

- vi) Patrons who remain on Library premises after being asked to leave, or patrons who enter the Library during the time period in which they have been banned from the Library, will be subject to arrest and prosecution for trespassing.
- vii) Staff members will use standard internal communication tools to make others aware of patrons who are temporarily or permanently barred from the Library. Within two working days of any incident regarding dismissals extending beyond the same day, staff members will record in writing their version of the situation.

d) Reporting Emergencies

- i) All emergency situations should be reported to the Library Director as soon as possible. The Library Director will contact the President of the Library Board and the Village Board as appropriate. The full Library Board will be informed of the emergency at the next regular board meeting.
- ii) Because timely and accurate reporting of emergencies is crucial, library staff should refer to the Crisis Communication Plan of the Village of Culbertson, Nebraska, before information regarding emergencies is made public.
- iii) Information about nonemergency situations that may affect the public should be approved by the Library Director before being released.

## **11) CULBERTSON PUBLIC LIBRARY GIFTS, BEQUESTS, AND MEMORIALS FINANCE POLICY**

*Community support is vital to the Culbertson Public Library. Gifts and donations to the library are always encouraged. Monetary gifts, donations, bequests and memorials may be made to the Culbertson Public Library or to the Culbertson Community Foundation C/O Connie Barger, 1303 Arizona Street, Culbertson, NE 69024 (The Culbertson Community Foundation a 501(c)(3) organization that exists in part to expand the Culbertson Public Library.)*

a) Donations to the Library's Collections

- i) The library accepts gifts of books, pamphlets, periodicals, audiovisual materials, and the like with the understanding that they will be added to the library collections when needed.
- ii) The library will not affix a value for tax purposes to such gifts; this is the responsibility of the donor. However, the library will, upon request, acknowledge the gift with a receipt or letter specifying the type, quantity, and condition of the gift for the donor's records.

b) The same principles of selection which are applied to purchases are applied to gifts. Some gifts may not be used in the collection for these reasons:

- i) May be an item of which the library already has a sufficient number.
- ii) May not be of sufficient present reference or circulation value to the library.