

EMERSON PUBLIC LIBRARY BOARD POLICY

Purpose of revision: To keep the policies as timely as possible so that the Emerson Public Library can continue to benefit from them.

MISSION STATEMENT

The Emerson Public Library will provide materials and services to help all patrons meet their personal and educational needs.

OBJECTIVES

The objectives of the Emerson Public Library shall be:

1. To follow the principles set forth in the Library Bill of Rights and all its interpretations.
2. Service to the public, first, last and foremost.
3. To serve as a source of reliable information.
4. To promote reading and provide a minimum of 10 programs a year from the library commission for children and young people. (revised 7-14)
5. To encourage continual education of citizens of all ages.
6. To support cultural, civic and education groups within the community.
7. To be constantly aware of the needs of the community and to provide services to meet such needs.
 - a. To continue to update and increase awareness and use of computers as a source of information.
 - b. To weed all sections of the library and replace important works which have become unusable or unattractive, by alternating the sections to be weeded annually.
 - c. To educate the public in the use of Internet by hands-on assistance in the library.
 - d. To educationally stimulate the minds of children.
 - e. To improve the growth and beauty of Emerson.
 - f. To motivate citizens to develop well-rounded lives which include physical and educational fitness.

EMERSON PUBLIC LIBRARY BY-LAWS

- 1. NAME:
Emerson Library Board of Trustees
- 2. PURPOSE:
The board of trustees is a legally established body, established in accordance with the Nebraska Statutes and Emerson Municipal Code to employ a director and to have general charge of the library, and to establish rules and regulations for management, operation and use.
- 3. MEMBERSHIP:
The membership on the library board shall consist of five members who are appointed by the Village Board of Trustees by a majority vote. Nominations are made to the village board by the library board. In case of resignation of a library board member, persons are nominated to fill the remainder of the term. Terms of appointment are four years.
- 4. OFFICERS, DUTIES AND ELECTION:
Board officers are selected in accordance with the municipal code. They consist of: president, vice-president, secretary, and members at large.
Duties:
 - A. The president shall:
 - 1. Preside at all meetings
 - 2. Be empowered to delegate duties of officers and members
 - 3. Be responsible for providing leadership and coordination among members.
 - B. The vice-president shall serve in the absence of the president
 - C. The secretary shall record all minutes of board meetings. Together with the library director, the secretary will prepare the agenda for the board meetings.
- 2. MEETINGS:
Meetings are held on first Wednesday of each month at 5:00 p.m. at the library in accordance with the state law on public meetings. Special meetings may be held upon the call of the president or any three members of the board. A majority of the board members shall constitute a quorum for the transaction of business. All actions of the board are subject to the review and supervision of the governing body.

DUTIES AND RESPONSIBILITIES

Library director:

- 1. Carry out policies agreed upon by the board.
- 2. Be responsible for daily operation and all of its services .

3. Select books and other materials, classify and catalog them.
4. Plan and supervise library programs.
5. Notify the public about upcoming board meetings.
6. Assist secretary of the board in preparing an agenda and attend all library board meetings.
7. Prepare financial and statistical statements and present them at board meetings.
8. Prepare any reports required by Nebraska Library Commission.
9. Weed collection as necessary.
10. Advocate for the library through contacts with general public, civic organizations and public officials.
11. Recruit, hire with board's approval, and evaluate library staff. Suggest improvements in salaries and working conditions.
12. Maintain confidentiality of all proprietary or privileged information whether this involves an individual, staff member, patron, or library business.

Meetings, Conventions, and Workshops: (added in February 2013)

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. This includes hourly wages incurred during travel time and meeting/workshop. The director, staff and trustees are encouraged to attend and participate in continuing education activities. If the city vehicle is available, the Emerson Village Board requested the director drive it rather than turn in mileage for director's vehicle. (Revised 9-15)

WORK SCHEDULE POLICY: Major changes in the director's schedule or other circumstances may not be made without approval of the library board.

LEAVE OF ABSENCE: All leaves are considered on a case-by-case basis and must be approved by the board.

DISCIPLINARY POLICY: An employee of the Emerson Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

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.

OTHER AREAS OF CONCERN: Pay day will be the first day of each month unless it falls on Saturday or Sunday. Federal, state, and social security taxes will be deducted from the check.

Staff:

1. Create a welcome atmosphere and assist patrons if needed.
2. Upon opening in the morning, empty outside drop box and check in the materials. Consider materials turned in on last open library day and edit fines accordingly.
3. View the computer screen each time materials are checked in or out.
4. If time allows, check a patron's materials in before checking new items out. Go over with the patron the materials we have recorded on their account to see if you both agree.
5. Shelve in correct location. Do not just guess if you don't know where it belongs—ask.
6. Close windows and pull shades. Shut off the open sign. Shut off printers and copy machine. Check bathroom for running water.
7. Do extra tasks as assigned daily, but always put patron's needs first.
8. Maintain confidentiality of all proprietary or privileged information whether this involves an individual staff member, patron, or library business.
9. Director and staff are expected to use the following in labeling library materials:

**Spine Label Codes and Call #'s (revised 7/2014.) (added in 2015 to poli-
cy)**

Fiction-paperback or hardcover

Fic

Eva (last 3 letters of authors name)

Fiction-Large Print

Fic

Eva

LP

Fiction with a series attached

Fic

Eva (author)

LHP (series name)

#1 (number of book in series)

Fiction with a series Large Print in a series

Fic

Eva

LHP

#1

LP

Fiction westerns or romances Paperback-on back wall

Fic

Eva

Fiction westerns or romances Paperback with a series-on back wall

Fic

Eva

LHP

#1

Fiction Book on CD or AB cassettes-shelved in nook

CD

Fic

Eva

#1

3 cd's (how many are there)

Non – Fiction Reference

R

123.4

Eva (author

Non-Fiction (adult)

123.4

Eva

Non-Fiction book on CD or AB cassette

CD or AB

123.4

Eva

#1

3 cd's

Elementary Picture book

E

Fic

Eva

Board Book

BB

Eva

Elementary Non –Fiction

Ele

123.4

Eva

Elementary Chapter Book

Ele

Fic

Eva

Youth Fiction

Y

Fic

Eva

With a series

Y

Fic

Eva

RA

#1

Movies

DVD

RAM (1st 3 letters of movie title)

(R) rating

Youth Biography

Y

92

Eva

Adult Biography

92

Eva

Magazines

P

Staff development:

1. The library budget provides for payment of membership in one library association and encourages attendance at workshops and meetings.
2. The director will receive regular pay plus registration, and other expenses as agreed upon by the board for attendance at workshops and other continuing education opportunities intended to improve skills in providing service to the community.
3. The director is expected to keep up with professional library literature and reading, and attempt to keep abreast of legislative actions affecting the library.

Volunteers: Volunteers are important to the success of the Emerson Public Library and we value your time and commitment.

1. Please make arrangements for your schedule ahead of time so the director is aware of your plans.
2. Maintain confidentiality of all proprietary or privileged information whether this involves an individual staff member, patron, or library business.
3. Keep a record of the hours you volunteered.
4. Partner with the staff and board to implement the mission statement.
5. Refer all requests for information to staff other than purely directional questions.
6. Allow staff members to answer the phone and run the front desk.
7. Prioritize tasks according to director's wishes.
8. Volunteers must be at least 14 years of age and must be approved by the library board.

EMERSON PUBLIC LIBRARY FRIENDS' GROUP (added in February 2011)

The Friends are a committee-driven group of people who love books and reading. They have a strong desire to share that interest and love by helping the library. Their goal is to see that Emerson Public library continues to provide excellent service and programs for the entire community. The group formed in January 2011. It operates in co-operation with the Emerson Village Board and Emerson Public Library Board of Trustees. Emerson Betterment Committee is the 501(c)(3) umbrella organization of the Friends' Group.

USE OF THE EMERSON PUBLIC LIBRARY

LIBRARY HOURS

1. Library hours are Monday 9:00 a.m. -12:00 p.m.; 1:00 p.m.-5:00 p.m., Wednesday 2:00-7:00 p.m., Friday 9:00 a.m. -12:00 p.m.; 1:00 p.m.-5:00 p.m., Saturday 9:00a.m.-11:00 a.m.
2. The library will be closed the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. On Christmas Eve and New Year's Eve closing will be at noon and hours will be posted. Other holidays will follow the hours of the City Office.
3. The library may be closed at other times as deemed necessary by the board. The public will be informed prior to these closings whenever possible.
4. *Special closing:* Closing the library because of bad weather or other problems will be the judgment of the director. *If the school closes due to bad weather the library will be closed as well. Such closings will be reported at the next board meeting.*

USE PRIVILEGES

1. Any individual may have free use of all references and collections while in the library.
2. Patrons both within and outside the city limits may check out materials for home use without charge.
3. Library privileges are suspended for those who lose books or materials or have them overdue, until books or materials are returned or paid for. Other causes for suspension may be unpaid fines, disruptive behavior, or destruction of library property.

CHECKOUT AND RENEWAL

1. Library books and other materials may be checked out for a period of two weeks, and may be renewed for an additional two weeks.
2. Library materials may be checked out with the exception of reference materials which are either too costly or irreplaceable.
3. Checkouts are limited to six items, which includes what is on the account. Materials may be renewed by telephone.
4. Patrons will be required to pay for lost or damaged books.
Holds can be made for books, but not on movies.

DVD'S AND VIDEOS

1. Checkout of movies is limited to two DVDs per household.
2. New movies must be returned the next open library day (two day checkout). Older movies must be returned within seven days.
3. Lost or damaged movies are to be replaced by patron at full cost.

FINES

A fine of \$2.00 per overdue new movie per library day will be assessed with a \$25.00 maximum. After the movie is changed to a three month old movie, it will change to \$1.00 a library day with a \$25.00 maximum.

Fines will be \$.10 a day for books and magazines.

Patrons will be charged for these fines and will not be able to check out new books until such fines are paid.

If fines cannot be collected in the library or if items are not returned, a form letter (Attached to this document) will be mailed to the negligent patron. (Approved 10-10-16)

SERVICES

1. The library will use Interlibrary Loan Service to provide materials and resources not available in its own collection to meet the needs of the patrons. This service will be provided as promptly as possible. Upon prepayment of \$3.00 per request, the material will be ordered.
2. Brown Bag book club members will pay 10.00 a year for sharing Interlibrary Loan Services. This is due October 1 of each year.
3. The library will use the service for the blind and handicapped to provide record and cassette players for those requiring this service. The director will assist in obtaining the service.
4. The library will offer summer programs for the children of the community.
5. The library will try to make services and programs known to the community through publicity in the form of posters, library and community signboards, EBC's monthly newsletter, items in the newspaper.
6. Scanner use is free, although paper printing costs apply.
7. Copier policies:
 - a. The library will try to observe the copyright law (code 17, United States Code) pertaining to copying from books or magazines.
 - b. A warning concerning the copyright laws will be posted by the copier at all times.
 - c. There will be a charge of \$.25 per page which must be paid to the staff at the time the copies are made.
 - d. Library personnel will make the copies to insure that the copy machine is used properly.
8. Fax machine policies:
 - a. There will be a charge of \$1.50 for both sent and received faxes.
 - b. Only staff members will operate the fax machine.
9. The Blu Ray player may not be checked out. It will be used for any library sponsored event.
10. Nebraska OverDrive Digital Library Reserve was launched for Emerson Public Library in November, 2011. The library pays an annual membership fee so patrons can have the privilege of download digital audiobooks and eBooks. Patrons should be in good standing to earn this privilege.

EXHIBITS AND DISPLAYS

1. No posters, displays or brochures will be exhibited or placed in the library without prior permission from the director.
2. The library assumes no responsibility for damage or theft of any displayed item.
3. No political posters are allowed.

COMPLAINTS

1. A patron may request reconsideration of materials he/she feels are inappropriate.
2. Forms will be provided for these requests. Each complaint requires a separate form, which is included near the end of this document.
3. Other types of complaints should be expressed to the director or board member.

SELECTION OF MATERIALS

The director will be responsible for the selection and purchase of library materials which best meet the needs of the community as defined by the library objectives and mission statement.

1. The following criteria will be used for selecting materials for acquisition:
 - a. Price
 - b. Physical limits of building
 - c. Demand, potential use
 - d. Relationship to existing collection
 - e. Comparison to other sources on subject
 - f. Appropriate to library goals
 - g. Importance as a document of the times
 - h. Reputation and/or significance of author
2. The library adopts the Library Bill of Rights, and the policy statement of the American Library Association on intellectual freedom.

WEEDING

1. The library is expected to use good judgment to remove from the collection those items which no longer serve a need or replace items which have become deteriorated. Nebraska Library Commission suggests that at least three percent of the entire collection is to be weeded in order to be accredited.
2. Criteria used for evaluation of materials during acquisition may be applied to the weeding process.
3. Other considerations might be:
 - a. Frequency of use
 - b. Obsolescence of content
 - c. Change in literary fashion
 - d. Poor physical condition of book
 - e. Lack of space

CELL PHONE USE

Cell phones may be used in the library for brief contacts as long as no patrons are disturbed.

DISCRIMINATION

The Emerson Public Library will not discriminate against any person because of age, sex, religion, race, color, national origin, sexual orientation, marital status, or physical handicap when employing personnel or in the use of library materials, facilities or selection of library materials, except where sex, age, or physical fitness is a bona fide occupational qualification.

COMPUTER AND INTERNET USAGE POLICY

1. In response to advance in technology and the changing needs of the community, the Emerson Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the Emerson community.
2. The Internet allows users access to information, ideas, and commentary from all around the world. Since the Internet is a global electronic network, there is no state/county control of its users or content. Currently this is an unregulated medium. While it is true that it offers access to a wealth of material that may be personally, professionally, and culturally enriching to individuals of all ages. It also enables access to some material that may be offensive and/or illegal.
3. The Emerson Public Library has installed filtering software on all library computers with Internet access, and will enforce operation of OpenDNS Filtering Software during any use of those computers, to prevent minors from accessing visual depictions that are 1) obscene, 2) child pornography, or 3) harmful to minors. We have enabled the “low” setting.
4. Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility.
5. If you do not find what you need, please do not hesitate to ask a staff member for help. People aged 17 and older may be assisted in a bona fide research or a lawful purpose to computer access with no filtering.
6. All Internet resources accessible through the library are provided equally to all library users during normal library hours. Library staff will not monitor a user's Internet use, except for the length of use in order to ensure equal opportunity of access for everyone. The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times. Parent and children under age 16 must sign a permission slip prior to their child's accessing the Internet in the library. This permission slip is near the end of this document.
7. The Emerson Public Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the library's policies.
8. Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The

library is not responsible for damage to users' disks or computers or for any loss of data, damage or liability that may occur from use of the library's computers.

9. We will be glad to assist you accessing the Internet and with computer use as time allows.
10. In order to use the computer you need a current Emerson Public library account and it must be in good standing (no fines or overdue).
11. Non-patrons will be asked to show photo identification and to leave their name.
12. The computer will be available on a first-come, first serve basis. If, after an hour, someone is waiting for a computer, or if you are age 16 or younger, you will be asked to sign off.
13. You must ask to save files and media.
14. Do not change any of the settings. Leave the screen as it is.
15. If you need to print always do a preview. Printing costs are: \$.25 for black and white and (when available), \$.50 for color copies.
16. Failure to comply with this policy and its aspects will be addressed through the library's user behavior policy.
17. The Emerson Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
18. The library does not censor your access to materials or protect you from information you may find offensive, controversial, or inappropriate.
19. Not all sources on the Internet provide accurate, complete or current information. The patron needs to be a good information consumer, questioning the validity of the information found.
20. All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accesses by their children. Parents—and only parents—may restrict their children—and only their children—from access to Internet resources accessible through the library. Parents are advised to supervise their children's Internet sessions. Parent and children under age 16 must sign a permission slip prior to their child's accessing the Internet in the library.

INTERNET SAFETY POLICY

Adopted on December 12, 2011 at a public meeting.

Note; The following Internet Safety Policy was developed solely to comply with the basic policy requirements of CIPA for E-rate funding.

It is the policy of the Emerson Public Library to:

- a. Prohibit access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- b. Prohibit unauthorized access and other unlawful online activity (hacking);
- c. Prohibit online disclosure, use, or the dissemination of personal identification information of minors; and
- d. To the extent practical, comply with the Children's Internet Protection Act.

Definitions

“Access to Inappropriate Material”--to the extent practical, filters shall be used to block or filter Internet and/or other forms of electronic communications, access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff availability, technological training and discretion, filters may be disabled only for bona fide research or other lawful purposes for adults only.

“Inappropriate Network Usage”--to the extent practical, to promote the safety and security of users of the Emerson Public Library's computer network, it is prohibited for minors to use electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications, and have been disabled or removed from the computer Operating System.

“Supervision and Monitoring”--it shall be the responsibility of the Information Technology staff to supervise and monitor usage of the computer network/Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Technology staff or designated representatives, after careful review of a submitted proposal form found on the front desk under the Internet sign-up sheet.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE: a specific technology that blocks or filters Internet access to visual depiction that is:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. HARMFUL TO MINORS which means any picture, image, graphic image file or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or pervert sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT-- The terms have the meanings given such terms in section 2246 of title 18, United States Code.

SAFETY POLICY

Adopted November 14, 2005

No person shall engage in inappropriate conduct on the premises of the public library or when participating in library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other people's lawfully using library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library. Library users are required to observe the rules governing the use of the Emerson Public Library. (See rules)

SUPPORT OF STAFF MEMBERS ACTIONS

Library staffs who have acted on their best judgment in confronting a person will be supported by their supervisor, the person in charge, and the administration. Any staff member who observes or receives complaints of inappropriate behavior may:

1. Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.
2. Immediately telephone the police if the situation is of a severe/violent or emergency medical situation.
3. Contact the director if the situation is of a nature that staff member chooses not to confront patron. If director is unavailable contact a library board member.
4. At any time contact police if the patron is not responding to staff requests to conform to the library rules.

In all cases the director or board member should be notified as soon as possible when the staff member confronts a library user who violates the library rules. The director will be responsible for notifying the board members.

INCIDENT REPORTS

Incident reports must be filed in all cases when it was necessary to call for outside help and in other situations in which the director and staff should be informed because of possible repercussions. Copies of all reports kept on file. A log of incident reports, patrons banned and problem patrons will be available for staff and police to review in case of repeat offenders. The log will be used to keep track of dates of offenses and the time period a patron is banned.

INAPPROPRIATE CONDUCT—MINOR OFFENSES

The following shall be deemed “inappropriate” and considered to be minor offenses:

Sleeping; excessive and disruptive conversations; eating or drinking in a public area of the library, monopolizing unreasonable numbers of library materials at any given time; unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity; violating Internet and computer policies; excessive staring at patrons or staff; preventing staff from normal, reasonable, clean-up, shelving activities, especially 10 minutes before closing; being in a state of intoxication; smoking; bringing any animal into the library, except working animals which assist the disable; other activities (not listed as Major Offense) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct associated with the use of public library facilities.

TREATMENT OF MINOR OFFENSES

1. One warning for first infraction of any offense.
2. Second infraction within 30 days results in removal from the library premise for one day. Parents of children under 18 will be notified in writing when their child commits a second infraction and has been removed from the library.
3. Third infraction within 60 days or continuous repeat infractions may result in banning from the library premises for not less than two weeks or more than six months.

INAPPROPRIATE BEHAVIOR—MAJOR OFFENSES

Any persons violating the following rules will be immediately removed from the building. The patron may be banned for a period up to six months at the discretion of the library director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused any history of prior infractions of library policies and other relevant circumstances.

1. Stealing, defacing or damaging library property.
2. Abusive, indecent, profane or drunken conversation and/or behavior.
3. Committing any crime, misdemeanor, or violation of a municipal ordinance, not covered under minor offenses, on the premises of the library.
4. Knowingly entering non-public areas of library.

BANNING PROCEDURE

After staff consultation regarding major behavioral problems and it is determined that the person should be banned:

1. Staff member will make a recommendation to the director detailing the reasons for the proposed banning.
2. Director will consult with staff member and provide written decision.
3. The written decision shall set forth the period during which the patron shall be banned from the library and shall specify the reasons for determination. The patron may be banned for a period from two weeks to six months at the discretion of the library director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused any history of prior infractions of library policies and other relevant circumstances.

4. The patron and all staff will be notified in writing of the reasons for and length of the banning. A copy will also be sent to the police and to the library board president.
5. The director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the patron warrants such modification. The director will respond in writing and notify the individual of the appeals process.

REPEAT OFFENDERS

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the library premises during the period in which he or she has been banned from the library, will be subject to arrest and prosecution for trespassing.

After the banning period has elapsed, the patron may reapply for readmission through administrative channels. However, he or she will need to be prepared to show evidence that the offending behavior will not reoccur. In the absence of valid documentation (from social worker, doctor, or police) application may be denied.

In the event that a person is granted readmission and then exhibits any of the behaviors described earlier, they will be denied access with no further possibility of reinstatement.

ADDITIONS TO LIBRARY RULES

UNATTENDED MINORS (updated in April 2012)

Children five years of age and under must be closely accompanied at all times by an older responsible person. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities minors (under age 18) left unattended for extended periods of time or left after library hours.

INAPPROPRIATE USE OF CHILDREN'S SERVICES

If an adult in children's services is not involved in appropriate use of children's library materials and is observed by staff to be spending an unnecessary and unusual amount of time in children's area, such person shall be asked to use other areas of the library. If the person does not comply or repeats, consequences will follow those under "TREATMENT OF MAJOR OFFENSES/INAPPROPRIATE BEHAVIOR".

INAPPROPRIATE PERSONAL HYGIENE: Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building. When the problem is corrected, patrons may reenter the library.

INCLEMENT WEATHER

In case of inclement weather, such as tornadoes, staff will alert and direct patrons to the bathroom. The circulation desk will close. In case of unattended children staff assumes "loco parentis", and directs them to shelter. A person who wishes to stay in the main library proper cannot be forced to take shelter elsewhere, so staff member must stay on duty.

FIRE

Staff will follow fire safety procedures to exit the building. In case of false alarm, person will call 911 and report such activity. Fire people will deactivate alarm.

Adopted November 14, 2004

Amended October 2009

Amended November 2011

FINANCIAL POLICY

PURPOSE: The library board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the library's mission and goals, and compliance with appropriate laws and ordinances and City of Emerson.

BUDGET

1. The library board shall establish an annual budget request according to City guidelines and submit it to the City.
2. Library director shall work with the City to seek adoption of the board's request, reporting any changes or concerns to the board.
3. After budget adoption by the City Council, the library director will present the adopted budget for the year to the library board for review and approval.
4. The board delegates to library director the expenditure of monies and the development of an annual collection budget to allocate funds available for library materials.
5. The board's authority over budget funds shall lapse at the end of the calendar year and any budget fund balances shall revert to City authority, subject to City carryover policies and procedures.

AUDIT

On an annual basis, all library funds, expenditures and revenues will be audited as part of the city's audit. Any notes or communications from the city's auditor regarding the library shall be communicated with the board.

EXPENDITURES

1. Library director will review expenditures of budgeted funds and forward approved invoices to city for payment.
2. Library staff will work together with city staff, using city forms and procedures for payment of invoices, and will keep library practices in compliance with city practices and policies while preserving the library board's legal prerogatives.
3. On a monthly basis, staff shall present a list of all expenditures to the board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.

PETTY CASH HANDLING

1. The petty cash register is reconciled at the end of each month.
2. The initial amount is \$25.00. Monies collected are reported to the city and deposited in the library fund account. As money is collected an entry is placed in the register in the appropriate column: patron, fines, copies/faxes, postage, lost fees, and other which may include but is not limited to donations, small purchases for cash and refunds.

MONETARY GIFTS/ GRANTS

1. Monetary gifts will be accepted.

- 2. If the donor has a specific item they would like to see as part of the library collection, they may designate the item, and we will try to accommodate the request.

DISPOSAL OF PROPERTY

- 1. Withdrawn library materials, materials donated but not added to the collection and small items of library equipment valued at \$20 or less may be sold annually. Materials deemed by staff to be unfit for sale may be discarded.
- 2. If another library or organization expresses an interest in a piece of equipment or other item no longer used by the Emerson Public Library, the library director may negotiate sale or trade of the items for reasonable compensation. Staff will report to city any funds received as revenue from such sales for such budget adjustments as appropriate.
- 3. All other library property to be sold will be put into the city auction with money returning to the city as general revenue, except that items deemed as unfit for sale by library or city staff may be discarded.

POLICY ON CONFIDENTIALITY OF PATRON INFORMATION

Emerson Public Library supports every patron’s right to have his/her library records remain confidential. Library records include patron registration data: circulation records, overdue, interlibrary loan records, participation in library sponsored programs; record of library visits; public computer usage; and/or any data that identify, or when combined with other available information identify, a person as a patron of the library or that indicate use or request of materials from the library.

Each patron has individual control over her/his account and presentation of his name or number permits access to information about the borrower’s current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, hold or interlibrary loan request), the library will NOT maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

No information will be released to any person, organization, or agency of state, federal or local government, except in response to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power, properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

FACILITIES

The library building will be used only by the library board, Emerson Public Library Friends’ Group, ESL classes, and special events hosted by one of the aforementioned. Any other use must be approved by the library board.

CITIZEN REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS EMERSON
PUBLIC LIBRARY

Title: _____

Format: (book, movie, etc.) _____

Author: (if applicable) _____

Your name: _____

Did you examine the entire work? _____ If not, what parts did you examine or

view? _____

Specifically, to what in the material do you object?

Incident Report Form

Instructions: Please complete this form after an incident on library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). File or submit completed report to director.

date and time: _____

area of the library: _____

staff person on duty _____

other staff or board members involved: _____

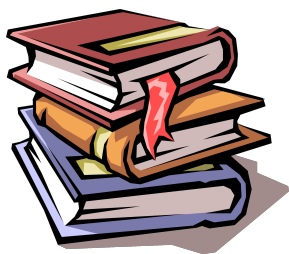
patron name/names: _____

Describe the incident (to the fullest extent possible):

Resolution: _____

Notes: (what library might do to affect a different outcome next time, if possible): _____

Signature of staff witness/es: _____



Emerson Public Library Volunteer Information Form

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

AREAS OF INTEREST: _____

RELATED EXPERIENCE: _____

Parent Permission Slip

Computer and Internet Use

The Emerson Public Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor material which may be accessible from Internet sources.

Therefore, I, _____, grant my child
 _____ who is under 16 years of age, permission to access the internet and will not hold the Emerson Public Library responsible or liable for information obtained from the Internet.

Parent Signature

Date

Child Signature

Date of Birth