



# Lied Lincoln Township Library Policies

## I. Mission and Goal Statements

### **Our Mission:**

The mission of the Lied Lincoln Township Library is to be a strong community partner providing programs and services that bring people together, foster creativity, and encourage lifelong learning.

### **Our Vision:**

We will be the welcoming heart of our community where all come to learn, discover, create, and connect.

### **Our Core Values:**

The Lied Lincoln Township library will accomplish our mission and vision by

1. Being a warm and welcoming place for community members to gather.
2. Being actively engaged in the life of the community.
3. Employing a collaborative, creative, and positive staff focused on library users' interests and needs.
4. Being good stewards of the library's financial and material resources.
5. Ensuring ready, equal, and equitable access to library materials.
6. Protecting confidentiality of library patron's records.
7. Championing everyone's right to intellectual freedom.

### **Our Statement of Purpose:**

The Lied Lincoln Township Library's purpose is: To Enrich. To Inform. To Connect.

## II. Who May Use The Library

The Library will serve all residents of the community and the public 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; gender; or sexual orientation.

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.

## III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his or her individual rights and the rights and privileges of other library patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Section 51-212 of the Nebraska Revised Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

Children of all ages are encouraged to use the library for homework, recreational reading, computer use and program attendance. Children who are continually disruptive will be given a warning that he or she must settle down or will be asked to leave the library. If, after a second warning, the child continues to be disruptive, he or she will be asked to leave the library. If the child needs to contact a parent, he or she may do so and then wait with a staff person until the parent arrives.

### **Library Rules of Conduct**

The Library is intended to be an inviting, comfortable, clean, and safe place for reading, selecting materials, studying, writing, using computers, and attending Library-authorized programs and meetings. Library users should conduct themselves in a manner that respects other users. Behaviors that infringe upon the rights of library users or staff are prohibited.

- **These rules** are intended to ensure that all Library users may enjoy good service in pleasant surroundings.
- **Enforcement of these rules** will be conducted in a fair and reasonable manner. Library staff, and/or law enforcement are authorized to enforce these rules. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment.
- **Individual users have the right** to request an administrative review of an exclusion order that is for a period greater than two weeks.

**The following actions are examples, but not a complete list, of conduct not allowed on Library property:**

- Failing to comply with a reasonable staff request.

- Possessing, using, or being under the influence of alcohol or controlled substances.
- Using tobacco or vapor products.
- Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, staring, lurking, bullying, obscene language, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment.
- Fighting or challenging to fight, running, roughhousing, pushing, shoving, or throwing things.
- Creating disruptive noises and/or disturbances which interfere with others use of the library.
- Participating in group activities which are disruptive to the Library environment.
- Lying down or sleeping.
- Blocking aisles, exits, or entrances.
- Harassing or discriminating against users, volunteers, or staff based on race, color, religion, national origin, sex, gender, gender identity, sexual orientation, ancestry, or any other protected class.
- Selling and/or soliciting for money or items or services, except as authorized by the Library Director.
- Trespassing in non-public areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
- Using restroom facilities for purposes other than which they are intended.
- Entering or being in the Library with inadequate clothing or hygiene, or being otherwise attired so as to be disruptive to the Library environment.

- Carrying firearms and dangerous weapons of any type, unless otherwise authorized by law.
- Leaving packages, backpacks, luggage, or any other personal items unattended. Library staff will not store these items for Library users. Unattended items are subject to immediate confiscation.
- Using wheeled devices in the Library or in prohibited areas on Library grounds, except as authorized by law.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the Library Director.
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policy.

### **Children in the Library**

Children using the Library on their own must follow the Library Rules of Conduct. Children behaving inappropriately may be required to leave. Children must be able to self-manage while using the Library.

For the safety and comfort of children, parents or responsible caregivers should be with their child/children while in the Library. Parents are responsible for supervising their children in the Library. The Library is not a substitute for child care services.

When necessary, the Library will contact law enforcement to assist a child in need of adult supervision.

### **Library Children's Areas**

Children's areas are intended for use by children, their parents or caregivers, and other adults accessing materials in the children's collection.

Children's areas may not be used by adults as a general reading room. Adults unaccompanied by children and not actively using children's library materials or resources may be asked to use other areas of the Library.

## **IV. Services of the Library**

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

- \* Select, organize and make available necessary books and materials.
- \* Provide guidance and assistance to patrons.
- \* Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- \* Cooperate with other community agencies and organizations.
- \* Secure information beyond its own resources when requested (using inter-library loan and other resource sharing methods provided through the system and state).
- \* Lend to other libraries upon request.
- \* Develop and provide services to patrons with special needs
- \* Maintain a balance in its services to various age groups.
- \* Cooperate with, but not perform the functions, of, school or other institutional libraries.
- \* Provide services during hours that best meet the needs of the community, including evening and/or weekend hours.
- \* Regularly review library services being offered.
- \* Use media and other public relations mechanisms to promote the full range of available library services.

## **V. Hours Open**

Monday: 1:30 pm to 5:30 pm

Tuesday: 1:30 pm to 5:30 pm

Wednesday: 1:30 pm to 5:30 pm

Thursday: 1:30 pm to 5:30 pm

Friday: 9:00 am to 1:00 pm

Saturday: 9:00 am to 1:00 pm

The library will be closed on the following holidays: New Years Eve and Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Eve and Day. As a general rule, when Wausa Public Schools are closed because of snow or other bad weather, the library will also close.

## **VI. Physical Facilities**

To achieve the goal of good library service, the library board will assure that the library building is maintained.

### **A. Building Maintenance**

The board will annually review in July the exterior of the building and make arrangements for necessary repairs. Long range planning for other exterior repairs will be discussed at that time. The board will annually review in September the interior of the building and make arrangements for any necessary repairs. Long range planning for other interior repairs and updates will be discussed at that time.

### **B. Insurance**

The board will review all insurance policies annually in September in order to have adequate coverage on buildings, contents, and liability.

## **VII. Meeting Room Policy**

The Lied Lincoln Township Library has a meeting room with seating for 40-60 people. The primary purpose of this meeting room is support for library functions, meetings, and programs. Reservations for the meeting room will be available to members of the public if the space is not already reserved for library functions, and if a meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the person/organization found it.

## **VIII. Volunteers**

The library board encourages individuals and groups to volunteer their time and efforts in the service of the Lied Lincoln Township Library. In appreciation of volunteer services, the library acknowledges the need to provide for appropriate recognition befitting the benefit to the library and the community it serves. (April is national volunteers month)

## **IX. Personnel Policy**

### **A. Management Policy**

The duly appointed library board shall have all management rights, authorities and responsibilities as stated in Nebraska Revised Statutes section 51.

- \* The library board shall select, appoint and , when necessary for valid reasons, dismiss the director of the library.
- \* The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conduction effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
- \* The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.
- \* It is the policy of the Lied Lincoln Township Library to provide equal employment opportunity for all qualified persons, according to the provisions of State and Federal laws and regulations.

### **B. Administrative Policy**

The person appointed as library director shall be charged with the sole administration of the library. The library directors job description is to:

- \* Act as technical advisor to the board and recommend employment of all personnel and supervise their work.
- \* Carry out the policies of the library as adopted by the board, recommend needed policies for board action, and report regularly to the library board, to the officials of local government and to the general public.
- \* Attend all board meetings, consult with the board in preparing the annual budget for the library and give a report of monthly expenses at each board meeting.
- \* Suggest and carry out plans for extending services of the library, detailing current progress and future needs.
- \* Direct and manage a program of public information to communicate library programs and services to the public.
- \* Keep updated on technology as needed per library equipment.
- \* Know local and state laws and actively support library legislation in the state and nation.

- \* Participate in the Nebraska Library Commission Public Library Certification Program for keeping certification current and make full use of the services and consultant of the Nebraska Library commission.
- \* Select and order all books and other materials according to board policy and weed materials as needed
- \* Affiliate with state and national professional organizations and attend professional meetings and workshops.

**C. Hiring policy**

New hires are automatically on a three-month probation period with a wage increase given upon successful completion of probation period. Salary increases are generally given in September following the township annual budget meeting. The library will set vacation pay.

**D. Leave of Absence**

Leaves of absence with or without pay may be granted to library employees by the library board on a case-by-case basis and include bereavement leave, military leave and jury duty.

**E. Meetings, Conventions and Workshops**

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

**F. Disciplinary Policy**

An employee of the Lied Lincoln Township Library may be dismissed for any action or behavior that causes the library's image or operation to be diminished. This includes, but not limited to, incompetence, misconduct, inattention to assigned duties or unapproved absences from work. Normally termination would be a final step that would follow: A substandard performance appraisal, verbal and/or written warnings, suspension and/or extended probation. Complete and clear records of all disciplinary processes should be maintained for the protection of the employee and the library.

**G. Resignation and Retirement Policy**

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director, a notice of at least one month is preferred.

**H. Grievance Procedure**

It is the intent of the Lied Lincoln Township Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors and library rules as they apply to staff. The concern or grievance should be first discussed with the library director and/or taken to the board president who will present it to the full board at the next or at a special board meeting. A board representative will respond to the employee within five (5) days of the board meeting at which the concern was discussed.

**I. Drug-Free Workplace Policy**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while performing work at and for the Lied Lincoln Township and shall be grounds for appropriate personnel action up to and including termination.

**J. Sexual Harassment Policy**

Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Lied Lincoln Township Library.

**X. Materials Selection/Collection Development Policy**

**A. Objectives**

The purpose of the Lied Lincoln Township 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 and use a selection policy with which to meet community interests and needs. The *Library Bill of Rights* has been endorsed by the Lincoln Township Library Board of Trustees and are integral parts of the policy.

### **Library Bill Of Rights**

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

#### **Freedom to Read Statement:**

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to

recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference. Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections. We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be

legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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.

## Core Values of Librarianship

- The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are: access, confidentiality/privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, the public good, professionalism, service, social responsibility, and sustainability.

It would be difficult, if not impossible, to express our values more eloquently than ALA already has in the [Freedom to Read statement](#), the [Library Bill of Rights](#), the [ALA Mission Statement](#), [Libraries: An American Value](#), and other documents. These policies have been carefully thought out, articulated, debated, and approved by the [ALA Council](#). They are interpreted, revised or expanded when necessary. Over time, the values embodied in these policies have been embraced by the majority of librarians as the foundations of their practice. These selections are direct quotes from the [ALA Policy Manual](#).

## **Access**

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. [ALA Policy Manual B.2.1.14 Economic Barriers to Information Access](#)

## **Confidentiality/Privacy**

Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. [ALA Policy Manual B.2.1.17 Privacy](#)

## **Democracy**

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves. [Interpretations of the Library Bill of Rights](#), [Economic Barriers to Information Access](#)

## **Diversity**

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve. [ALA Policy Manual B.3 Diversity, Libraries: An American Value](#)

## **Education and Lifelong Learning**

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. [ALA Policy Manual A.1.1 Introduction](#)

## **Intellectual Freedom**

We uphold the principles of intellectual freedom and resist all efforts to censor library resources. [ALA Policy Manual B.2 Intellectual Freedom](#), [ALA Code of Ethics, Article II](#)

## **The Public Good**

ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies. [1998-99 CD#24.1, Motion #1](#)

## **Preservation**

The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship. [ALA Policy Manual B.8.3. Preservation, Preservation Policy](#)

## **Professionalism**

The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services. [ALA Policy Manual B.7.1 Graduate Programs in Library and Information Studies](#)

## **Service**

We provide the highest level of service to all library users. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession. [ALA Code of Ethics](#)

## **Social Responsibility**

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries

and library service set forth in the position statement. [ALA Policy Manual A.1.1 Mission](#)

[Priority Areas, Goals](#)

## **Sustainability**

ALA is supporting the library community by showing its commitment to assisting in the development of sustainable libraries with the addition of sustainability as a core value of librarianship. This consists of practices that are environmentally sound, economically feasible and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change and a sustainable future. They are also leading by example by taking steps to reduce their environmental footprint. [ALA Policy Manual A.1.4](#)

[Core Organizational Values](#)

### **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Lied Lincoln Township 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 items contrary to the recommendations of the staff.

### **C. 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

### **D. Interlibrary Loan**

#### **Introduction**

Interlibrary loan is a cooperative resource sharing service that enables us to borrow materials we do not own from other libraries. This service enables libraries to reach beyond their own limitations of space, budget, and scope of collection, to offer, through borrowing from another library, access to a range and wealth of materials greater than they are able to provide.

#### **Who may use this service?**

Interlibrary loan service is available to any Lied Lincoln Township library card holder with borrower privileges, who has an account in good standing.

#### **How are requests made?**

Interlibrary loan request forms are available at the Circulation Desk (front desk) at the library. You may also contact library staff by phone at 402-586-2454. One library card may have up to five (5) Interlibrary loan item requests at any one time; this includes pending requests as well as currently borrowed items.

**What is the cost?**

Patrons are responsible for costs to return Interlibrary loan materials to the lending library. Charges will be applied by the lending library and once that item has been shipped, cancellation is not possible. If a request is made, the material received, but the patron does not pick up the material within (7) days a fee of \$5.00 per requested item will be charged to the patrons library card account.

**How will I be notified when my Interlibrary loan arrives?**

You will be e-mailed or called at the phone number you provide on your request form.

**How long does it take to receive Interlibrary loan materials?**

Although your Interlibrary loan may arrive sooner, it's a good idea to allow seven to ten days. Please keep in mind that delivery is dependent on numerous factors including location of lending library, mail service, and type of item. Please plan ahead if you need an item to arrive by a specific date.

**How long may I keep the material? Are they renewable?**

The loan period for materials borrowed through Interlibrary loan are determined by the lending library, so they vary. Most lenders allow three to four weeks. Renewals occur at the discretion of the lending library. Request a renewal from us by phone, e-mail, or in person before the item's due date, so we can contact the lending library for approval.

**How should Interlibrary loan materials be returned? What if they are late or damaged or lost?**

Return borrowed items to the library just as you would our own materials; place in any return drop box or hand to a front desk staff member. Because Interlibrary loan materials are loaned on good faith, they MUST be returned. A \$1.00 per day per item overdue fine will be assessed for Interlibrary loan materials that are returned past their due date. If there is any damage to an Interlibrary loan item or an Interlibrary loan item is lost, the patron will be responsible for the lending library's replacement cost. Please note that replacement cost of library items may be well over the purchase price of the item. Interlibrary loan privileges will be suspended if the borrower damages or loses three (3) items.

**E. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he or she sees fit. The same criteria of selection that 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, by law, the library is not allowed to appraise the value of donated materials, though it can provide and acknowledgment of receipt of the items if requested by the donor.

**F. 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 acquisition, and availability of newer editions. The 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.

**G. Potential Problems or Challenges**

The Lied Lincoln Township Library recognizes that some materials are controversial and that any given items may offend some patrons. Selections of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principals 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 materials will be sequestered except to protect it from damage or theft.

#### **H. Challenged Materials**

Although materials are carefully selected, there can arise difference of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection must file a statement of their concerns that will be placed on the agenda of the next regular meeting of the Lied Lincoln Township Board of Trustees.

### **XI. Circulation Policy**

#### **A. Patron Registration**

All patrons must be registered to borrow library materials. Residents of Lied Lincoln Township Library receive free library cards; patrons outside of the township must purchase a card.

#### **Non-Resident Policy:**

**The Lied Lincoln Township Library is making a significant investment of their taxpayers' money in the development of a first rate library. In fairness to the taxpayers who fund the library, provision must be made to ensure that everyone using the library is contributing equitably to its operating costs.**

Toward that end, it is the policy of the Lied Lincoln Township Library board that non-residents be given access to the resources of the library in accordance with the following rules and regulations.

**Purpose:** The purpose of this policy is to describe the parameters relating to borrowing privileges for non-resident of the Lied Lincoln Township Library.

**Definition:** A non-resident is defined as "a person who resides outside the taxing area of a public library".

**Fees:** Non-residents have the option to annually purchase a card in order to obtain public library services. The annual cost of the non-resident card will be determined by a resolution of the Library Board of Trustees. The fees will be set after the board has determined that the fees reflect a fair value for services and that the fees are applied equitably. Fees are not refundable. The non-resident card will be issued on a yearly basis from January 1 through December 31. The cost will be pro-rated for the 6 months from July 1 through December 31. The pro-rated fee may be reviewed by the Director on a case by case basis.

**Proof of address:** The patron must provide proof of a permanent address and picture identification such as a drivers license. The patron must complete a library registration card and abide by the borrowing regulations of the library.

#### **B. Loan Periods**

- \* Two weeks for books, CDs, periodicals and audio books and may be renewed once if there is not a waiting list for the item.
- \* Videos and DVDs are due after two days unless other arrangements have been made.
- \* In-Library-use reference books do not circulate.
- \* Interlibrary loans are due the date indicated by the lending library.

#### **C. Reserves**

Patrons may reserve materials, at no charge, either in person, on line, or over the phone. Patrons will be notified by telephone when the materials are available.

#### **D. Fines and Charges**

The library director will set the fines for overdue materials. Patrons who have been notified of

overdue materials may be denied borrowing privileges until those materials are returned or paid for.

#### **E. Damaged Materials**

If materials are damaged and judged by the library director as being unsuitable for the collection, the patron must pay the replacement cost.

#### **F. Confidentiality**

State law stipulated confidentiality of library records and Lied Lincoln Township Library adheres strictly to these statutes regarding the protection of the confidentiality of its users.

### **XII. Reference Service policy**

Lied Lincoln Township Library staff 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. They will also assist patrons in the use of the library and teach basic research methodology when appropriate.

### **XIII. 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. This includes activities such as story times, films, summer library programs for children, and book or author discussion groups. The library director, in conjunction with the library board, will establish a budget and goals for programming to facilitate this policy.

### **XIV. Public Relations Policy**

**A.** Public relations goals of the Lied Lincoln Township Library are:

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

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

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

**D.** The board will establish a publication budget to cover costs relating to printing, publication, supplies and miscellaneous needs related to the public relations effort.

### **XV. Equipment Use Policy**

Computers are available to patrons on a first-come, first-serve basis. There is no charge for use of the computer. In order to make the service available to as many patrons as possible, a time limit for usage may be imposed, if needed. Library staff is available for general assistance in using the computer. However, staff persons are not expected to train patrons in the use of application programs.

**A.** A printer is available. Printer paper will cost 10 cents per sheet for a black and white print and 25 cents per sheet for a color print.

**B.** A Photocopy machine is available at the rate of 10 cents per page. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron.

**C.** The Fax machine is available at a cost of \$2.00 per fax.

D. The Cricut machine is available. Patrons are to provide their own paper and materials.

## **XVI. Internet Use Policy**

Lied Lincoln Township Library provides access to the internet as a means to enhance the information and learning opportunities for citizens in the library's service area. Access to the internet is available to all patrons who adhere to the policies established by the library director and the Board of Trustees. Unacceptable use of the service will result in the suspension or revocation of internet use privileges.

A. Users are expected to follow generally accepted rules of network etiquette.

B. The internet is a decentralized, unmoderated global network; the Lied Lincoln Township Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information and is not responsible for the availability and accuracy of information found in the internet. The library also cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's internet service.

C. Patrons may use the internet for the receipt and transmission of electronic mail (E-mail) as long as they use a free e-mail service that will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals. Use of the internet and e-mail is not guaranteed to be private.

D. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes. Messages relating to or in support of illegal activities will be reported to the proper authorities.

## **XVII. Displays and Exhibits Policy**

The Lied Lincoln Township Library welcomes exhibits and displays of interest, information, and enlightenment to the community, as space permits. The director shall accept or reject material offered for display. 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. The director must approve all postings of fliers and other materials publicizing civic, educational, or cultural events.

## **XVIII. Disasters Policy**

**Fire-** At the first indication of smoke or flame, the library staff should investigate the situation. If the fire can be contained and extinguished quickly, staff should do so. If there is any doubt, immediately call 911 and clear the building.

**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. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

**Weather Emergencies-** If dangerous weather is imminent, the person in charge will notify patrons and staff of weather conditions and invite them to take shelter in a building location predetermined as the best shelter available. The doors of the library will remain unlocked so that passersby will be able to seek shelter.

## **XIX. Social Media Policy**

The library uses social media to inform library users about library programs, events (including those co-sponsored with other organizations or neighboring libraries), announcements, and general library and literature-related news and events.

The library's social media pages are not intended to be traditional public forums for the general exchange of ideas and viewpoints. Courts have recognized that libraries are limited public forums and as such, are only obligated to allow the public to exercise rights that fit with the purposes of the library. All postings related to library programs, events, and materials are permitted, except as otherwise stated in this policy.

This policy governs the use of social media in three areas: public use, employee use, and publication of comments on social media. Social media is defined as any forum for online publication and commentary, including blogs, wikis, and social networking sites such as Facebook, Twitter, and YouTube.

### **1. Public use**

The library is not responsible for or liable for the content of postings by third parties on any library sponsored social media site. All third party postings, unless specifically designated otherwise, do not reflect opinions or positions of the library, its employees, or trustees.

By posting on the library's social media sites, users give the library permission to use their name, profile picture, and the content of any postings or comments they make without any compensation to the individual who made the post or liability on the part of the library.

### **2. Employee use**

Employees who engage in social networking including sites such as Facebook, Twitter, blogs, or wikis for personal use must do so on their own time. If an employee is speaking about a library related issue on his or her personal social networking site, the employee must identify that he or she is speaking as an individual and not on behalf of the library.

### **3. Comments on Social Media**

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary. The library encourages dialogue with our patrons and followers. The library reserves the right to delete comments at any time. The library also reserves the right to ban or block users who have posted in violation of this policy. This would only be done in good faith to protect our readers from comments that include, but are not limited to, the following:

- Advertisements
- Spam
- Postings which contain obscene matter
- Postings which are disparaging, harassing, abusive, profane, or offensive
- Hateful, threatening, or pornographic postings which contain graphic or gratuitous violence
- Potentially libelous or defamatory postings
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the library or library partners
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
- Postings which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which are sexually harassing including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or joke

- As appropriate, comments will be professionally, respectfully and promptly addressed by the director

## **XX. Gaming policy and rules of conduct**

The Library welcomes youth 7<sup>th</sup> grade to adults to use the Library's gaming systems.

The opportunities for gaming are being offered to make the Library more enticing to youth and teens, to encourage them to visit the Library, to develop their love of books and reading, and to expose them to all of the other services the Library has to offer.

The service is also being offered to adults to demonstrate the value of a non-traditional library service. Patrons who desire to use the Library's gaming systems must read and agree to the Gaming Policy and Rules of Conduct before using them. The Rules of Conduct are set up to ensure proper and safe use of the gaming systems and equipment and allow fair access for the Library's patrons. Users who fail to follow the Gaming Policy and Rules of Conduct or who do not treat gaming systems and equipment with care may lose their gaming privileges and/or all of their other library privileges indefinitely depending upon the severity of the offense.

Any damages or financial loss suffered by the Library that occur to the Library's space or equipment or to the gaming equipment and accessories will be the responsibility of the patron or patrons who are using the equipment at the time the damage occurs. Parents will be held financially responsible for any loss caused by their children.

Users of the Library's gaming systems and equipment agree that the Elsie Public Library is not responsible for any loss or damage suffered by the user as a result of using or participating in gaming and the user agrees to indemnify and hold the Library and its employees, volunteers and Trustees harmless from any damages including personal injuries to any party or damages to any property alleged to be a consequence of the user's use of the Library's gaming systems or equipment

### **Rules of Conduct**

The patron (user) must have a library card in good standing with the Lied Lincoln Township Library and have no overdue materials or fees.

A signed Gaming Service Agreement must be on file at the Library for every patron using the Library's gaming systems. Copies of these policies will be supplied upon request.

Parents or guardians of patrons under 18 years of age must also countersign the minor patron's Gaming Service Agreement before a minor patron is allowed to use the Library's gaming systems.

Children under 10 years of age can only use the service when supervised by a parent or guardian or in a special program or event supervised by the library staff.

Gaming will be limited to specific gaming hours only. The use of the gaming equipment is available on a first come/first serve basis.

Open gaming will be limited to 30 minutes (1/2 hour) per day/evening. If no one is waiting to use the game, play may continue for up to 30 more minutes, but users must be willing to end play if someone else signs up to use the system. Users must end play immediately at the request of the library staff.

All users must register each use of the gaming systems and equipment at a circulation desk.

Users are cautioned to not allow others to use the gaming systems and equipment without registering. Patrons who use the gaming systems and equipment without registering and users who allow unregistered users to use the gaming systems or equipment violate the gaming policy.

At the time of registration, the user will be given the games, controllers or other accessories that are needed to play. After play period is up, the user must check the items back in to a staff member immediately and sign out.

Users using a Wii gaming system and equipment must wear the wrist leash. Users who fail to use leash will lose their privileges for that day. Repeat violators may have their gaming privileges revoked indefinitely.

Users using a gaming system and equipment are asked to respect other patrons using the Library and keep the volume and noise level low. Foul language and profanity is prohibited.

Users are not allowed to bring and use games from outside the Library. Users should only use games appropriate for their age.

Users are allowed to use their own controllers and accessories, but the Library assumes no responsibility for any damage or loss to the user's equipment. Inventory of gaming accessories will be made daily by the staff.

Users must quit play and check equipment back in to the staff 30 minutes before closing.

## **XXI. Telescope Lending Policy**

The Telescopes in the library project was supported in part by the Library Services and Technology Act, administered by the Federal Institute of Museum and Library Services and granted by the Nebraska Library Commission. The telescopes are intended to benefit the community and promote amateur astronomy.

### **Lending Policy:**

1. The 4.5 inch StarBlast telescope may be checked out by Lied Lincoln Township patrons who are 16 years old or older. Patrons under the age of 16 must have a parent co-sign.

2. The borrower must have a current library card in good standing.
3. The borrower agrees to attend an informative telescope session to be briefed on the use and care of the telescope.
4. The telescope may be borrowed for one week.
5. The telescope must be returned in its original container to a staff member for inspection.

**Safety:**

1. Children under 16 must be supervised at all times when handling the telescope.
2. Permanent eye damage can result from looking directly at the sun through the telescope.

**Liability:**

1. The borrower who checked out the telescope and signed the Telescope Borrowing Agreement is responsible for all costs associated with damage, loss or theft of the telescope. The replacement cost for the 4.5 StarBlast telescope is \$400.00
2. The borrower is responsible for the proper care and use. The telescope must be kept in a clean, dry, dust-free environment, safe from rapid temperature changes and humidity. Do not store the telescope outdoors.

**XXII. Revision of Library Policies**

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

Adopted: 11/12/2021