

Wauneta Public Library Policies

To better serve our patrons, the Library board of Trustees of The Wauneta Public Library has established standards to ensure the safety of, and proper treatment of, patrons and staff, alike.

Our Mission Statement:

At The Wauneta Public Library, our mission is to keep our hometown library a safe, comfortable space to learn as well as a relevant and up-to-date source of knowledge. At a time when rural libraries are closing due to lack of interest and/or relevance, we are determined to keep our library doors open and currently advertise on social media and reach out to our community often to promote Library events and encourage community participation. We often ask: What can we do to help provide a service to our patrons and community at large? We continue to reach out to our community and strive to provide programs that both educate and keep participants engaged. The Wauneta Public Library (WPL) operates as an information hub and source, providing materials and services to meet the ever-evolving needs of our community members. The information we provide consists of historical, local, personal, educational and professional material, as well as recreational, international and multicultural. We also support The Library Bill of Rights which includes the following statements verbatim:

“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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#)."

WPL also supports the Freedom to View which, along with the freedom to speak, to hear and to read, is protected by the First Amendment to the Constitution of the United States. When WPL does show a film, the rating system imposed shall be determined by the Classification and Ratings Administration (CARA), which is a board comprised of an independent group of parents. We will abide by ratings and viewers shall be bound by age restrictions imposed unless accompanied by an adult. For more information on film ratings, please view: www.filmratings.com

Selection of a work does not constitute or imply agreement with, or approval of, content.

WPL Operating Hours & Details

Mondays: Noon-5pm

Wednesdays: Noon-5pm

Fridays: Noon-5pm

{With the exception of holidays and added days to replace closures due to holidays, weather, etc. When we intend to close for a holiday or other reason, we shall post such changes on social media as expeditiously as we are able.}

*These hours may alter slightly seasonally and Director and Board shall decide which hours best serve our community taking into consideration Director's daily tallies of patron 'traffic' times.

Library cards will be issued at no charge to any patron residing in Wauneta and it's surrounding areas wishing to use the library facilities. The library will serve all residents of the community and the public library system area. Patrons from out of area will be served at the discretion of Director

Library staff is charged with maintaining a pleasant atmosphere, and a clean and safe building.

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.

WPL Code of Conduct & Patron Behavior Policy

This is a government building, and as such, we expect our patrons and staff to feel reasonably secure and safe. Accordingly, the following unacceptable behaviors are identified. Dangerous, destructive or illegal conduct, including but not limited to the following, will NOT be tolerated:

- **Physical abuse or assault, including unsolicited touch of ANY kind including verbally harassing Librarian or staff. This includes suggestive language or actions which make staff uncomfortable and entering areas restricted to staff only and/or causing a disturbance or engaging in any behavior which interferes with library activities.**
- **Engaging in intimidating or harassing behaviors, including leering at other patrons or staff, following or stalking other patrons or Library staff. Making violent or threatening statements to others or staff. Using harassing, obscene, abusive, or insulting language or gestures.**
- **Damaging, destroying, stealing, or otherwise vandalizing Library property.**
- **Interfering with Library staff's performance of their duties.**
- **Carrying weapons of any type.**
- **Refusal to follow reasonable direction from Library staff, including but not limited to leaving the Library during normal closing procedures or following a suspension of Library privileges or refusing to evacuate during an emergency.**

Engaging in any of the above behaviors may result in one or more of the following consequences, depending upon the severity of the violation:

- **Initial warning, given copy of Library Code of Conduct & Patron Behavior Policy; Being asked to leave library premises; Library**

privileges suspended for between one day and one year. **Possible permanent ban depending upon infraction.

- Referral to local law enforcement and/or Criminal prosecution.

To ensure that all people who use and work at the Wauneta Public Library can do so in a comfortable and safe environment, the WPL reserves the right to determine what it considers to be disruptive or inappropriate behavior by the patrons in the Library. ***Please inform Library staff if you observe anyone behaving in a suspicious or inappropriate manner***

We enjoy the peace and serenity our library offers to our patrons. Should you choose to disrupt this atmosphere, you will be asked to leave immediately.

Remember

CODE OF CONDUCT:

***Be polite & use hushed, inside voice / *Walk / *Follow librarian's directions**

***Respect Librarian, Staff, and library property**

Other examples of unacceptable behavior include:

Abandonment/leaving of young children unattended.

Abuse/vandalism of library facilities, equipment or material.

Behavior or language that is offensive to others.

Chewing Tobacco

Smoking

Entering library without shirts or shoes

Excessive noise/noise that disrupts others

Intoxication

Illegal activities within the library or on library grounds

Loitering

Obscene language or activity

Spitting

Soliciting

Unruly/offensive behavior

Use of cell phones (phones should be set to silent mode) except in library stairwell

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

Children

The Wauneta Public Library promotes and encourages visits by young children and it is our desire to make this a safe and informational visit. Library staff will not be responsible for the care of unsupervised children in the library. A parent or designated responsible person must accompany all children under the age of 5 while in the library.

When children under 5 are attending a library program, we require a responsible person to remain with them, in the library, throughout the program.

Disruptive Children – Children are encouraged to use the library for studying, homework, recreational reading and library programs. Library staff understands that the library may be noisier at busy times and that children by nature can and will occasionally be disruptive. However, children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or be asked to leave the library. If the child needs to contact a parent for pick up, they may do so and then wait with a staff person until the parent arrives.

Internet Policy

The Wauneta Public Library provides public access to the Internet. The Internet, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal. Since the Internet is a global electronic network, there is no state/county control of its users or content. The Library cannot censor access to material nor protect users from offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection. Library staff cannot control the availability of information links which change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of information provided. We assume no responsibility for any damages, direct or indirect, arising from use of the World Wide Web Server or from connections to other Internet services. Librarian does however reserve the right to immediately terminate a patron's internet session if they should view or print from pornographic materials and/or sites.

This Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

Individuals under the age of 16 will require a parent signature before internet access is approved. All forms will be kept on file at the Library to be reviewed upon request.

This library upholds and affirms the right of each individual to have access to constitutionally protected material.

Circulation Policy

Library cards will be issued to any resident wishing to use the library facilities. Patrons must fill out an application card to receive a card and/or Libby number. The application asks for name, address, and phone number.

Loan Periods

2 weeks for all materials unless otherwise noted below.

By discretion of the librarian, books may be kept for a longer period of time.

Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.

Interlibrary loans are due the date indicated by the lending library.

Books may be renewed once if there is not a waiting list for the title.

Video cassettes/DVDs may be checked out for 7 days.

Library Fines

Overdue Circulating Books

10 cents per day after initial 2-week borrowing period (including days on which the Library is closed) to a maximum of the current price of the book.

Replacement Costs

Lost Books: The price of a new copy of the book or fair value if the book is out of print

Damaged Books: An amount to be determined by the nature and extent of the damage, not to exceed the price of the book.

Lost DVDs/CDs/cassettes/ Audiobooks/VHS: Price of the current replacement value of item

Lost and Damaged Items:

If a borrowed item is damaged or lost, the borrower will be held responsible for the repair or replacement cost of the damage or full cost of the lost item.

Videos will be checked out to any patron as long as patron is 17 or over for "R" rated movies per: CALA rating.

Music CDs and cassettes may be checked out for 2 weeks.

Reference Materials may not be checked out unless approved by Library Director. The Library Director may also establish the loan period for special collections, materials which 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.

Amount of material that can be borrowed at any one time

Individuals may borrow up to 7 library materials. The Library Director may make an exception to this rule at their discretion.

Library Services Policy

This library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. This library should to the best of its abilities 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 balance in its service to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Use media and other public relations mechanisms to promote the full range of available library services.

Book Return Services

A book drop box is located on the right-hand side of the building from entrance of the library. Just outside the inner library door, there is also a book drop.

Notifying a Patron of Overdue Material

The Librarian or Assistant Librarian will text and/or call patron after the library material is one week overdue. Librarian or Assistant Librarian will text and/or call this patron a second time, no sooner than one week after the first phone call. If there is no response within one week to these attempts to contact, the Library Board will decide if the issue should be turned over to law enforcement.

Objectives

The purpose of the WPL is to provide all individuals in the community with carefully selected books and other materials to aid patrons in the pursuit of education, information, research, recreation, and the creative use of leisure time. The Library Bill of Rights and The Freedom to Read Statement has been endorsed by the Public Library Board of Trustees and is integral in parts of our policy. 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 for library materials rests with the Library Director who operates within the framework of the policies determined by the Wauneta 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

**Reviews are a major source of information for new materials. The primary sources of review we utilize most often are: The American Library Association, Golden Sower Award winners, Newbery award winners, and the New York Times Best Seller list. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are examined on the basis of the work as a whole.

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 duplicates, in poor condition, or contain dated information the Director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased 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 by request of a patron if the request meets the criteria established by the Director. It is desirable for gifts of specific titles to be offered *after* consultation with the Library Director. The Director will make book selections if no specific book is requested.

*WPL encourages and appreciates gifts, monetary donations and collection donations. By law, the library is not allowed to appraise the value of donated materials, although we can provide an acknowledgement of receipt of the items if requested by the donor.

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.

Challenges

WPL acknowledges that some materials are controversial and that some items in our collection 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 childrens reading choices 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.

While all of our materials are carefully selected, there can arise differences 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. This inquiry will be placed on the agenda of the next regular meeting of the Public Library Board of Trustees. 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. Ask your Library Director or staff for this form.

Book Delivery

WPL will deliver books to patrons in our local care center as well as to homebound patrons within village limits when possible. The Librarian or Library Volunteer will deliver the library materials when possible. There will be no overdue fines on these materials since these patrons are not able to return the library materials on their own. When, to whom or how many patrons the books will be delivered to will be entirely up to the Library Director.

Reference Service Policy

WPL 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, 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 information.

Equipment Use

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of computers; however, in order to make the service available to as many patrons as possible, a time limit for usage shall be imposed should the demand arise. That time limit is 1 hour if someone is waiting and the waiting party shall have their name and time placed on a list. 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.

Printers/Copiers are available. A copy from the printer or copier is \$.25 per page. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the user, not WPL.

Meeting Room Policy

As the Wauneta Public Library Board of Trustees, we shall provide our private meeting room to our patrons and the community of Wauneta. Please read the following:

- All meetings will be held during normal WPL business hours. Due to insurance liabilities, if our staff is not onsite and on shift, we cannot allow after-hours meetings without their presence.
- Any clubs may use the private meeting room free of charge. If the room is available, sign-in is required. If the room is occupied, but has not previously been reserved, patrons must be willing to share this space. If you wish to secure the room privately without sharing space, a nominal fee of \$20 is required.
- Capacity of the room is 12 people.
- Group guests are welcome to use the coffee nook in the library. Please provide your own cups, napkins, plates, coffee, etc.
- Please leave the room as you found it. Collect all garbage and place it in the Village dumpster.
- Groups are responsible for setting up and putting away all items they have used.
- Please allow at least 24 hours advance notice to request use of the meeting room. Call during library hours to make a reservation.
- Permission for clubs or groups to use Library spaces does not constitute an endorsement of the groups philosophy. No group may imply in its publicity that

WPL has sponsored or supported its meeting unless prior written permission is given by the Library Director.

- Please report any problems to the librarian.
- These policies are under periodic review by the Wauneta Public Library Board of Trustees. They reserve the right to refuse the use of the meeting room to any club or group.

Meeting in General Library Spaces

As the Wauneta Public Library Board of Trustees, we shall provide our general library area to our patrons and the community of Wauneta. Please read the following:

- All meetings will be held during normal WPL business hours. Due to insurance liabilities, if our staff is not onsite and on shift, we cannot allow after-hours meetings without their presence.
- Any clubs may use the general library space free of charge so long as it does not impede regular library activities and/or functions. Clubs/groups understand that using the general library space during business hours means that patrons will still be in and about the Library stacks and will require the consideration of the group insofar as sharing space and general noise level.
- Capacity of the general space is 100 people.
- Group guests are welcome to use the coffee nook in the library.
- Please leave the room as you found it. Collect all garbage and place it in the Village dumpster.
- Groups are responsible for setting up and putting away all items they have used.
- Please allow at least 24 hours advance notice to request use of the meeting room. Call during library hours to make a reservation.
- Permission for clubs or groups to use Library spaces does not constitute an endorsement of the groups philosophy. No group may imply in its publicity that WPL has sponsored or supported its meeting unless prior written permission is given by the Library Director.
- Please report any problems to the librarian.
- These policies are under periodic review by the Wauneta Public Library Board of Trustees. They reserve the right to refuse the use of the meeting room to any club or group.

Displays and Exhibits on Loan to WPL Policy

As an educational and cultural institution, the Wauneta Public Library welcomes exhibits and displays of interest, information and enlightenment to the community which may be on loan from a private party. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its relevance, suitability and availability of space. The Library assumes no responsibility for the preservation of or protection of, and no liability for, possible damage or theft of any item displayed or exhibited. All items placed in the Library are at the owner's risk.

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 director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Disaster Policy

In the event of a fire: Do not panic but do not underestimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt whether the fire can be controlled, immediately clear the building {DO NOT use elevator} and call 911. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

In the event of a tornado: Go to the basement, {DO NOT use elevator} If possible, crawl under tables, kneel down and cover your head.

In any health emergency, 911 should be called immediately in the event of any serious problem.

Trustee Policy

The Library Board shall be appointed or elected. The Governing Body shall, by ordinance, adopt the manner in which the five members of the Board are to be chosen. If the members are to be chosen by appointment, the nominated members must receive a majority vote of the Governing Body. The Board shall consist of five members who shall be residents of the Village. The members of the Library Board shall serve a four year term of office as specified by Nebraska Statutes. The Board shall serve without compensation. At the time of the Board's first meeting in October of each year, the Board shall organize by selecting from their number a President and Secretary. It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings. A majority of the Board members shall constitute a quorum for the transaction of business.

Time and Place of Regular Meetings: First Wednesday of each month at 4:30p.m. at the Library with an option of call-in or Zoom connectivity.

Annual Review of Policies

July Annual Financial Audit: Year-end September 30th of each year by Village Auditor. The Library Board shall on or before the first Monday in August each year, make a report to the Village Council showing all moneys received and expended, the number of books and periodicals on hand, the projected budget and any other statistics, information and suggestions required by the Council.

Duties of Officers

President Shall: Be the Principal Executive Officer of the Library and shall preside at all meetings of the Library Board.

Vice President: In the absence of the President, or in the event of their ability or refusal to act, the Vice President shall perform the duties of the President.

Secretary Shall: Keep the minutes of the Board meetings in books provided for that purpose. See that all notices are duly given in accordance with the bylaws.

Member: 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 in the event of a tie.

Order of Business and Procedure: An agenda shall be prepared for each regular monthly meeting by the Librarian. The trustees are encouraged to seek certification by the Nebraska Library Commission as stated in the Trustee Handbook written by the Nebraska State Library Commission. Association dues and mileage shall be paid by the library for Librarian and Trustees who attend continuing education workshops.

Volunteers

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

The Fair Labor Standards Act (FLSA) recognizes volunteering for public service and charitable purposes, and generally does not consider volunteers to be employees:

Volunteering for public sector employers

Individuals can volunteer for public sector employers without receiving compensation. However, public employers cannot allow employees to volunteer to do the same work for which they are already employed.

When Congress amended the FLSA in 1985, it made clear that people are allowed to volunteer their services to public agencies and their community with but one exception - public sector employers may not allow their employees to volunteer, without compensation, additional time to do the same work for which they are employed.

Here are some other things to know about the FLSA and volunteering:

- Public employers must ensure that employees who volunteer are not compelled to do so by an agency official.
- Volunteers are typically part-time and do not displace regular employees.
- Paid employees of a non-profit organization cannot volunteer to provide the same services they are employed to provide.
- Employees may volunteer to perform jobs that are WHOLLY different in nature from their paid jobs. The duties performed must be DISSIMILAR in nature from those that the employees would ordinarily perform in their paid position.

Personnel Policies

Current Positions: Library Director and Assistant Librarian

The Library Director and assistant are expected to relate to a wide variety of people, to show leadership and enthusiasm, and to show discretion in keeping confidences. The Library Director and assistant will also be expected to take initiative in developing and carrying out program ideas. The Library Director is required to have the ability to supervise a small staff, and the ability to recruit and supervise volunteers. The Library Director will be required to work for and maintain Certification from the Nebraska Library Commission. The Library Director will also work to maintain accreditation for the library.

Resignation

Preference of one month's notice shall be given to the Library Board in the case of a resignation of Director for the purposes of training a replacement. The Board shall have the sole discretion of waiving this requirement in case of emergency.

The Library Director Will:

Work with the Board carrying out the policies of the library as adopted by the Board and recommend needed policies to the Board of action and act as technical advisor to the Board, attending Board meetings to report all pertinent business.

Recommend employment of all personnel and supervision of their work.

Submit bills to the Village Office for payment, and help prepare the annual budget for the Library in July in consultation with the Board.

Assist Board in developing goals and objectives, and review these annually.

Maintain records of Library operations.

Obtain or maintain Nebraska Library Commission certification, attending professional meetings as approved by the Board.

Report to the Board any maintenance needed to keep Library structurally safe.

Complete and send the annual survey, as well as all certification requirement completions of Director, staff and Board, to the Nebraska Library Commission.

The Library Director will Operate the Library by:

Selecting and ordering all books and other Library materials according to policy.
Thoroughly inspecting all materials ordered and checking against invoices to make sure order is complete.

Classifying all new materials and marking them accordingly.

Shelving books, magazines and other materials.

Cataloging (now: digitizing) all new materials.

Taking inventory and weeding collection on a regular and systematic basis.

Preparing accounts receivables and accounts payables records and bills and delivering them in a timely fashion to Village Clerk for payment/recumbence.

Assisting patrons, checking materials in and out, processing inter-library loans.

Answering phone calls and mail.

Ordering needed supplies.

Assisting patrons in use of the computer, copy machine or any other equipment.

Providing programs to meet community needs and promote Library use.

Maintaining an active program of public relations for the Library.

Working with other libraries and organizations to promote library services.

Book Delivery Form

The Wauneta Public Library will deliver books to our local care center and our homebound patrons within city limits. Librarian or Library Volunteer will deliver the books, when possible. There will be no overdue fines on these materials since these patrons are not able to return the library materials on their own. When, to whom or how many patrons books will be delivered to will be at the discretion of the Library Director.

Name: _____

Address: _____

Phone Number: _____

Preferred Authors: _____

Preferred Subjects: _____

Best Time to Deliver: _____

Comments: _____

Wauneta Public Library Library Card Application 319 N Tecumseh, Wauneta, NE 68729
(308)394-5243

Request for Reconsideration of Library Resources

Wauneta Public Library has delegated the responsibility for selection and evaluation of library/educational resources to Wauneta Public Library Board of Trustees and Director about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please complete and return this form to The Wauneta Public Library.

Name: _____

Date: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____

Do you represent yourself? _____ your organization? _____

1. Resource type on which you are commenting: _____ Book _____

Magazine _____ Newspaper _____ Textbook _____ Video _____

_____ Display _____ Library Program _____ Audio Recording _____

_____ Other _____

Title: _____ Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side if additional pages are necessary.) 5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
