

VERDIGRE PUBLIC LIBRARY

POLICY MANUAL

Adopted August 2, 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, pleasant and safe atmosphere and 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.

Reviewed 1-6-23

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.

5. 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 their fullest support.

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

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

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

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:

5. 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 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 1-6-23

Vision

Verdigre Public Library Five-Year Plan

1. Expand Nebraska fiction collection
2. Move Verdigre collection away from the exterior wall (as a hazard mitigation)
3. Digitize latest school annuals and Verdigre Eagles to add to library's online archives
4. Continue after-school programming for youth along with Summer Reading Program
5. Place wheels under more furnishings
6. Continue to develop the Library of Things
7. Incorporate a brochure rack by community bulletin board
8. Get an electric vehicle charging station at library (possibly first in town)
9. Find a way to share library's internet with ZCBJ Hall for community events
10. Host Humanities Nebraska presentations once or twice yearly
11. Pursue Nebraska Arts Council grants
12. Procure an AED for the library
13. Look into providing digitizing opportunities for community keepsakes (ex. club scrapbooks)
14. Add more makerspace equipment
15. Continue to update technology per technology plan
16. Continue with weeding and updating books in all sections
17. Catalog Czech and genealogy collections
18. Continue to improve curb appeal
19. Encourage volunteering by the Friends of the Library
20. Offer summer internships for high school students
21. Continue with library promotion through public relations and the library's website

Revised 2-6-23

Verdigre Public Library Community Needs Response 2022-2027

Community Need #1—Grant writing for community organizations. ZCBJ Hall repairs.

Goal: *Economic Development and Promotion of Local Businesses*

- Assist ZCBJ Hall to research and apply for grant funds for repairs. Lodge Presidents Debbie and Steven Ives are the contacts. Assist Village of Verdigre to apply for grants. Clerk Heidi Ruzicka and Village Maintenance are the contacts.
- Update "Verdigre Area Businesses Phone Directory". Keep it available in physical and digital formats.

- Monitor LB 406 (STAR WARS—economic development projects in northern Knox County) for how library can help Verdigre benefit.

Community Need #2—Family friendly events during Kolach Days.

Goal: *Encourage tourism*

- Host a multi-generational Chalk Art Contest during Kolach Days. Model chalk event after Central City Library’s and Denver’s annual events.
- Continue to host/fund an entertainer or educational presentation for after turtle races.

Community Need #3— Activities in town for all ages (low cost, convenient, high quality)

Goal: *Activities for senior citizens.*

- Twice annually, host a Nebraska Humanities program. Also engage local presenters. Possibly: "Creative Aging through the Arts" grant from NE Arts Council. Host author/illustrator visits as able.

Goal: *Activities for developmentally disabled.*

- "Let’s Move in Libraries: Wellness fun for adults" (Friday afternoons)

Goal: *Activities for children other than Summer Reading Program.*

- Tuesdays After School: 2nd Tuesdays—Lego Club, 4th Tuesdays—Full STEAM ahead.
- Implement Dolly Parton’s Imagination Library to school district children ages 0-5. Partner is Verdigre Library Foundation.

Community Need #4—Capture local history and promote Czech heritage

Goal: *Help local cemeteries get their records digitized and available online.*

- Coordinate with St. Wenceslaus (Deacon Keith Pavlik and www.saintsww.org), Riverside (Dean & Don Pavlik) and Hillcrest (Jim Sokol and Betty Jacot) cemeteries on the status of their records. Assist with digitizing. Find out where to upload the information and add it to the library’s online archives. Also talk to Kathy Farnik about rural cemeteries.
(*The entire document may be found at circulation desk.*) Revised 2-6-23

Who May Use the Library (Non-Discrimination)

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.

Privacy Statement—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. If problems persist, information will only be shared with the library board or law enforcement.

Reviewed 1-6-23

Library Services

Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The traditional or historical contribution of libraries to their communities are threefold: economic development, cultural offerings and promotion of literacy. The Verdigre Public Library shall endeavor to:

- Select, organize, and make available a variety of books and materials
- Provide guidance and assistance to patrons
- Provide technology services including a makerspace.
- Connect patrons to the digital and global worlds
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Maintain a balance in services to various age groups
- Cooperate and collaborate with community partners
- Secure information beyond its own resources when requested. Use interlibrary loan and other resource sharing methods provided through the Three Rivers Library System and Nebraska Library Commission
- Develop and provide services to patrons with special needs and meet ADA standards
- Cooperate with, but not perform the functions of, school or other institutional libraries
- Provide service during hours which best meet the needs of the community, including evening and weekend hours as needed
- Regularly review library services being offered
- Use public relations tools to promote the full range of available library services
- Be a learning commons open to all
- Respond to the needs of the Verdigre community.

Revised 2-6-23

Verdigre Public Library Hours

Sunday-Monday	Closed
Tuesday	12:00 p.m. – 5:00 p.m.
Wednesday	12:00 p.m. – 6:00 p.m.
Thursday	12:00 p.m. – 7:00 p.m.
Friday	12:00 p.m. – 5:00 p.m.
Saturday	10:00 a.m. – 1:00 p.m.

The library may extend its hours as needed for community events.

Reviewed 1-6-23

Holidays

The library will be closed on New Year's Eve, New Year's 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 close on other special occasions when other businesses are closed.

Snow Days or Emergency Closings

In the event of inclement weather severe enough to be considered a threat to the health of the library staff and patrons, the Library Director or Assistant Librarians have the authority to make the decision to close the library. The closing time will be posted in the library window, and KBRX and/or facebook.

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

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

Reviewed 1-6-23

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 1-6-23

Genealogy Research

Genealogy research may be done by library staff if time permits. The charge for this service is \$20 per hour. Staff must keep track of hours and submit a bill to the party requesting research. If the research is performed during a librarian's regularly paid hours, the remittance is considered a donation to the library.

As of March 13, 2019, the Verdigre Eagles, Centennial Books and school annuals are digitized and accessible on the library's website (online archives).

Reference Service

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 call.

- 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 online databases.
- May refer library users to other agencies and libraries in pursuit of needed information.
- May use both print and digital resources and/or consult regional libraries and other agencies

Reviewed 1-6-23

Technology Equipment Use

Several computers for public use are available to patrons on a first-come, first-serve basis. There is no charge for use of the computers; however, to make the service available to as many patrons as possible, a time limit for usage may be imposed. That time limit is 30 minutes, with optional renewals if there are no waiting patrons. Library staff is available for individualized assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Computer users must read and sign the Computer Use Agreement (see Appendix).

Printer/copier fees are \$.25 per sheet for black and white copies and \$.50 for color copies and must be paid for at the conclusion of the session. Librarians and patrons may not violate copyright law. Any violation of copyright is the responsibility of the printer/copier user. Laminator charges: \$1.00 for 12"x18", \$.50 for 8" x 10" and \$.25 for 4" x 6". Fax charges: sending a fax is \$1.00/page for a long-distance phone number; \$.50/page for a local phone number. To receive a fax is the same pricing as copies.

Makerspace equipment is for in-library use only. Patrons need to be trained on equipment usage and sign a "Use and Release Agreement" (found in Appendix). The equipment is free to use, however there is a charge for consumables. Makerspace equipment include a 3D printer, button/magnet maker, laminator and soldering iron.

A laptop, webcam, tripod, digital projector and/or screen may be checked out for four business days. There is a \$20.00 deposit fee and an agreement which must be signed. See "Technology Equipment Checkout" located in Appendix. Other tech, including the microfilm reader, paper shredder, document camera and scanner may be used in the library for no charge.

Revised 2-6-23

Internet and Computer Use

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

Library computers and accessories are available on a first come first served basis for use by the public. Users must first read and sign the Internet Policy and Computer Use Agreement *which is found in its entirety in the Appendix.*

Reviewed 1-6-23

Public Use of Meeting Room

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. (See “Meeting Room Use” form in appendix.)

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.

Reviewed 1-6-23

Displays and Exhibits

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.)

Reviewed 1-6-23

Public Bulletin Board

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 contact person, 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 1-6-23

Advocacy and Public Relations

The advocacy and public relations goals of the Verdigre Public Library are: 1) to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public; and 2) to promote active participation in the varied services offered by the library to people of all ages.

The Library Board recognizes that advocacy and 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 customer service supports good public relations.

The Library Director will be expected to make presentations about library services and participate in community activities. 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.

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.

Reviewed 1-6-23

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—verbal or physical
 - 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.
4. Examples of unacceptable behavior include:
- Leaving 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 (Service animals are allowed.)
 - Chewing tobacco or smoking
 - Entering library without clothes or shoes
 - Excessive noise/noise which disturbs others
 - Unruly/offensive behavior
 - Harassment or physical, sexual, or verbal abuse, in any form, of other patrons, staff or self
 - Intoxication
 - Illegal activities within the library or on library grounds
 - Loitering
 - Obscene language or activity
 - Rollerblading, skating, skateboarding or any outdoor sport
 - Spitting

- Soliciting
 - Use of cell phones or electronic devices that disrupt patrons or staff
 - Violation of the computer use policy
5. In the case of a public health threat, staff and patrons need to adhere to the guidance provided by the CDC (Center for Disease Control) as it relates to behaviors in public.
 6. No animals, other than service animals as defined by federal and state law, shall be allowed in the library building.

The *Americans with Disabilities Act* states: “Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets....Businesses may ask if an animal is a service animal or ask what tasks the animal has been trained to perform, but cannot require special ID cards for the animal or ask about the person’s disability.”

Procedure for staff:

If a patron enters the library with an animal, staff is asked to first observe the pair to discern if the animal is a service animal (per the ADA guidelines cited in policy binder) or a pet. Service animals are welcome. If a pet, staff is asked to mention our no animal policy and remind the patron that pets are welcome to wait outside by the benches or back garden. If patron resists, staff will refer the matter to the director who will learn the story of the patron and animal and determine a solution.

Reviewed 1-6-23

Unattended Children Policy

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. Library staff are not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that any child under the age of 9 must be accompanied by a parent or designated responsible person age 14 or older . Also, if the young child is attending a library program, the parent/caregiver must remain in the library throughout the program.

Any child, whether with parents or not, who is being continually disruptive will be given a warning to settle down or risk being asked to leave the library. After two warnings, the child will be asked to leave the library. If the child needs to contact a parent, s/he may do so and then wait with a staff person until the parent arrives.

Reviewed 1-6-23

Collection Development Policy

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 collection development policy is used by the library staff in the selection of materials and 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 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, date of publication, popular appeal/demand, suitability of format to library circulation and use, existing library holdings, library materials budget, space constraints, patron requests, collection diversity, local significance of author/subject, relevance to interests/needs of Verdigre and physical condition of donated materials.

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Weeding is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. Other weeding criteria include: damaged/poor physical condition, duplicate copies, relevance to community, accuracy and timeliness of information, local interest, and availability elsewhere including other libraries and online

This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials are offered to the public for a free-will donation and are 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. Special collections are exempted.

Special Collections

The Verdigre Public Library's Special Collections consist of Czech books and materials,

scrapbooks and other items of Verdigre history/memorabilia and all historical/genealogical-related material. These books may not be checked out.

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 in the Appendix.

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 1-6-23

Gifts, Memorials and Donations

The Verdigre Public Library encourages and appreciates gifts, memorials 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. Donations other than books will be labeled and offered back to original donors if the library wishes to remove those items from its collection.

Memorial gifts of books or money are also accepted with suitable acknowledgment placed in the book. Specific memorial items can be ordered for the library on request of a patron if the request meets the

criteria established by the Library Board. The director will make materials selections if no specific materials are requested.

It is desirable for donors to consult with the library before making gifts or offering specific titles and the library retains the authority to accept or reject gifts.

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 1-6-23

Circulation Policy

Registration and Library Cards

All borrowers must be registered and have a library card number to borrow materials. There are no fees or geographic requirements for having a Verdigre Public Library card.

Library staff issues library card numbers. Patrons must provide name, address, phone number and guardian's name (for minors). Library materials cannot be checked out until a library number is issued.

Loan Periods

- Print books and audio books may be checked out for 4 weeks. One automatic renewal is granted by the ILS. At the discretion of librarians, materials may be kept longer.
- Movies may be checked out for 7 days with one automatic renewal.
- Music cds may be checked out for 4 weeks with one automatic renewal.
- Tech equipment may be checked out for 4 business days.
- Items from the Library of Things (ex. Sports kits, puzzles) may be checked out for 7-14 days.
- Reference books and special collections do not circulate. Upon request, some materials may be checked out overnight. Renewing reference or special collections materials is at the discretion of librarians.
- Interlibrary loans are due a week before the date indicated by the lending library.
- Newspapers and magazines do not circulate. A magazine exchange is available for patrons.

The director may establish the loan period for special collections, materials that are temporarily in great demand or materials added to the collection which are in a new format.

New patrons may check out up to 4 books and 2 movies at a time on a provisional basis. Established patrons may check out 8 books and 4 movies.

Reserves

Reserves may be placed by patrons either in person, via the online catalog, 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.

Fines and charges

Book overdue fines will be \$.10 a day up to \$5.00 per title. Videos overdue will be \$.10 per day up to \$5.00 per title. Audio overdue will be \$.10 per day up to \$5.00 per title.

The Library Board has set the maximum fine at \$5.00 per title. Alternatives to paying fines may occasionally be offered by the Library Director or Library Board. For example, patrons are invited to work off fines by volunteering at the library.

Overdue Items

Librarians will check overdues weekly or occasionally and contact patrons by email or phone when materials are past due the original and automatic renewal dates. Librarians will contact this patron a second time, no sooner than one week after the first contact. If materials are still out, librarians will mail a letter telling the patron of the overdue library material and the fines incurred. If the patron does not respond the Library Board will decide on further action which may include notifying the Village Attorney.

Damaged materials

If materials are damaged and judged by librarians as 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 1-6-23

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 and/or after school programs for children, speakers for young adults and adults, book or author discussion groups, computer classes and makerspace workshops.

In the case of wellness programs participants must read and sign a “Let’s Move in Libraries Participation and Release Agreement” (found in the Appendix).

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 2-6-23

Emergency and Safety Procedures

Every effort will be made to keep Verdigre Public Library open to serve the public as scheduled. Whenever a situation arises that jeopardizes anyone's personal well-being, or necessitates building repairs, the library may be closed. Such situations could include, but are not limited to: fire, tornado, flood, pandemic, power failure, vandalism or extreme weather. Employees are asked to review emergency procedures each spring.

Fire

Do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, the librarians will investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely, staff will proceed to do so. However, if there is any doubt about whether the fire can be controlled, staff and patrons should immediately call 911 and exit the building.

The time to think about fires is before they happen. Staff as well as patrons are encouraged to familiarize themselves with the location and use of fire extinguishers (3) in the building.

Tornado

In the event of a tornado watch or severe thunderstorm, patrons shall be sent home and librarian will close all blinds. Children must be picked up by a guardian. In the event of a tornado warning, all persons must gather in the library bathroom which has no windows and close the door. It would be safest to kneel or sit on floor, cover heads with arms and wait for the all-clear siren. The nearest basement is below the Village Office.

Flood

In the event of a flood anyone in the library must evacuate to west of 2nd St. (out of floodplain). Staff is asked to place sandbags at the base of both exterior doors. The closest second story is in Village Office.

Pandemic

A pandemic is an outbreak of a serious infectious disease for which there is no vaccine that occurs over a wide geographic area and affects an exceptionally high proportion of the population, ex. COVID-19, a novel coronavirus, in 2020-21. If there is a pandemic the library staff and board will be committed to continuing excellent library service while doing all they can to support the health of the community. The library will follow guidelines issued by the Center for Disease Control (cdc.gov), State of NE (nebraska.gov), North Central District Health Department (dhhs.ne.gov) and the Village of Verdigre (see library's copy of *Pandemic Influenza Response Plan* in disaster binder at circ desk). Recovery from a pandemic may be slow and it is important to ensure that core business activities of the library can be maintained for several weeks or months. Pandemic procedures are listed in VPL Disaster Plan binder.

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.

Immediately call 911 for Rescue Squad or Police in the event of any serious problem.

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

Reviewed 1-6-23

Get Involved

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 by a quorum of trustees 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.

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. The agenda will be made available 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 of old and new business
- 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 Trustee will sign the checks that will be sent to pay all 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 or designated Village Trustee 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.

Source of Payment of Certain Library 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
- Building maintenance and repair

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 Village Funds

If the Library has excess money in its own account, library purchases can be made by submitting bills to the Village Clerk.

Verdigre Public Library Credit Card

The Library Director may use the library credit card to make library-related purchases as allowable by the library's budget

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 1-6-23

Employee Policies

Dress Code

Refer to the Village Employee Handbook. A copy of the handbook is at the circulation desk.

Sick Leave

Library staff 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. The Village of Verdigre may pay some travel expenses related to staff professional development as long as prior-approval is given by the Village Board of Trustees.

Revised 2-6-23

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:

1st Offense – Library Director or Library Trustee will bring attention to the policy titled Absenteeism and Tardiness.

2nd 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.

3rd Offense – Termination. The Librarian, with the recommendation of the Library Board, or a Library Trustee 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. A resignation form may be found in the Appendix.

Staff Professional Development

The Library Director will be supported by the Board of Trustees to do all continuing education necessary for Public Librarian Certification through the Nebraska Library Commission. Additionally, assistant librarians are encouraged to do the coursework necessary for certification and/or to participate in professional development opportunities.

Revised 2-6-23

Revision of Library Policies

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

Adopted on Second day of August, 2010.

Display and Exhibit Release for Verdigre Public Library

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 _____

Email _____

Reviewed 1-6-23

VERDIGRE PUBLIC LIBRARY

INTERNET POLICY AND COMPUTER USE AGREEMENT

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 under the age of 14 years must have a parent or guardian read and co-sign this agreement before use of the library's computers will be permitted. Patrons under the age of 6 must have a parent or designated guardian with them while using the internet. No one under the age of 14 years shall be permitted as an observer of another user unless such viewer's parents or guardian has signed this agreement. *It is the responsibility of parents and guardians to assist, advise and monitor their children's use of the internet.*
- 2 Adult patrons must read and sign the computer use agreement. They may be asked to show identification.
- 3 All users assume full and complete responsibility for the web sites visited. Verdigre Public Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the internet or any communications sent through the library's internet terminals, either wired or wireless.
- 4 Librarians will not monitor the sites accessed by users. Patrons are expected to abide by the following acceptable use policies and laws:
 - No viewing, sending or receiving materials which may be determined to be harmful to minors as defined by State of NE Statutes Section 28-807(6) nor which may be determined as obscene as defined by State of NE Statutes 28-807(10)
 - No violation of licensing agreements or copyright laws (Title 17, United States Code).
 - No libeling, harassing or slandering other users
 - No destruction or damage to equipment, data, or software. No installation of software onto library computers.
 - No disruption or unauthorized monitoring of electronic data or software
 - No violation of system security
- 5 In the event a librarian observes a user accessing pornographic or obscene sites, the user immediately loses computer privileges for a period of not less than three months. Committing illegal violations as defined by Sate of NE Statutes will result in permanent loss of computer privileges at Verdigre Public Library. If a user views any site that causes a library computer to become corrupted the user shall be responsible for the cost of fixing that computer.
- 6 Additionally, failure to comply with the following local rules may result in loss of computer and/or library privileges.
 - a. Failing to pay for printing
 - b. Refusing to sign up to use computer
 - c. Refusing to comply with time limits
- 7 The librarians are willing to assist patrons. Users must understand, however, that the librarians are not computer experts and that such technology assistance will be limited to the ability and knowledge of the librarians.

- 8 Computers are available on a first-come, first-served basis. If all computers are being used and other patrons are waiting, librarians will impose time limits. Failing to comply with time limits is grounds for being asked to leave the library.
- 9 Be aware that the library's network, both wired and wireless, are unsecured. All users are responsible for their own actions in use of the library's computers or wi-fi. The library reminds patrons not to provide any internet site with personal information such as name, address, social security number, banking information, credit card number, etc. It is the patron's responsibility to use secure sites.
- 10 The library's wired network has filters per CIPA compliance (Children's Internet Protection Act). Prevented sites include designations of adult, gambling and drugs.
- 11 Be aware that the library's wireless network is unfiltered.
- 12 Patrons may access the library's wireless internet using personal devices or the library's laptop computers. Patrons are responsible for configuring their own equipment. The library is not capable of wireless printing.

TERMS AND CONDITIONS OF COMPUTER USAGE

Please note the following, then sign card to be kept on file at circulation desk. Again, patrons under age 18 need a parent or guardian to co-sign and patrons under age 6 must be accompanied during computer use.

- Please sign name and time at circulation desk before using library computer.
- Headphones are available for checkout at circulation desk and must be used if patron wants audio.
- The color printer is accessible from desktop computers or laptops, but not from wireless devices.
- A card reader may be borrowed from the circulation desk.
- A scanner is located by the ADA computer.
- Library computers are for use by a single individual. If a small group needs to sit together they must be respectful of other patrons and staff and keep distractions to a minimum.
- Altercations, antagonizing and bullying will cause a patron to be sent home.
- At the end of a patron's computer session he or she must move to another area of the library. Patrons who stay by the computers will be asked to move away or will be sent home.
- Individuals – adults and children – are permitted two thirty-minute sessions per day. Time may be extended if no patrons are waiting. Computer sessions terminate at the end of thirty minutes or when user leaves computer station, whichever occurs first.
- Time limits are enforced during peak usage: 3:30 p.m. to 7:00 p.m. Tuesday-Friday and 10:00 a.m. to 1:00 p.m. on Saturday or whenever school is not in session.
- Patrons must provide their own storage devices for saving work or downloading information.
- Patrons may not download any software onto library computers.
- Activities that are illegal or interfere with or disrupt the network, other users, services or equipment are prohibited *per the acceptable use policies and laws listed above*.
- 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.
- Food is discouraged at the computers. Drinks must have lids.
- Thank you for your cooperation!

Internet Policy and Computer Use Agreement
Verdigre Public Library, P.O. Box 40, Verdigre, NE 68783

Please print legibly

User Name(s) _____ Age if under 14 _____

Parent/Guardian (for children) _____

Address _____

Town, State, Zip _____

As the user, or parent/guardian of user(s), I state that I have read the Internet Policy and Computer Use Agreement and agree to abide by it.

Signature of User _____

Signature of parent/guardian _____

Reviewed 1-6-23



Let's Move in Libraries

Verdigre Public Library

Participation and Release Agreement

I agree and consent to the following:

I am voluntarily participating in the wellness program called "Let's Move in Libraries" sponsored by the Verdigre Public Library. I recognize that fitness programs require physical exertion and may cause physical injury. I am fully aware of the risks and hazards involved.

I understand that it is my responsibility to consult with a physician prior to exercise. I have no medical condition that would prevent my participation in the program.

I agree to assume full responsibility for any risks, injuries or damages, known or unknown, which might incur as a result of participating in this program. I voluntarily waive any claim I might have against Verdigre Public Library for injury or damages I might sustain as a result of participating in this program.

Participant name (please print) _____ Date _____

Signature of participant _____

Participant phone number _____

Emergency contact _____

Phone number _____ Alternate phone number _____

Relationship _____

Makerspace Policies & Procedures for Verdigre Public Library

The goal of the Verdigre Public Library's Makerspace is to empower community residents with the tools and guidance to explore, collaborate, create, learn, and invent through participatory learning experiences. Our hope is that the makerspace will stimulate creativity, innovation, and the exchange of ideas to facilitate entrepreneurship, skills development, and local economic development.

General Rules/Policies

- The library's makerspace is available for use during regular library hours.
- All makers must sign in/out at the front desk before/after using equipment. First-time makers (or the parent/guardian for makers under age 16) need to sign a Makerspace Use and Release Agreement. Minors must be supervised.
- Makers may make reservations to use equipment. Unless there is a reservation, equipment is available on a first come, first serve basis.
- Makers agree to train in equipment use, follow safety procedures, and take precautions to avoid causing unnecessary mess, damage or waste.
- Makers may make items for both personal and commercial use. Entrepreneurship is encouraged.
- The library does NOT charge for the use of any equipment but DOES CHARGE for consumables. Payment for consumables is due upon use or a patron may pay ahead on account. Makers may bring in their own consumables, with the exception of 3D filament.
- The library will not offer refunds for consumables purchased and used, nor is it responsible for any projects or materials left behind, including 3D print jobs left unattended
- The maker agrees the library is not responsible for any defects, quality or workmanship of any of the tools, materials or equipment supplied by the library, or for the quality or condition of a user's project. That said, if equipment isn't working properly, please notify library staff.
- Files on library computers will be deleted periodically. Makers should provide their own external storage devices.
- If an accident or injury occurs, report it to staff at the time of the incident.
- Makers must follow all applicable intellectual property laws, including copyright laws.
- Makers should not use library equipment to create or modify objects that are:
 - Prohibited by local, state, or federal law,
 - Unsafe, harmful, dangerous, or pose a perceived or immediate threat to the well-being of others (this includes perceived or real weapons of any kind).
 - Obscene or otherwise inappropriate for the makerspace and library environment.
- All of the Verdigre Public Library's policies (e.g. internet use or behavior in the library) pertain to the Makerspace.
- The library may suspend or deny access to the Makerspace for persons who fail to follow the library's policies

Certification Process

1. Read these policies and sign waiver.
2. Go through General Safety (green folder).
3. With local trainer, go through Standard Operating Procedures (SOP) binder for equipment of choice.
4. Please note locations of first aid kit, fire extinguishers and emergency exits.
5. HAVE FUN!

Makerspace Use and Release Agreement

THIS AGREEMENT is made this _____ day of _____ 20____, by and between **Verdigre Public Library** and _____ **(Maker)**.

In consideration for Maker's participation in the use of the Library Innovation Studio at Verdigre Public Library, Maker agrees as follows:

1. **Conditions of Use.** The Maker agrees that the (a) Maker has reviewed the Library Innovation Studio Policy and agrees to its terms, which are incorporated by reference into this Agreement, and the (b) Maker has been trained by Library Staff or participated in a Library workshop regarding the use of the Innovation Studio. The Maker agrees to comply with all Library policies, including the payment of any fees associated with the use of the Library Innovation Studio. If the Maker is under the age of 18, a parent or legal guardian agrees to this Release of Liability on behalf of the minor child and the term "Maker" applies to both the minor child and any parent or legal guardian.

2. **Assumption of Risk.** Maker acknowledges the inherent risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that Maker's participation in such activities and/or use of the Library Innovation Studio may result in injury, illness, death or damage to Maker or Maker's personal property.

Further, such risks and dangers may be caused by Maker or other Makers. Finally, such injury, illness death or damage to Maker or Maker's personal property, may arise from foreseeable or unforeseeable causes. Maker, and for such heirs, family, estate and assigns, hereby fully assumes all such risks (known, unknown and/or unforeseen) and any others which arise in connection with the use of the Library Innovation Studio at Verdigre Public Library.

3. **Release of Liability.** Maker, including the Maker's heirs, family, estate, executors and assigns, releases the Verdigre Public Library, its staff, board members, exhibitors, guests, fellow Innovation Studio Makers/patrons, employees, agents, guests and assigns from any liability, claims, losses, demands, causes of action whatsoever arising or that could arise out of any damage, loss or injury to Maker or Maker's property while using the Library Innovation Studio of Verdigre Public Library and/or using any equipment owned by Verdigre Public Library or another Maker or guest of Verdigre Public Library regardless of whether such loss or injury is as a result of negligence of Verdigre Public Library or its Makers, guests, agents and assigns, or is a result of some other cause. This release includes all damages, costs, medical costs, expenses, attorneys' fees and any other losses.

4. **Covenant Not to Sue.** Maker agrees that Maker will not, under any circumstances, initiate any legal action or administrative proceeding against Verdigre Public Library, its staff, board members, exhibitors, fellow Verdigre Public Library Makers/patrons, employees, agents guests, and assigns nor will Maker assist in the prosecution of any such legal action filed by another, arising out of an injury to the person or property of Maker while participating in the use of the Library Innovation Studio in the Verdigre Public Library. This covenant extends to include the family, estate, heirs, executors, administrators or assigns of Maker.

5. **Third Party Indemnification.** Maker indemnifies, saves and holds harmless Verdigre Public Library, its Makers, agents and assigns from any and all losses, claims, demands, causes of actions or proceedings of every kind and character which may be initiated by any other persons or organizations and which arise directly or indirectly from the actions of Maker while engaged in the use of the Library Innovation Studio and/or by using the Verdigre Public Library's tools, equipment, materials, space, or educational opportunities. Maker hereby acknowledges that Maker has carefully read all of the above provisions, fully understands same, and voluntarily signs this document as a condition of use of the Library Innovation Studio at Verdigre Public Library

6. **Damage of tools and equipment.** Maker agrees to use the facilities, tools, and materials in a safe way, and to alert the Verdigre Public Library staff, and/or program leaders when facilities, tools, and materials are being used in a way that could cause harm to themselves or others. All damage to equipment or tools will be reported immediately.

Maker Name (printed) _____

If Maker 19 or older:

Maker signature _____

If Maker under 19:

Parent/Legal Guardian Name (printed) _____

Legal Parent/Guardian signature _____

Meeting Room Use – Verdigre Public Library

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.

NAME (printed): _____

DATE and TIME of reservation: _____

Additional Notes: _____

I have read and agree to the meeting room policies stated above:

Signature _____

Amount due: _____ Payment: _____

Staff Signature: _____

Reviewed 1-6-23

Policy Manual Review Checklist—Verdigre Public Library

1. Title page and table of contents (p. 1-2) _____
2. Mission statement and Freedoms (p. 3-7) _____
3. Vision—5 year plan, community needs response, no-discrimination (p. 7-8)

4. General library services (p. 9-14) _____
(hours, holidays, etc.)
5. Standards of public conduct including unattended children (p. 14-16)

6. Collection development policy (p. 16-18) _____
7. Gifts, memorials and donations (p. 18) _____
8. Circulation policy (p. 18-20) _____
9. Programming policy (p. 20) _____
10. Emergency and safety procedures (p. 20-21) _____
11. Library Board (p. 21-23) _____
12. Volunteers and Library Foundation (p. 23-24) _____
13. Employee policies (p. 24-25) _____
14. Appendix--Display and Exhibit Release (p. 26) _____
15. Appendix--Receipt/Read Handbook Policy (p. 27) _____
16. Appendix--Resignation Form (p. 28) _____
17. Appendix--Request for Reconsideration of Library Resources (p. 29)

18. Appendix—Tech Equipment Checkout (p. 30) _____
19. Appendix--Internet Policy and Agreement (p. 31-33) _____
20. Appendix—Meeting Room Form (p. 34)
21. Appendix—Policy Manual Review Checklist (p. 35) _____

Receipt of Handbooks & Read Handbook Policy

I have received a copy of the Verdigre Public Library Policy Manual, a copy of the Verdigre Public Library By-Laws and the Village of Verdigre Employee Handbook. I have read and understood all of the rules, policies, terms, and conditions and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I also understand that these handbooks supersede all previous written and unwritten policies, including any previous handbooks.

Employee's Signature

Date

Employee's Name (Please Print)

Reviewed 1-6-23

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.

Optional:

Name: _____ Date: _____ Phone: _____

Address: _____ City _____ Zip _____

22. Resource on which you are commenting:

_____ Book _____ Magazine _____ Audio _____ Visual _____ Other _____

Title _____

Author _____

23. What brought this resource to your attention? _____

24. Have you examined the entire resource? _____

25. What concerns you about the resource?

26. Are there resource(s) you suggest to provide additional information and/or other

viewpoints on this topic? _____

Reviewed 1-6-23

Resignation Form

I _____, will resign from my current position as
_____ at the Verdigre Public Library effective
_____ .

Comments:

Printed Name

Signature

Date

Revised 2-6-23

Technology Equipment Checkout for Verdigre Public Library

The Verdigre Public Library has laptops, webcams, tripods, a digital projector and a screen that can be checked out by our patrons. There is no cost to borrow the library’s equipment however the value of this equipment has led to the following check-out protocol including a refundable deposit.

- 27. Equipment may be checked out for a 4-day time frame. Please call ahead to reserve the equipment.
- 28. Library staff will train borrower on proper use of equipment prior to checkout.
- 29. 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.
- 30. 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.
- 31. Borrowers will not be allowed to check out equipment for another person.
- 32. 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 library.

Once again, due to the value of technology equipment there is a \$20 deposit that must be paid prior to checkout. 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.

Tech Equipment _____

Patron Agreement Signature _____ Date _____

Check out date _____ Return date _____

Deposit Fee Paid _____ Date _____ Deposit returned _____ Deposit retained _____

Equipment Return Assessment Notes:

Reviewed 1-6-23