Room Policy (p. 25) \_\_\_\_\_
19. Displays and Exhibits Policy (p. 26) \_\_\_\_\_
20. Public Notice Policy (p. 26) \_\_\_\_\_
21. Disasters Policy (p. 27) \_\_\_\_\_
22. Library Board and Meetings--inc. *Preliminary Agenda & Minutes, Agenda, Paying Library Bills, VPL Credit Card, Blanche Merritt CD, Source of Payment of Certain Library Expenses, Library Expenditures in Excess of Designated Library Funds, and Responsibilities & Authorities of the Library Board* (p. 28-30) \_\_\_\_\_
23. Volunteers and Library Foundation (p. 30) \_\_\_\_\_
24. Employee Policies (p. 31) \_\_\_\_\_
25. Revision of Library Policies (p. 32) \_\_\_\_\_
26. Appendix--Display and Exhibit Release (p. 33) \_\_\_\_\_
27. Appendix--Receipt/Read Handbook Policy (p. 34) \_\_\_\_\_
28. Appendix--Resignation Form (p. 35) \_\_\_\_\_
29. Appendix--Request for Reconsideration of Library Resources (p. 36) \_\_\_\_\_
30. Appendix--Projector and Screen Checkout (p. 37) \_\_\_\_\_
31. Appendix--Internet Policy and Agreement (p. 38-40) \_\_\_\_\_
32. Appendix—Policy Manual Review Checklist (p. 41) \_\_\_\_\_