

Wymore Library Policies

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I) Use of the Public Library

1) Use Privileges

- a) Materials may be used on the library premises by anyone.
- b) Borrowing privileges are free to residents and business owners of Gage County.
- c) Children must include their parents or guardians name when registering and must be of school age to get a card on their own.
- d) Service will not be denied or abridged because of sex, age, religion, racial, social, economic, or political status.
- e) The use of the library or its services may be denied temporarily or permanently for due cause. (“Notice of Denial of Library Services”, appendices, p. 21) Such cause may be but not limited to failure to return books or to pay penalties, destruction of library property, or any objectionable disturbance.
- f) Guidelines for Patron Behavior: The Library Board of the Wymore Public Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use. Section 51-212 of the Nebraska 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. The library is not a playground, recreation center or day care facility. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library. Acceptable standards of behavior include but are not limited to this list:
 - i) Library users shall respect the rights of the staff and other patrons and shall not behave in any manner that can reasonably be expected to disturb other persons. Patrons shall not interfere with the right of others to use the library or with the employees’ performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, destroying property.
 - ii) Taking photographs or videos of library users without their permission. In the case of minors, permission must come from the parent or legal guardian.
 - iii) Speaking should be kept to normal conversational levels.
 - iv) Audio equipment shall not be audible to other people.

- v) Cell phone ringers should be off or set to vibrate. Cell phone conversations are limited to the genealogy room, lobby, or outside.
- vi) Sleeping in the library is **NOT** allowed.
- vii) Weapons of any kind are **NOT** allowed.
- viii) Use of tobacco, alcohol, or illegal drugs is **NOT** allowed. Patrons showing signs of drunkenness or drug abuse will be asked to leave the premises.
- ix) Shirts, pants, and shoes **MUST** be worn in the library.
- x) Service Animals- No animal (with the exception of library programs), other than service animals, as defined by federal and state law, shall be allowed in the library building. A public place, such as a library, may disallow all animals except service animals.
 - (1) A service animal helps individuals perform tasks they cannot do for themselves because of a disability. The Americans with Disabilities Act governs the use of service animals in public places normally prohibited to such animals.
 - (2) Therapy animals are not a service animal and are not federally granted legal access to the same types of public areas as a service.
 - (3) In situations where it is not obvious that the animal is a service animals, staff may ask only two specific questions:
 - (a) Is the animal a service animal required because of a disability?
 - (b) What work or task has the animal been trained to perform?
 - (4) Staff are not allowed to request documentation for the animals, require that the animal demonstrate its task, or inquire about the nature of the person's disability, but when the answers do not meet the standards set forward in the library policy, the Library staff can deny admittance.

2) Unattended Children Policy

- a) It is not the Library's function or purpose to provide supervision or care for children. Parents should be aware that the library is a public building open to all individuals. The following policy has been designed to communicate the Library's concern for the safety and welfare of the children it serves.
 - i) Parents and guardians, age 14 or older, are, at all times, responsible for the conduct and safety of their children on Library premises. They must provide appropriate supervision based on the ages, abilities, and levels of responsibility of their children. Under no circumstances will the library assume custodial responsibility for any child.
 - ii) Children under age 8 should not be left unattended in the Library at any time.

- iii) Children, like all library users, are required to respect Library property, and act in a manner appropriate to the use and function of the Library. Children who are not using the Library appropriately, or who require excessive staff attention or supervision, may be asked to leave.
- iv) At closing time, during power failures, or other emergencies, departure from the building is necessary. Children left alone in the library, or on library grounds could be vulnerable. Every effort will be made to contact parents prior to closing. Staff members will remain with a child left unattended at closing time. If the child is not picked up after 15 minutes, the police will be called. Staff will wait with the child until the police arrive. Under no circumstances will a staff member leave the building with a child.

3) Hours of Operation

- a) The library will be open to the public a minimum of 34 hours per week.
- b) The decision to close the library for special events will be made by the librarian and the Library Board.
- c) The librarian may close the library because of storms or other problems and report the occasion at the next library board meeting.
- d) The library will observe holidays recognized by the city.
- e) Hours are posted on the front door and may vary.

4) Holidays

- a) If a holiday falls on a Sunday, it will be observed on a Monday. The following holidays shall be observed by the Library and all full-time employees shall receive pay for the holidays if the holiday falls on a working day.
 - i) New Year's Day (Jan 1st)
 - ii) MLK Day (3rd Mon in Jan)
 - iii) President's Day (3rd Monday of February)
 - iv) Good Friday (Fri before Easter)
 - v) Memorial Day (Last Monday in May)
 - vi) Independence Day (July 4th)
 - vii) Labor Day (1st Monday in Sept)
 - viii) Veteran's Day (Nov. 11th)
 - ix) Thanksgiving Day (4th Thursday in Nov)
 - x) Day After Thanksgiving as a Floating Holiday (4th Fri in Nov)
 - xi) Christmas Day (Dec.25th)

5) Checkouts and Renewals

- a) All borrowers must have a library card on file.
- b) Most materials may be checked out for a 2 week period and available for a 2 week renewal. New book releases are limited to a 2 week checkout with 1 renewal. DVDs may be checked out for 2 weeks with 1 renewal. Puzzles may be checked out for a 1 month period and available for 2 renewals. Coloring books are not available for checkout but may be brought to the circulation desk for copies with a limit of four free copies per day. Standard printing fees apply after the free copy limit is reached.
- c) There is a limit of 10 books or audiobooks per person/30 per family. Limits on DVDs are 10 per person/15 per family.
- d) Other time or amount limits will be at the discretion of the librarian.
- e) Irreplaceable and/or valuable materials will only be circulated with the permission of the librarian.
- f) Interlibrary-loan materials will be ordered and checked out with the understanding that the patron will pay the return postage and any applicable fee.
- g) Unreturned materials will be marked as lost after 90 days after last renewal.

6) Fines

- a) All fines will be set by the Library Board at the recommendation of the librarian and will be reviewed by the Library Board each year.
- b) A person who fails to return or replace overdue or lost library materials may be subject to civil action, at the discretion of the Library Board, by being taken to Small Claims Court. (Refer to "Nebraska Laws Pertaining to Libraries and Library Operations" Chapter 51 Section 214.) In addition, collection fees will be charged to the delinquent account.
- c) Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.
- d) The borrower is obligated to pay for or replace the lost item(s) 30 days after the material(s) have been marked lost.

7) Fees

- a) Borrowers are charged postage and any applicable fees for Interlibrary Loan material.
- b) Photocopies are a donation of \$0.25 a copy/\$0.50 for color and computer print-outs are a donation of \$0.25 each/\$0.50 for color.
- c) Fax fees are a donation of \$1.00 for the first page and \$0.50 for each additional page.

- d) Scan & email donations are as follows: \$2.00 for 1-5 pages, \$3.00 for 5-10 pages, and \$5.00 for 10+ pages.
- e) Obituary and Research donations are \$6.00 per request.

8) Confidentiality of Library Records

- a) State law stipulates privacy and confidentiality of all library records. In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps the information private on their behalf.
- b) The library does not disclose or distribute users' names, postal addresses, email addresses, phone numbers, borrower's records, computer use records, or other personal information to outside parties unless required to do pursuant to subpoena, court order, or where otherwise required to do so by law.
- c) The library staff will disclose information about or contained in a user's library account or circulation records to the user, and only the user, upon presentation of the user's identification.
- d) Library staff, board members, and volunteers must be familiar with and abide by all other applicable guidelines for how to appropriately respond to requests for confidential information, whether it is from law enforcement or individuals. A confidentiality form will be signed by all library board members, staff, and library volunteers. (Refer to Appendices, page 22 Confidentiality Form.)
- e) Releasing personally identifiable information-the Wymore Public Library shall have the discretion to decline copying materials containing personally identifiable information, such as photos found in a yearbook, about an individual to any other individual or agency until 72 years after it was collected., (based on practices & guidelines of the United States Census; 92 Stat. 915; Public Law 95-416).
- f) Copying Government-Issued IDs, drivers licenses, passports, Photo ID, Social Security, and other Government ID cards will only be done for the person who is identified on the form to be copied. A second form of identification may be required.

9) Volunteer Policy

- a) The Library Board and the Library Director oversee the Volunteer Program. This program enhances the library service by supplementing, not replacing library staff. Volunteer assistance helps to provide new services and expand present ones. Volunteers are expected to be reliable when they have committed to a particular time and assignment.

Confidentiality is required by all volunteers; sharing of any information or observations of library patrons is prohibited. Please respect the right to privacy of our patrons and employees. Volunteers will be asked to sign a confidentiality agreement form. (See Appendices, page 22).

- i) Eligibility: Open to persons 12 years of age or older, with a signed parental permission form for all persons under 18 years of age. Potential volunteers must complete an application. (See Appendices, page 29). Individuals seeking to complete court-ordered community service may be accepted according to the nature of their offense and the current needs of the Library.
- ii) Standards: Similar to paid employees, volunteers may be dismissed for any number of reasons, including undependability, absenteeism, inability to perform assigned tasks, and assuming duties not assigned by their supervisor.
- iii) Manner and Attitude: When working with the public, volunteers are expected to be pleasant and courteous.

10) Library Tours

- a) Library talks and tours are available with advance notice and are free of charge.

11) Exhibits and Displays

- a) No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc. shall be exhibited in the library for distribution without permission from the library director.
- b) The library director assumes no responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited in the library. All items placed in the library are done so at the owner's own risk.
- c) Whenever possible, displays or exhibits utilizing the display areas shall incorporate books or materials from the library's collection which have a relationship to the subject on display.
- d) No political posters shall be allowed or any type of solicitation, collection, business, or job seeking material will be displayed.

12) Gift Policy

- a) The Wymore Public Library welcomes gifts of library materials, money, or real property.
- b) These gifts help enrich and improve public library resources.
 - i) Unrestricted gifts of money will be gratefully accepted by the Board or Director. Other donations, such as restricted cash gifts, land, property, etc., will be reviewed by the Library Director and Board before acceptance.

- ii) Memorial gifts of money, books, or other library material may be donated in honor of a friend or relative. The Library staff will be pleased to select appropriate titles.
- iii) Used books and paperbacks can often be used in the library's collection. Items not needed by the library are sold at a book sale sponsored by the Friends of the Wymore Public Library.
- iv) Generally, the Library does not accept textbooks, or books in poor condition. The Library reserves the right to refuse donations if the Library Director determines they are not of use to the Library.
- v) The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
- vi) All gifts are tax deductible. A receipt for donations of materials will be provided upon request (See Appendices page 31). The Library does not place a financial value on materials received. For artwork, rarities, or other materials of value a gift donation may be requested and kept on file.
- vii) No gifts are accepted unless given to the Library without restriction. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

13) Genealogy and Reference Requests

- a) The Library is able to answer limited queries with an enclosed self-addressed stamped envelope.
- b) The minimum donation for searching microfilm is \$6.00. Each obituary per name is a donation of \$6.00.

14) Fax/Photocopier/Printer

- a) The printer and fax machine are to be operated by staff or designated persons only.
- b) The Librarian may limit the quantity of copies printed at their discretion.

15) Microfilm Reader

- a) Users must be of Junior High age or at the discretion of the Librarian.
- b) All copies are a donation of \$0.25.

16) DVD Policy

- a) Anyone who holds a current library card at the Wymore Public Library may check out DVDs.
- b) DVDs may be checked out for 1 week with a 1 week renewal.

- c) 10 DVDs per person/15 per family may be checked out at one time.
- d) 5 DVDs may be put on the reserve list at one time.
- e) DVDs are not interlibrary loaned outside of Gage County.

17) Public Computer Access & Internet/Wifi Rules

- a) Wymore Public Library offers free public access to the computers and Internet during operating hours. Access to the wifi is available 24 hours a day.
- b) The Library staff is not responsible for providing in-depth training on the Internet or other computer functions; however, computer classes are offered. The staff will do its best to introduce the basics of the Internet or other in-house computer programs to patrons, and they may be able to answer simple questions. Due to other library activities and staff schedules, help may not always be available.
- c) The Library, in compliance with CIPA, has installed a technology protection measure (TPM) on all library computers that have Internet access. All Internet resources accessible through the Library are within legal limits established by the Children's Internet Protection Act (CIPA) and provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using the Wymore Public Library resources and facilities.
- d) The Library staff will not supervise Internet sessions of any patron regardless of age. The Wymore Public Library does not closely monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
- e) Patrons may access the library's Internet connection via library owned or personal devices. Headphones may be checked out at the circulation desk. Patrons who access the Internet using personal devices with wireless connectivity must abide by all library Rules of Conduct.
- f) Users should be aware of the limitations of Internet filtering devices. While designed to restrict access to Internet content that could be deemed inappropriate, these systems are no substitute for individual judgment and/or parental involvement and oversight.
- g) Filters may block sites that have legitimate research value, as well as allowing some content which some may find objectionable. The library staff may disable the filtering device to provide patrons, age 18 and above, access to sites needed for bonafide research or other lawful purposes. These patrons must provide proof of birth date to the staff, upon request, when they request the filter to be disabled.

- h) Parents (including legal guardians) are solely responsible for the Internet information selected and/or accessed by their children. Only parents have the right to restrict their children from access to Internet resources available through the library. If they have concerns, they are encouraged to supervise in person their child's Internet session, or to ask library staff to place an Internet restriction on their library card. Parents may choose to deny their child's access to the Internet, may restrict their child to use only when parents are present, or may choose to do nothing which places the responsibility for Internet choices with their child. Parents should caution their minor child against sharing personal information on the Internet.
- i) All patrons using the public computers and Internet are expected to follow these Rules of Conduct:
 - i) Users must check in with the library staff to use the computers. Users will usually be allowed a minimum of 1 hour, however during heavy use times, use may be limited to 30 minutes if there is a waiting line.
 - ii) No food, drink, or liquids of any kind are allowed to be near the computers.
 - iii) For the safety of children and the computers, children under the age of 8 are not allowed to use the computers without adult supervision.
 - iv) The library's computers and or/Internet connection may not be used for illegal activity, or to access illegal material.
 - v) Access to sites that are deemed harmful to minors, which display any sexually explicit picture, graphic image file, or other visual is prohibited to minors.
 - vi) Library owned software will be managed by the library staff only.
 - vii) Circulation software is not available for use in the computer lab.
 - viii) Users will respect copyright laws and licensing agreements.
 - ix) If asked to terminate their session, patrons must do so immediately. Reasons for termination of a session include, but are not limited to, behavior which is disruptive to library activities, misuse of computers, improper disabling of TPM or filtering software, damaging library property, illegal activity, etc. Any other situation not addressed here will be at the discretion of the library director.
 - x) Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.
 - xi) Library staff may limit the number of users at any station based on the disruption the users cause to normal library service.

- xii) All library policies relating to behavior in the library apply to computer users. Computer users must comply with all applicable city, state, and federal laws. Examples of laws include, privacy, copyright, trademark, computer fraud, spamming, and child pornography. Other laws may apply.
- xiii) Statement: Digital media extraction, more commonly known as stream ripping or stream recording, slows the speed of the internet, adversely affecting the internet experience of others. Most importantly, it is also a violation of copyright laws. Policy: Digital media extraction is strictly prohibited while using the internet provided by the library. Anyone found to be participating in this practice while using library provided internet may, at the discretion of the library director, staff, or board, lose all library privileges.
- j) Termination or Prohibition of User Access:
 - i) If a library employee believes a user has failed to comply with the Rules of Conduct, the computer user may be barred from the current or subsequent session for up to two weeks from the date of informing the user of that action. After presentation of the user's actions to the library board, a patron may be required to pay for repair costs due to an action of vandalism, or may be permanently barred from further computer access at the library.
 - ii) Internet users whose access has been terminated or prohibited may protest the action and/or appeal to the board to be reinstated.

18) Notice of Denial of Library Services

- a) Patrons who do not obey the rules and regulations of the Wymore Public Library or are unwilling to pay fines and/or fees for lost or damaged library materials may be sent or given a "Notice of Denial of Library Services" form (See Appendices page 21).
- b) One copy will be given to the patron and a photocopy will be kept on file.
- c) As this policy is meant to be a means to temporarily withdraw library services until the patron's obligations are met, it is also a first-step action in the permanent withdrawal of library services to those patrons constantly abusing their library privileges.
- d) Permanent withdrawal of library services is up to the discretion of the librarian.

II) Services & Programs

1) Interlibrary Loan

- a) The library board recognizes that no single library can meet all the demands in its community. Libraries can, and should, work together, sharing their services and resources to more fully meet the needs of their patrons.
- b) This public library will at all opportunities cooperate with other libraries to strengthen the services and resources of this library and other libraries.
- c) Requests for Interlibrary Loan material should be reviewed periodically to determine if purchase of this material is advisable.
- d) Patrons must be library card holders in good standing and submit an interlibrary loan agreement form (See Appendices page 32).
- e) Interlibrary Loan should be used whenever possible to meet the needs of this library's patrons when our collection does not supply the requested materials.
- f) Interlibrary Loan should not take the place of providing an adequate collection of our own.
- g) Interlibrary Loan protocols already established will be followed.
- h) Interlibrary Loan materials that are lost by the borrowing patron will be paid for by that patron.
- i) Patrons are required to pay for the return postage on any interlibrary loan item received, whether or not they actually check out the item. When the lending library assesses a borrowing charge, that charge will also be passed on to the patron.
- j) When staff determines that any patron is abusing the interlibrary loan privilege, staff may suspend that patron's privileges.

2) Programming

- a) It is the policy of this library to cooperate closely with the local school libraries through sharing of materials and Interlibrary loan services, through efforts not to duplicate materials unnecessarily, and by encouraging teachers to bring their classes to the library for visits.
- b) A summer reading program for children is to be offered, when reasonable, including one or all of the following but not limited to: Story Hour, Reading Clubs, and Film Series.

- c) Library programs receive first consideration in scheduling all events.
- d) In the event of a conflict, preference is given to meetings which are free or open to the public.
- e) Guidelines for Promoting Movie Screenings:
 - i) Within the library building- You are free to advertise the movie title, studio name, and movie artwork (as long as the artwork is unaltered and contains the studio's copyright).
 - ii) Website & Correspondence- (Such as standard mailings, emails, and newsletters to registered borrowers/card holders of the library.) You are free to advertise the movie title, studio name, and movie artwork (as long as the artwork is unaltered and contains the studio's copyright).
 - iii) Advertising Through Social Media- Can only be done with the accounts set to private then the title can be used; if not set to private, the title cannot be used.
 - iv) Advertising in Public Media- Your message cannot include the movie title, studio name, or artwork.
 - v) Movies cannot be shown outside the library. The Swank Movie License covers only movies shown inside the library.

3) Public Relations & Publicity

- a) All publicity concerning the library shall be under the direction of the librarian, who shall inform the public of the services the library performs and its activities as a public relations agent between the library and the community. Full advantage will be taken of all news media.
- b) It is the policy of the library to make regular contacts with various organizations in the community in order to acquaint them with library services available, to solicit their suggestions for improved service, and their aid in obtaining volunteers to assist in library programs.
- c) The Board recognizes that public relations involves every person who has any 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.

III) Library's Physical Facilities

1) General Statement

- a) To achieve the goal of good library service, the Library Board accepts the responsibility to see that the public library's building facilities are provided for, maintained, and adequately meet the physical requirements of the Library. Such facilities will offer to the community a compelling invitation to enter, read, look, listen, and learn. Every effort will be made to provide facilities consistent with an ever expanding program of library service.

2) Community Use

- a) The Library may be used without charge by groups within the area for meetings which are civic, cultural, and educational in nature and appropriate to the facilities.
- b) Reservations are made with the Library Director.
- c) Additional furniture or equipment other than that furnished by the library must be approved by the library staff.
- d) No smoking or vaping of any kind is allowed.
- e) Library programs receive first consideration in scheduling all events.
- f) In the event of a conflict, preference is given to meetings which are free and/or open to the public.
- g) Use of the library phone by members of the public is restricted, except for emergencies as determined by the staff, who will dial the necessary number to ensure long-distance calls are recorded appropriately. Cell phone ringers should be disabled in the library and quiet use of cell phones is allowed if not disturbing others. The library staff will not relay non-emergency calls or take messages for individuals using the library or attending events in the library.

3) Maintenance

- a) Interior cleaning (floors, dusting, bathroom, shelves, etc.) shall be maintained by housekeeper or library staff.
- b) City workers maintain the heating, cooling, wiring, etc. and can be called upon to change light fixtures.
- c) Mowing and snow removal is maintained by the City workers.

IV) Collection Development Policies

1) Materials Selection Policy

- a) The purpose of the Wymore Public Library materials selection policy is to guide the librarian and to inform the public about the principles upon which selections are made.
- b) A policy cannot replace the judgment of librarians, but stating the intended policies will assist the staff at the library in choosing from a vast array of available materials.
- c) The library sets as its major goals in materials selection the following:
 - i) The advancement of knowledge.
 - ii) The education and enlightenment of the people of the community.
 - iii) The provision of recreational and leisure reading.
- d) Basic to the policy is the Library Bill of Rights as adopted by the American Library Association (ALA) and this public library which states this among other things: *“As a responsibility of library service, books, and other reading matter selected should be chosen for values of interest, information, and enlightenment of all the people in the community. In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.”*
- e) Final responsibility for book selection lies with the Library Director.

2) Objectives of a Material Selection Policy

- a) The primary objectives of materials selection shall be to collect materials of contemporary significance and of permanent value.
- b) The library will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collection and maintain an overall balance.

- c) The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such material may not have enduring interest or value.
- d) The library will attempt to provide a representative sampling of all areas of interest and will not attempt to acquire all books and other materials on any one subject.
- e) The library recognizes that many items are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building a well-rounded collection and serving the interests of the reader.

3) Guidelines For Selection

- a) To build a collection of merit and significance, material must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following criteria. Clearly, however, an item need not meet all of the criteria and combinations of criteria in order to be accepted. When judging the quality of materials, several criteria and combinations of criteria may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.
- b) General criteria:
 - i) Suitability of physical form for library use.
 - ii) Insight into human and social conditions.
 - iii) Suitability of subject and style for intended audience.
 - iv) Present and potential relevance to community needs.
 - v) Appropriateness and effectiveness of medium to content.
 - vi) Importance as a document of the times.
 - vii) Relation to existing collection and other material on subject.
 - viii) Interest and opinions of critics, reviewers, and public.
- c) Items having widespread demand may or may not meet the general and specific criteria contained in this policy. However, demand is a vital factor in selection, and it shall be considered an important factor in cases of books on best seller lists for which there is persistent local demand.
- d) The collection must include the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. The public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make their own decisions.

4) Guidelines for De-Selection

(Discards/Weeding/Withdrawals)

- a) The Library uses weeding as a collection development tool. Its purpose is to maintain a library collection of high quality that is appropriate in size and current, accessible, and appealing to users.
- b) The Library is required to remove from its collection 3-5% of its materials annually to remain eligible for the for the State of Nebraska Library Accreditation guideline #18.
- c) Items are withdrawn from the collection when they are dated, worn, or damaged beyond repair, or if interest in a title or subject has decreased.
- d) Withdrawn items will be disposed of through book sales, recycling, or donations.
- e) Items deemed unfit for sale or donation will be discarded.
- f) Items will be withdrawn from the collection database when they are reported as lost and paid, or are missing for at least six months.
- g) The library staff will make use of tested weeding guidelines like CREW (Continuous Review, Evaluation, and Weeding).

5) Challenged Materials

- a) The Wymore Public Library adheres to and wholly supports the Library Bill of Rights and the Freedom to Read statements, both of which are considered as part of the Library's selection policy. The Board has also adopted the American Library Association's statements on: *Statement of Labeling, Diversity in Collection Development, Challenged Materials, Expurgation of Library Materials, and Free Access to Libraries for Minors.*
- b) Process for Reconsideration of Library Materials:
 - i) All challenges of materials are to be handled by the Director. An appointment may be set up for the complainant to meet with the Director and another Staff person or Board member to hear the complaint.
 - ii) The Director will explain the general criteria of the Library's selection policy to the complainant. It should be made clear that the Library Board subscribes to the Freedom Statements in this policy.
 - iii) If the complainant wants to continue the procedure for reconsideration of materials, they will be requested to complete the form "Reconsideration of Library Materials" (See Appendices page 23).
 - iv) After the Director receives the complete form, the Director shall appoint a committee of at least three board members to evaluate the material in question using the patron's request, published

review, and the Library policies for materials selection and will determine whether the item in question meets the criteria, as specified in the selection policy, for being included in the library's collection (See Appendices page 25).

- v) If the complainant is not satisfied with the committee decision, they may appeal to the Board within three weeks.
- vi) If the decision is appealed to the Board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the Board for reconsideration. The Board's decision is final.

V) Appendices

Notice of Denial of Library Services

DATE: _____

PATRON: _____

The person named above has temporarily been denied library privileges at the Wymore Public Library due to the following reason(s):

___ Excessive or long overdue fees.

___ Long-overdue books, DVDs, etc. that have not been returned.

___ Damaged or lost items that have not been paid for.

___ Other.

Wymore Public Library Board
116 West F Street
Wymore, NE 68466
(402) 645-3787

Request for Reconsideration of Materials

DATE _____

TITLE _____

BOOK _____ PERIODICAL _____ OTHER _____

AUTHOR _____ PUBLISHER _____

REQUEST INITIATED BY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PHONE _____

DO YOU REPRESENT:

YOURSELF _____

AN ORGANIZATION(NAME) _____

OTHER(NAME) _____

- 1) To what in the work do you object?

- 2) Will you identify exactly the passages or segments you feel to be objectionable and state the grounds for your opinion?

- 3) Did you read and examine the entire work?

- 4) What do you believe to be the theme of this work?

- 5) What do you feel might be the result of using this work?

- 6) Is there anything good about this item? If so, what?

- 7) Are you aware of the judgment of this item by professional critics?

- 8) Would you recommend this material for any given age group? If so, which?

- 9) Do you feel harm would result from reading this item? If so, what harm?

- 10) What would you like the library to do about this work?

- 11) In its place, what work would you recommend that would convey as accurate or valuable a picture and perspective of the subject treated?

SIGNATURE_____

Checklist for Library Board's Reconsideration of Materials

TITLE _____

AUTHOR _____

- 1) Purpose
 - a) What is the overall purpose of the material?
 - b) Is the purpose accomplished?
- 2) Authenticity
 - a) Is the author competent and qualified in the field?
 - b) What is the reputation and significance of the author and publisher/producer in the field?
 - c) Is the material up-to-date?
 - d) Are information sources well documented?
- 3) Appropriateness
 - a) Does the material promote the goals and objectives of the library selection policy?
 - b) Are the illustrations appropriate to the subject and age levels?
- 4) Content
 - a) Is the content of this material well presented, by providing adequate scope, range, depth, and continuity?
 - b) Does this material present information not otherwise available?
 - c) Does this material give new dimension or direction to its subject?
- 5) Reviews
 - a) Source of review.
 - b) Favorably reviewed?

- c) Does this title appear in one or more reputable selection aids? If so, please list titles of selection aids.

Additional comments:

Recommendation:

Wymore Public Library Emergency Response and Safety Policy & Procedures

1) Tornado

- a) If weather is threatening, library staff will monitor the weather via television and/or radio.
- b) *Tornado Watch:*
 - i) Notify patrons in the library of the tornado watch.
 - ii) Review tornado warning procedures and location of shelter with patrons.
 - iii) Monitor weather conditions on television and/or radio.
 - iv) Get out the flashlight and weather radio.
- c) *Tornado Warning:*
 - i) Move all patrons to the tornado shelter area in the basement.
 - ii) Any patron who refuses to go to the shelter area must leave the library immediately.
 - iii) Lock the inside front door.
 - iv) Take the flashlight and radio to shelter.
 - v) Everyone must remain in the shelter until the warning expires.

2) Winter Storms

- a) Monitor weather and road conditions via computer, television, and/or radio.
- b) Library staff members on duty can decide when conditions warrant closing the library.
- c) Every effort will be made to contact the parent(s) (or other responsible party) of unattended children.
- d) If the parent(s) cannot be contacted, the police will be called.

Wymore Public Library Financial Policy

To ensure fiscal accountability and ensure appropriate use of funds in support of the Library's mission and goals, the Library Board has established the following financial policy.

- 1) The Library Director shall establish an annual budget from the funds allocated from the city funds. Once approved by the Library Board, the budget will then be submitted to the city clerk for inclusion in the city budget.
- 2) After adoption by the City Council, the allocated funds will be made available in the city library account for library materials and services beginning October 1st of each year.
- 3) After approval by the Library Board President, invoices will be forwarded to the city clerk for payment. Claims can be submitted every two weeks. Invoices should be submitted before Saturday, so they can be included in the claims at the following Council meeting on Wednesday.
- 4) On an annual basis, all library funds, expenditures, and revenues will be audited as part of the city audit. Any notes or communications from the city auditor regarding the Library shall be communicated with the Board. Library finances will also be reported annually to the Nebraska Library Commission using the annual Bibliostat statistical report.
- 5) Monies received as revenue by the Library will be submitted to the city as general revenue and deposited in the Library Fund account. All donations to the library will be subject to the Donation & Gift Policy.
- 6) Monies received as reimbursements for lost or damaged materials, computer printouts, copies, and small donations for discarded materials, may be used to defray expenses in these areas as well as appropriate program supplies, and serve as a petty cash fund. The petty cash receipts and disbursements are to be reported in the Librarian's report on a quarterly basis.
- 7) Monies received as revenue for the Library Foundation will be turned over to the Foundation treasurer to be deposited in the bank account. Memorials and bequests shall be subject to the Donation & Gift Policy.
- 8) All monies received from Book & Bake Sale along with genealogy requests will be given to the treasurer of FOWL (Friends of the Wymore Library) to be deposited in the bank account.

Volunteer Application Form

Name: _____

Address: _____

Phone: _____

_____ Program Volunteer

_____ Regular Volunteer

Days and Times Available:

Volunteer jobs we may ask you to do: (Please check your preferences.)

_____ Reading shelves (Checking to ensure books are in order.)

_____ Shelving books/straightening shelves

_____ Processing books

_____ Cleaning or yard work (Dusting shelves, raking leaves, etc.)

_____ Special projects

Computer experience Yes No

All volunteers with access to library records of the Wymore Public Library must comply with the Library's Policy on Confidentiality.

I, _____ agree to keep confidential any information pertaining to library patrons that I encounter as a result of my service to the Library. This includes, but is not limited to information I may view on patron account records or inquiries handled by staff or volunteers. As a potential volunteer, I understand the Wymore Public Library may conduct a background check.

I attest that I have read and understand the Wymore Public Library's Policy on Confidentiality and Volunteer Policy.

Print Name Here

Signature Here

Date

Donation Receipt

Date: _____

Authorization: _____

Donor: _____

<u>Items Donated</u>	<u>Quantity</u>
Hardbacks	_____
Paperbacks	_____
DVD's	_____
CD's	_____
Other	_____

PLEASE NOTE: This is the only record of your donations. I.R.S Publication 526 explains the provisions for determining value for the purposes of claiming charitable deductions for tax purposes.

Donor Signature

Authorizer Signature

Patron Interlibrary Loan Agreement

Name: _____

Library Card #: _____

Phone #: _____

- 1) I understand that fines for interlibrary loan items are \$1.00 per day with no maximum limit.
- 2) I will pay one-way postage. Postage will be charged to my library card if requested materials are not picked up.
- 3) If an item is damaged or lost, I am subject to replacement cost set by the lending library.
- 4) The following items may be difficult or impossible to be obtained through interlibrary loan:
 - a) New Items
 - b) Rare/Genealogical Items
 - c) Video/Audio/CD/DVD Materials
- 5) Textbooks will not be ordered via ILL without prior approval by the Director.
- 6) I must abide by copyright restrictions.
- 7) In order to request interlibrary loan items, I must have a current library card with no fines or overdue/lost items.
- 8) To renew an interlibrary loan item, I must call 1 week prior to the due date. (Some items are not renewable.)
- 9) I will immediately return items that are recalled by the lending library.
- 10) If there are extra charges about the postage amount, I will be contacted for my approval before an item is ordered.
- 11) I may order up to 5 interlibrary loan items at a time but may only have 3 interlibrary loan items checked out at a time.
- 12) I agree to the above regulations for all items requested through interlibrary loan.

Signature

Date

Equipment Use Agreement

Please read the following information carefully before signing. This agreement must be signed before any equipment may be checked out to you.

- 1) Items will be checked out from and returned to the Wymore Public library. Do **NOT** use the book drop box when returning items.
- 2) Must have a current library card and be in good standing to check out equipment.
- 3) Borrowing is on a first-come-first-serve basis.
- 4) All equipment may be borrowed for 2 days.
- 5) No renewals allowed. When an item is returned, please wait for 24 hours before checking equipment out again.
- 6) **A \$20.00 refundable deposit will be required.**
- 7) While equipment is in your possession, you are responsible for it at all times. You may not loan it to anyone else regardless of circumstance.
- 8) **Do not leave equipment unattended.**
- 9) If equipment is not returned, or is returned damaged, your deposit will be applied to the cost of the repairs or the replacement cost of that item and you will be responsible for any remaining costs.
- 10) All parts of the equipment must be present before check in can be completed. Fines are not waived for overdue equipment caused by missing pieces.
- 11) I have read this entire document and my signature below indicates my agreement with the above statements.

Equipment checked out: _____

Name: _____

Signature: _____

Patron #: _____

Phone #: _____

Email Address: _____

All policies are subject to change and will be reviewed by the Library Board on a bi-annual basis.