

CERESCO COMMUNITY LIBRARY POLICIES

MISSION STATEMENT:

The Ceresco Community Library provides a full range of materials and programs to support the reading and learning needs of young people and adults in the community. As a community service, the library attempts to serve the public for pleasure and basic information. Special emphasis is given to children's needs and programming. As well as efforts related to encouraging literacy within the community.

ADVOCACY:

The Ceresco Community Library provides free service to individuals in the community, both adults and children. Its objective is to meet and /or exceed the standards as described in Minimum Standards for Nebraska Public Libraries, as prepared and received from the Nebraska Library Commission. The Ceresco Community Library aims to promote active participation in the varied services it offers to people of all ages. Library staff and board members are encouraged to participate in a variety of activities that promote the betterment of library services for the community. In addition, library staff and board members are encouraged to advocate for libraries at local, state, and national levels.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

CERESCO COMMUNITY LIBRARY PATRON POLICIES

Library Cards

The Ceresco Library asks all those using its services to obtain a library card. The services, except for printing, are offered free of charge to all patrons with a Ceresco Library Card.

Parents / Guardians will be asked to sign a patron card for anyone under the age of 14, although service will not be denied if a signature is unavailable. Full access to the library's resources are available to children. No staff person is responsible for the supervision of any child's reading. That responsibility falls on the parent or guardian.

- Library cards are issued free of charge to those with a Ceresco address.
- Those living outside the city limits, but in Saunders County are required to pay \$20 a year.
 - Additional cards in the same family are \$1.
- Those living outside Saunders County limits are required to pay \$25 a year.
 - Additional cards in the same family are \$1.

Hours

The Library is open to the public 24 hours per week, through our online catalog. The catalog can be accessed at: <https://ceresco.bliblionix.com/catalog/>

Tuesday: 10 -12 & 2:30 - 7

Wednesday: 10 -12 & 2:30 - 7

Thursday: 10 -12 & 2:30 - 7

Saturday: 10-3

Approved by the Board of Trustees of the Ceresco Community Library,

July 26th, 2018

Amended September 24th, 2024

Patron Behavior

To ensure the Ceresco Community Library can be used by all patrons as a safe and comfortable environment, the staff reserves the right to determine if a patron's behavior is not conducive to this standard. To maintain a safe, comfortable environment all patrons of the Ceresco Community Library must comply with the Ceresco Library's Patron Behavior Policy.

All dangerous, illicit, or illegal behavior will not be prohibited, including, but not limited to:

- Physical abuse or assault or the threat of such, including fighting or the challenge to fight.
- Intimidating or harassing behaviors such as; stalking, indecent exposure, photographing / videoing patrons without the consent of both, other patrons and Library Staff, or any other physical/sexual /verbal harassment of Staff or Patrons.
- Threats of any nature, made to Staff, Patrons, or oneself are strictly prohibited and will be reported to the police.

Unacceptable patron behavior is any such behavior that prevents the Library staff from completing their tasks successfully or disrupts the experience of other patrons, including, but not limited to:

- The removal of library materials, equipment, or property without the proper checkout or authorized permission.
- Vandalizing library materials, equipment, or property; including furniture, signage, building structures, etc.
- Making disruptive noises such as; shouting, yelling, or the use of obscene/vulgar language, as well as the use of electronic equipment without headphones
- Other disruptive behaviors such as; running, damaging materials, and throwing items, are also prohibited.

Patrons who do not comply with the code of conduct repeatedly and after being asked to leave the premises may have their library privileges suspended. Engaging in any of the behaviors listed above may result in one of the following consequences:

- A verbal warning and a copy of the Patron Behavior Policy
- Being asked to leave the premises and library privileges suspended for one day
- Library privileges suspended for one day, one week, three months, or a year

Library patrons who have their library privileges suspended for more than one day may file to have their suspension reviewed by the Library Director.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

UNATTENDED CHILDREN POLICY

The Ceresco Community Library welcomes children to use its facilities and services. However, responsibility for children using the library rests with the parent/guardian or responsible caregiver, not with library personnel.

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:

The library acknowledges that children mature at different ages. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated below if they deem it necessary.

- Children under the age of eight (8) must be accompanied by a parent, guardian, or responsible caregiver at least twelve (12) years old.
- Children under the age of eight (8) may be left unattended at scheduled library programs if it is announced in the advertisement of the event that this will be allowed. The person responsible for the child(s) is expected to be at the library when the program concludes.
- Children eight (8) and older who are left unattended should know how to reach a parent or guardian, and parents should be aware of the closing time of the library. Keep in mind that library hours may change due to weather conditions or other emergencies.

Please help us in providing a fun and safe place for children, while remembering that a library is a busy public facility.

Approved by the Board of Trustees of the Ceresco Community Library,

July 26th, 2018

PATRON RECORDS & PRIVACY POLICY

All users of the library are requested to obtain a library card which requires the supplication of personal information such as; full name, mailing address, and contact information. This personal information is kept digitally on file at the library. Only library staff have access to personal account information and no staff shall be permitted to access this information for personal gain or use.

As stated in the Library Bill of Rights, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information". This confidentiality is extended to children. For the library to provide information relating to a minor's account, they must provide the child's physical card or provide identifying information that they are the adult co-signed to the account.

Following the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." All personal patron information is kept confidential and will not be disclosed to any third party unless the Library is compelled to do so under the law. This privacy protection includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

PHOTOGRAPHY AND RECORDING POLICY

The Ceresco Community Library has a significant interest in maintaining an environment that allows patrons to freely and safely access library information and resources. This significant interest requires the Library to maintain policies that protect the privacy of its patrons and staff members.

- The library may be permitted to take photographs and videos during library events for its own publicity and promotional events.
- Library staff will make every effort to notify patrons/members of the public when photos/videos are being captured. Please notify staff if you do not want to be photographed or videoed.
- Photography/videography of members of the public, patrons within/using the Library's services, or of Library Staff is prohibited unless express permission has been granted.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

CERESCO COMMUNITY LIBRARY INTERNET AND COMPUTER USE POLICY

The Ceresco Community Library provides equitable access to programs, services, and materials to the community with the understanding that it is the individual user's responsibility to use good judgment, show respect for others, and use appropriate conduct while using the library's resources and facilities. The Library offers internet access to support our mission to facilitate the learning of our young people and adults in our community.

To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter access to inappropriate information and to protect the computers. Specifically, as required by the Children's Internet Protection ACT (CIPA), blocking shall be applied to any material potentially harmful to minors. At the discretion of the staff, technology protection measures may be disabled for bona fide research or other lawful purposes.

All library computers may only be used for legal purposes and may not be used to harass, libel, or slander others, or to perform unauthorized copying of copyright-protected material. The computers may not be used to access illegal materials, such as child pornography.

Parents and legal guardians, not the library or its staff, are responsible for the internet information accessed by their children. Parents who have concerns about what is accessible on the Internet are encouraged to supervise, in person, their children's Internet sessions. The library staff does not supervise Internet content for patrons of any age.

Library staff will do their best to assist our computer users with the basics of the internet or in-house computer programs. However, library staff should not be expected to provide in-depth training on the Internet or other computer functions. By using a library computer, patrons are agreeing to abide by the library policy and code of conduct on public use of computer workstations and access to the internet.

Code of Conduct

- Users will not use the equipment for illegal activities.
- Users must sign up to use the Internet on a "next-available" basis when all the computers are being used.
- Time limits on computer usage will be determined by the task being done and by availability.
- Users will not make any attempt to gain access to restricted files or networks or to damage or modify computer equipment or software.

Other Conditions

Users may have their sessions terminated for disruptive behavior, misuse of the computers, improper disabling of the filtering software, damaging library property, or illegal activity.

If a library employee believes a computer user has failed to comply with this Internet Use Policy of the Code of Conduct, they may be barred from using the computers for up to two (2) weeks.

A patron who deliberately damages the library's computers will be required to pay for any cost associated with the repair or replacement of the computer.

Approved by the Ceresco Community Library Board of Trustees,

July 19th, 2017

CERESCO COMMUNITY LIBRARY MATERIAL POLICIES

Circulation

- Up to fifty (50) materials may be checked out at one time per account.
- Books and media are circulated for three weeks.
- Materials will automatically renew for another three-week period if not returned during the first period, but only if that material is not placed on hold by another patron.

Fines

The Ceresco Community Library is a fine-free library meaning, materials returned late do not accrue any fines or penalties on the patron's account. However, if an item is returned damaged or becomes lost patrons will be charged a fee to cover the cost of replacing said item. Patrons with fines over \$10 will not be allowed to check out new items until their account balance is \$10 or under.

Damaged Materials:

- Damaged book fines will be assessed by the Librarian and charged accordingly.
- If a book needs to be replaced due to excessive damages that leave the material unuseful to other patrons, the patron will be charged the cost noted to replace the material plus an additional \$1 book replacement fee.

Lost Materials:

- Patrons have 180 days to return all materials. If any materials are not returned within that period, the patron's account will be charged for the item(s) and suspended until either:
 - The material(s) is returned

OR

 - The patron pays the cost noted to replace the material plus an additional \$1 book replacement fee.

ILL

- Materials ordered through Interlibrary Loan (ILL) are the responsibility of the borrower.
- A flat rate postage fee of \$4 may be charged to the patron to cover the cost of postage, although the library will do its best to cover this cost for patrons.
- No paperwork is required to be filled out by the patron and the application for acquiring material is handled through the Librarian and the Nebraska Library Commission.

Collection Development

In accordance with the Ceresco Community Library's purpose and philosophy, the library collection will reflect the needs and interests of the community. A variety of resources will be offered in this analysis of need. The library collection will be kept relevant to community interests through purchases, acceptable donations, and withdrawals.

The library subscribes to the Library Bill of Rights of the American Library Association and to the Freedom to Read statement prepared by the American Library Association and the American Book Publisher's Council.

- The Library seeks to provide a diverse selection of materials available for all members of the community. Material selection will be made based on the interests of current topics, needs, and requests.
- Input from the Board of Trustees, community members, and reliable Library resources; Book List, Library Journal, School Library Journal, and the like will be utilized to keep the collection current, new, and useful to the community.
- The library will stay up to date on the ease of access and availability of materials to avoid duplication when not necessary.

Collection Management

Materials that are damaged beyond feasible repair or are significantly out of date may be passed on to other institutions, added to the Library Book Sale, donated, or recycled. Items will be withdrawn from the collection regularly, according to established standards.

- Weeding is considered based on; Circulation, Quality of Physical Book, Availability Elsewhere, and Relevance of Information.
- No less than 3% of the total collection should be weeded per year and upwards of 5% of the collection may be weeded per year.

Complaints

- If a Patron has a complaint about anything concerning the Library and its services, they may file an informal complaint (e.g. verbally) with a staff member.
 - Most complaints can be solved at this informal level.
- If the complaint does not lend itself to informal resolution, the customer may fill out a Formal Complaint Form. This form will be reviewed by the Library Director, who will promptly review it and resolve the complaint.
 - If the Patron and/or Library Director feel it is pertinent, one or both parties may present the complaint at the next Library Board Meeting where a formal decision will be made by the Library Board of Trustees and Director.

Material Reconsideration

The Ceresco Community Library is committed to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views. As stated in the Library Bill of Rights, "materials should not be excluded because of the origin, background, or views of those contributing to their creation".

- The Ceresco Community Library does not expurgate materials, nor does it remove from the shelf or from public access materials that have been challenged, unless a formal decision to do so has been made.
- The library staff will provide equal service to all library users. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections.
 - o Limitations to be placed upon the reading and viewing of materials by children are left to the discretion of the parents.
- The Library Board takes the position that the risk of not providing access to information and ideas is greater than the risk of providing it. The Library Board believes it is essential to provide such materials if the American ideal of freedom is to be retained.
- A patron can request for a material to be reconsidered within the Library's collection by completing and signing a "Request for Reconsideration of Materials" form.
- This form will be reviewed by the Library Director and Library Board of Trustees at the next public Library Board Meeting, where a formal decision will be made.
 - o No material will be removed from circulation or the collection until a formal decision has been made.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

CERESCO COMMUNITY PETTY CASH POLICY

A petty cash fund shall be established for the Ceresco Community Library for the purchase of small incidental materials, supplies, or services. Petty cash may also be used for supplies or services requiring immediate payment or at the discretion of the Board of Trustees.

The Ceresco Community Library Board of Trustees shall appoint the Library Director to be the custodian of the Library's petty cash fund. The Director shall administer and be responsible for the funds and control of the disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

- Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
- Employees should provide a vendor with the library's tax-exempt certificate before each purchase to avoid being charged sales tax
- Funds will be audited at regularly scheduled board meetings by the Library Board of Trustees.

The Library Board of Trustees shall review and approve petty cash funds at regularly scheduled monthly Board meetings, upon appropriate documentary support and certification by the Library Director. Funds over \$50 shall be collected and deposited to the Library financial account by the Village Clerk after approval from the Library Board of Trustees.

CERESCO COMMUNITY LIBRARY GIFTS AND DONATIONS POLICY

All gifts shall be gratefully accepted. Gifts with specific specifications attached shall be reviewed by the Library Board of Trustees or the Friends of the Library Foundation before acceptance. The Library retains unconditional ownership of the gift.

Monetary Donations:

- Monetary donations and memorials will be used as requested by the donor, if possible.
- If this is not appropriate, the library may use this donation as it sees fit.

Material Donations:

- Donations of subscriptions are welcome, but not guaranteed to be utilized if the periodical is deemed unsuitable.
- Donations of materials such as books, DVDs, puzzles, periodicals, etc. are also welcome, but not subject to use and may be placed in the collection at the discretion of the Library Director. The following conditions apply:
 - The items are in a clean, good condition
 - The copyright date is within the last five years
 - The material will be used either as a potential replacement for an existing copy or will be added to the collection based on value-added.
- The Library Director has the choice to offer donated materials to other institutions, put them in a used book store, sell them at a used book sale, or recycle them.

Approved by the Board of Trustees of the Ceresco Community Library,
July 19th, 2017
Amended September 24th, 2024

CERESCO COMMUNITY LIBRARY PERSONNEL POLICIES

Board of Trustees

The Library Board of Trustees shall consist of five (5) appointed members who shall serve terms of two (2) years; three (3) of whom shall be residents of the Municipality and two (2) who may be non-residents of the Municipality.

No member of the Governing Body shall be a member of the Library Board of Trustees. The terms of members serving on the effective date of a change in the number of members shall not be shortened and any successors to those members shall be appointed as the terms of those members expire. In case of any vacancy by resignation, removal, or otherwise, the Library Board of Trustees president shall fill the vacancy for the unexpired term.

Publicity

Local coverage of events or activities in the library will be made through the Wahoo Newspaper. The library will work with the schools in any way possible and maintain good relations. The Board of Trustees will also participate in public relations aspects when possible.

Filling Vacancies & Recruitment

The library Board of Trustees has the responsibility of securing qualified candidates for the position of librarian and recruitment which will be conducted at their discretion. There will be no discrimination against any applicant because of age, race, sex, physical disability, creed, religion, national origin, or political affiliation in hiring or employment procedures.

Selection

Candidates for the position of librarian will be screened by a search committee composed of two or more library board members. No more than three candidates will be selected to appear before the entire board for a formal interview. The Library Board will evaluate the candidates and final selection will be decided upon by a majority vote of that Board.

Appointment

The authority for final appointment of the librarian rests with the Library Board of Trustees.
(Ceresco Code-Article 2-203)

Probationary Period

A probationary period will apply to all new librarians and will follow time frames set forth in the current Ceresco Code or as discussed and agreed upon between the Library Board of Trustees and the Village Board.

Conduct on Duty

The librarian shall receive patrons in a helpful, courteous, and professional manner and will follow the requirements as listed in the job description.

Resignation

Library Staff should notify the library board in writing, no less than one month prior to resignation and preferably earlier, if possible, in order to expedite the selection of a suitable replacement.

Dismissal

The procedure for dismissal will be conducted according to the policies outlined in the current Ceresco Code.

Approved by the Board of Trustees of the Ceresco Community Library,

November 15th, 2017

Library Director

- I. Responsibilities to be shared by the librarian and the Library Board of Trustees:
 - A. Interpreting the library to the public through good public relations.
 - B. Preparing the budget and defending it at budget hearings.
 - C. Planning for growth and improvement of the library and library services. (As suggested in the Nebraska Library Board Manual)
- II. Responsibilities of the Librarian:
 - A. Responsible for the general library operation, supervision of staff/volunteers, and service to the public.
 - B. Cooperates as a link between the Library Board, Staff, volunteers, and governing and regulatory bodies to achieve efficient library operation.
- III. Duties of the Librarian:
 - A. Carry out the policies of the library as adopted by the Library Board and recommend needed policies for Library Board action. Tracking library and Library Board certification, guidelines, and duties.
 - B. Maintain an active program of public relations. Publicize library hours, programs, and services offered.
 - C. Prepare an annual budget for the library in consultation with the Library Board, maintain financial records, and give a current report of actual expenditures against the budget at each Library Board meeting.
 - D. Know local and state laws and actively support library legislation within the state and nation.
 - E. Select, order, and organize all books and other library materials according to Library Board Policy.
 1. Organize shelves, catalog, and maintain books and library materials to facilitate public use.
 2. Systematically select materials to be discarded from the collection.
 3. Select library materials and materials for a periodical collection.
 4. Select computer software applicable to the library's use of computers.
 - F. Attend all library board meetings except those directly involving the annual librarian evaluation, job performance, or salary.
 1. Prepare, with the Library Board president, an agenda before all library board meetings.
 2. Prepare and present a report of actual expenditures against the budget.
 - G. Affiliate with local and state organizations and attend professional meetings and workshops.
 - H. Make full use of Southeast Library System services in the supervision of local library programs and services:
 1. Be informed and aware of activities of the Nebraska Library Commission and the Southeast Library System.

2. Attend Southeast Library System meetings at personal or Library Board discretion
 - I. Make use of the services and consultants of the Nebraska Library Commission.
 - J. Prepare regular reports detailing current progress and future needs of the library as required by the village and state:
 1. Yearly Library Summary for Village Board
 2. Yearly Statistical Report
 - K. Organize selection and management of the Library staff and volunteers.
 - L. Keep a written record of working hours for all paid staff. Submit a copy of this record to the village clerk for payroll. Track paid hours of all library Staff to insure policy guidelines.
 - M. Provide Library Board members with information and materials necessary to carry out their responsibilities.
- IV. Qualifications for the Librarian:
- A. A high school diploma or General Education Development (GED) necessary for Level I certification as stated in the Nebraska Library Board Manual.
 - B. Library Training or work experience adequate to fulfill the duties of the position and/or willingness to learn library organizational techniques.
 - C. A readiness to supplement such training and/or experience by participating in appropriate continuing education programs.
 - D. Completion of the Basic Skills Training Course or a readiness to pursue that end.
 - E. Managerial Skills and previous supervisory experience.
 - F. Strong communication skills.
 - G. Strong computer skills.

(Portions of the above as suggested in the Nebraska Library Board Manual)

Approved by the Board of Trustees of the Ceresco Community Library,
November 15th, 2017

Library Assistant

The Library assistant will work under the supervision of the Library Director and is accountable to the Library Director, Library Board of Trustees, and the Village Board.

- I. Responsibilities to be shared by the Library Director and the Library Assistant:
 - A. Responsible for the general library operation and service to the public.
- II. Duties of the Library Assistant:
 - A. Carry out the policies of the library as adopted by the Library Board and recommend needed policies for Library Board action.
 - B. Organize all books and other library materials according to Library Board Policy.
 1. Organize shelves, catalog, and maintain books and library materials to facilitate public use.
 2. Assist with cataloging, weeding, and the inventory of library materials.
 - C. Affiliation with local and state organizations and attendance of professional meetings and workshops is not required, but encouraged.
 1. Be informed and aware of activities of the Nebraska Library Commission and the Southeast Library System and attend meetings at the discretion of the Library Board or Director.
 2. Have an understanding of the Library Bylaws, Policies, and Procedures.
 - D. Make full use of Southeast Library System services in the supervision of local library programs and services:
 1. Story Hour
 2. Summer Reading Program
 3. Large-print books, media for disabled etc.
 4. Nebraska Access
 - E. Keep a written record of all hours worked.
- III. Qualifications for the Library assistant:
 - A. A high school diploma or General Education Development (GED) is necessary for Level I certification as stated in the Nebraska Library Board Manual.
 - B. Library Training or work experience adequate to fulfill the duties of the position and/or willingness to learn library organizational techniques.
 - C. A readiness to supplement such training and/or experience by participating in appropriate continuing education programs.
 - D. Completion of the Basic Skills Training Course is not required, but is encouraged.
 - E. Strong communication skills.
 - F. Strong computer skills.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

Summer Reading Program Assistant

The Summer Reading Program Coordinator is responsible for planning, seeking funds for, purchasing items, and carrying out the annual Summer Reading Program. The Coordinator will work under the supervision of the Library Director and is accountable to the Library Director, Library Board of Trustees, and the Village Board.

- I. Responsibilities to be shared by the Library Director and the Library Assistant:
 - A. Responsible for the general library operation and service to the public.
- II. Responsibilities of the Summer Reading Program Assistant:
 - A. Assist the Director with the planning of activities for two two-week sessions in June. Including but not limited to; storytimes, arts & crafts, special presenters, and purchasing supplies.
 - B. Oversee and delegate tasks to summer volunteers or other present staff, as needed.
 - C. Prepare a presentation to be presented to both; the Library Board of Trustees and Friends of the Library Foundation, about the Summer Reading Program when it concludes.
- III. Duties of the Summer Reading Program Coordinator:
 - A. Carry out the policies of the library as adopted by the Library Board.
 - G. Organize all books and other library materials according to Library Board Policy to facilitate public use.
 - H. Affiliate with local and state organizations and attend professional meetings and workshops.
 1. Prepare and present a Summer Reading Budget each year to the Friends of the Library Foundation to seek funding to support the Summer Reading Program.
 2. Have an understanding of the Library Bylaws, Policies, and Procedures.
 3. Attend the SELS Summer Reading Workshop each year, as scheduled.
 - I. Keep a written record of all hours worked.
- IV. Qualifications for the Library assistant:
 - A. Library Training or work experience adequate to fulfill the duties of the position and/or willingness to learn library organizational techniques.
 - B. A readiness to supplement such training and/or experience by participating in appropriate continuing education programs.
 - C. Completion of the Basic Skills Training Course is not required, but is encouraged.
 - D. Strong communication skills.
 - E. Strong computer skills.

Approved by the Board of Trustees of the Ceresco Community Library,

September 24th, 2024

Performance Evaluation of the Library Director

The evaluation process will be conducted annually per village policy. At this time, the Library Board will review job performance which may include concerns and commendations. At this time an increase in salary may be suggested and approved by the Library Board and then submitted to the Village board for final approval. A copy of the Librarian's evaluation will be submitted to the village board by the budget committee.

Performance Evaluations for Other Staff

The evaluation process will be conducted annually per village policy. At this time, the Library Director in liaison with the Library Board of Trustees will review job performance which may include concerns and commendations of each staff member. At this time an increase in salary may be suggested and approved by the Library Board and then submitted to the Village board for final approval. A copy of the staff evaluations will be submitted to the village board by the budget committee.

Approved by the Board of Trustees of the Ceresco Community Library,
November 17th, 2017
Amended September 24th, 2024

CERESCO COMMUNITY LIBRARY VOLUNTEER POLICY

The Ceresco Community Library encourages volunteers to supplement the efforts of paid library staff to provide quality library services. Volunteers are connections to our community and are advocates for quality library services. The Ceresco Community Library also hopes that this program will create opportunities for the volunteers to feel personal satisfaction while performing a valuable service to their community.

- A volunteer is a person who contributes time, energy, and talent directly to the Library and is not paid by the library.
- Volunteers will often come in contact with library patrons and may be the first impression the patron has of the library. It is important that volunteers maintain a professional and friendly demeanor at all times. It is expected that volunteers' dress and appearance are appropriate for a business environment and their work assignments.
- Nothing in this policy creates a contract between the volunteer and the Ceresco Community Library, although a set number of hours may be agreed upon. Both the volunteer and the Library can terminate their association at any time, for any reason without cause being stated.
- Prior to volunteering at the Library, applicants must complete an application for volunteer work. The Ceresco Community Library has the absolute right to decline anyone as a volunteer without cause or statement of reason.
- All work performed by volunteers is to be supervised by library staff. The schedule of volunteer work at the Library is dependent upon the availability of staff to supervise. The Library will provide sufficient training to prepare volunteers to successfully perform their duties.
- Volunteers must follow all library policies and procedures, especially those relating to confidentiality of Library records. All transactions are strictly confidential. This includes any information about materials looked at, asked for, or checked out, as well as any patron reference questions. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- Should the volunteer have a grievance with a staff person, another library volunteer, or a library patron, every attempt to resolve the situation will be made through the Library Director.

I have read and understand this policy.

Volunteer Signature _____ Date _____

Library Director's Signature _____ Date _____

Approved by the Board of Trustees of the Ceresco Community Library,
September 24th, 2024

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.

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

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

Inclusion of "age" reaffirmed January 23, 1996.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Ceresco Community Library

Member Barcode: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone: (Days) _____ (Evenings) _____

Whom do you represent? () self only () organization

Name of organization: _____

Address: _____ Phone number: _____

Description of material to be reconsidered:

Title: _____

Author/Artist: _____ Publisher: _____ Copyright: _____

Format: () book () magazine/newspaper () CD () DVD () other _____

1. To what in this material do you object? Please be specific. Cite pages or particular parts.

2. Did you read, listen, or view the entire work? If not, which parts did you examine?

3. What do you feel might be the result of exposure to this work?

4. What are the positive aspects of this work?

5. What originally attracted you to this material?

6. What would you suggest the Library do with this material?

Signature Date

Thank you for your interest in the Ceresco Community Library, and for taking the time to provide the Library with this information. Please reference the reconsideration procedure listed in the Reconsideration of Library Materials Policy #5.