

MORRILL PUBLIC LIBRARY

Mission and Goal Statement

1. The mission of the Morrill Public Library is to provide quality materials and services which fulfill
2. educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
3. The general library goals of the Morrill Public Library shall be:
 - a. To serve all residents of the community and the surrounding region.
 - b. To acquire and make available to all residents of the above area such books, periodicals,
 - c. pamphlets, and other services as will address their needs to become well informed,
 - d. locate answers to important questions, cultivate the imagination and creative expression,
4. develop skills for career and vocational advancement, and enjoy leisure by means of reading and other media services.
5. To acquire the means to provide the most frequently requested material locally and upon demand.
6. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
7. To strive consistently to discover new methods and improvements for better service for the library's patrons.
8. To review regularly these goals of the Morrill Public Library and, if necessary, revise them in the light of new developments.

Who May Use The Library

1. The library will serve all residents of the community and the public library system area.
Service

will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

2. The use of the library may be denied for due cause. Such cause may be failure to return library

materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

Patron Responsibilities and Conduct It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons.

3. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library

facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young Children:

The Morrill Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library.

Disruptive Children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Services of the Library

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

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested.
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available

library services.

Responsibilities and Authorities of the Library Board

The Village of Morrill ordinance dated 5 August 1957 established a five (5) library board elected by the Village Board of Trustees from the citizens at large of Morrill. The ordinance stated:

"The Library Board shall have such authority and shall perform such duties as provided in the Nebraska State Statutes pertaining to Municipal Libraries." (State Statutes 51-201 through 51-220) Under the powers of administrative/governing boards granted by law, boards make operating and administrative policies. The board acts as an agent of public trust governing the library. The library director is responsible for the internal management, daily operation and procedures of the library. The director exercises professional judgment under the direction and the review of the board to implement the goals, objectives and policies set by the board.

There are five areas of library governance that stand out as primary responsibilities for library boards. They are to:

- Make everyone in the community aware of the library.
- Secure adequate financial support.
- Hire a competent director when the position becomes vacant.
- Develop policies.
- Encourage continued growth and development of library staff.

Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Morrill Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves. A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. A friends group always serves at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

Personnel Policy

1. Even though the library director is an employee of the Village of Morrill the library board shall be involved in the selection, appointment, and when necessary for valid reasons, the dismissal of the director of the library, with the Village of Morrill board of Trustees approval.
2. The library board shall provide an effective orientation for new directors to assure that the director understands

- a. the policies and processes related to the daily operation of the library,
 - b. reporting and budgetary requirements that assure accountability and compliance with the law
 - c. The expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings.
 - d. Rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
3. The library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies. While notice of intent to terminate can be expected, the Morrill Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.
4. Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.
5. A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.
6. It is the policy of the Morrill Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations. All paid employee staff are governed under the Village of Morrill employee policies as stated in the Village of Morrill Personnel Manual.
7. In compliance with the Drug-Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Morrill Public Library, whether that work is carried out in the workplace building or not, All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Administrative Policy

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; post meeting notices, be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner and present monthly reports to the library board.
3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteers for the library board. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

5. The director shall have responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collection according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.
8. The Director shall receive monthly financial reports from village clerk and present them to the board.
9. The Director shall apprise the Board of any upcoming changes in staff.

Materials Selection/Collection Development Policy

Objectives

The purpose of the Morrill Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Morrill Public Library Board of Trustees and are integral parts of the policy.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Morrill Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

Reviews are a major source of information about new materials. The primary sources for reviews are The Book Page, current newspapers, book award lists and the Junior Library Guild, and any other sources available. Patrons' opinions are also considered. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Morrill Public Library agrees to lend its materials to other libraries when requests are made. The patron requesting the interlibrary loan will be responsible for all charges incurred from the transaction.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit.

The same criteria of selection, which are applied to purchased materials, are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book.

Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. The director will make book selection if no specific book is requested. The Morrill Public Library encourages and appreciates gifts and donations. The director will give the donor a receipt for the donation if requested.

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and Replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Potential Problems or Challenges

The Morrill Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians' selection of

library materials will not be prohibited by the possibility that materials may come into the possession of children.

Materials will not be marked or identified to show approval or disapproval of their contents, and although there are separate sections for Juvenile and Adult materials, no materials will be kept in a controlled area except to protect them from damage or theft.

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a Request for Reconsideration of Materials form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Morrill Public Library Board of Trustees.

Circulation Policy

A. Registration

All borrowers must have a valid local library card to borrow library material, no card required to use the computer. Patrons must fill out an application form to register for a new library card. Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable. Any person five years of age or older may apply for a library card. Applicants under 12 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. Only one item may be checked out the first time a card is issued.

B. Lost or Forgotten Cards

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement. While there is no charge for an initial card, replacement charge will total \$5.00. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the right of checking out materials until they present their card at the library.

C. Loan Periods

1. Two weeks for books and audiobooks.
2. One week for DVD, VHS, and Cakepans.
3. Books and audiobooks may be renewed twice if not on reserve.
4. DVDs and VHS may not be renewed.
5. Cakepans may be renewed once.

6. Non current periodicals have a loan period of one week with no renewals.
7. Reference materials do not generally circulate, but upon special request may be checked out overnight.
8. Interlibrary loans are due on the date indicated by the lending library.

Restrictions

1. Patrons may check out a total of four items.
2. There is a limit of 4 DVDs per family.
3. Director may establish the loan period for special collections, materials that are temporarily in great demand; such as for student projects, or materials added to the collection which are in a new format.
4. Librarians have the right to limit the number of items checked out if patron is considered to be a risk based on previous records.
5. Patrons with overdue materials or unpaid fines may be restricted from checking out until materials are returned and/or fines are paid.
6. Library will not restrict use of card if no fines are owed and materials are returned.

Reserves

Reserves may be placed by patrons either in person or over the phone. Patron will be notified by postcard or telephone when the materials are available. There is no fee for placing a book on hold.

Damaged Materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the retail replacement cost as well as a \$5.00 processing fee and the item will remain in possession of the library for disposal.

Overdue Policy

Each item that is not returned by the due date will be assessed a \$.05 per day charge, excluding A/V materials which have a \$1.00 per day charge. Fines will not be charged on days the library is closed. In case of overdue items two courtesy reminders will be mailed to the patron. A final notice will be mailed informing the patron that if the items are not returned within two weeks of the letter, the items will be considered lost, and the patron will be responsible for the retail replacement cost.

Thursday is free fine day and all items returned within the library will waive all fines associated with the items. Items left in the drop box will not qualify.

Reference Service Policy

The Morrill Public Library

1. will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
2. will assist patrons in the use of the library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone);
3. will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate; (the patron will assume all interlibrary loan fees.)
4. may refer library users to other agencies and libraries in pursuit of needed information;
5. may use not only the library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

Equipment Use Policy

1. The computers are available to patrons on a first-come, first-serve basis. Basic instructions for operating are displayed near the equipment. There is no charge for use of computers, but there is an hour-long time limit imposed. Library staff is available for general assistance in using the computers; however, staff members are not expected to train patrons in the use of programs. Tutorials on the Internet are available.
2. Microfilm copies of the Morrill Mail are available to the general public at no charge.
3. Central system printers are available but there is a charge for each printed page. Some internet sites are quite long and may result in several pages of printouts, users are financially responsible for all printouts. Up to ten pages may be printed free of charge for known school assignments.

Black and white: \$.20 per page

Color: \$1.00 per page

4. A staff operated photocopier machine is available for \$.20 per page. Patrons are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron requesting the copy.

5. A fax machine is available for \$1.00 a page, excluding the cover page, for all incoming and outgoing faxes.

6. A laminating machine is available for a charge of \$1.00 per 8 ½ X 11 sheet.

Internet Use Policy

The Morrill Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under age 13, along with a parent or guardian, must sign the Internet Use Agreement.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, un-moderated global network. The Morrill Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

1. Users may use Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
2. All patrons 13 years and older are allowed to use workstations. Patrons under the age of 13 must be supervised while using workstations.
3. Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis. All stations are filtered in compliance with Federal Law (Child Internet Protection Act.) If a website is believed to be unfairly blocked, users must submit an objection form at the circulation desk.
4. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
5. Users agree not to incur any costs for the library through their use of the Internet service.
6. Users shall not create and/or distribute computer viruses over the Internet.
7. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters. The users will be responsible to pay the cost of replacement and/or repair for the computer items lost or damaged while in his/her use or care.
8. Personal software programs may not be used on the public access computers. This will help prevent computer viruses that are common on public computers.
9. Misuse of the computers or Internet access will result in loss of the patron's computer privileges.

Meeting Room Policy

The room is available to individuals or organized groups in the library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than 2 weeks in advance. The director may make exceptions at his/her discretion. It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room. However, the people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be charged \$25 and denied future use of the meeting room. If activities include materials that have stained the tables or chairs or floors or other parts of the room, the hall, or the bathrooms those responsible will also stand the cost of the repairs. No admission may be charged by the individual group.

Refreshments may be served and shall be provided by the group. No smoking is allowed. All items not belonging in the meeting room are to be removed when the room is cleaned up after the meeting. This includes garbage in the wastebaskets. The Library is not responsible for any equipment supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Displays and Exhibits Policy

As an educational and cultural institution the Morrill Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Public Notice/Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Those requesting return of their articles must pick them up the day following the date of the publicized event. Otherwise, the library will not be responsible for returning materials.

Disasters Policy

1. Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can obviously be

controlled, immediately call 911 and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

2. Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and

3. reasonable.

911 should be called immediately in the event of any serious problem.

No medication, including aspirin should ever be dispensed to the public.

4. Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search.

5. Emergency Closings

Emergency Closing due to weather, illness, etc. will be made by the Library Director after consultation with the Library Board President or Village Clerk.

Hours

Monday 1:00-7:00

Tuesday 1:00-5:30

Wednesday 1:00-5:30

Thursday 1:00-7:00

Friday 9:00-5:30

Holidays Closed

The Library will be closed on the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, and New Year's Day. On New Year's Eve, the library will close at 5:00 p.m.

Confidentiality of Records

Library circulation records are for the sole purpose of maintaining and conserving public property and are not to be used for identifying the titles or kinds of material or equipment used by individual patrons. Such record or information shall not be made available to any individual or agency of state, federal, or local government except pursuant 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 discover procedures or legislative power. Upon receipt of such process, order or subpoena, the Library Director shall consult with the Village Attorney to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. Any cost incurred by the Morrill Public Library in any search through circulation record, under court order, shall be chargeable to the agency demanding the search.

Finance Policy

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.

1. The Library Director will establish an annual budget in conjunction with the Board of Trustees. After approval it will be submitted to the village clerk for inclusion in the Village's budget.
2. After adoption by the Village Board, all allocated funds will be made available in the library account for library materials and services.
3. On a monthly basis, the library director will present a list of all expenditures to the Library

Board for review and approval. Approved invoices will be forwarded to the Village Clerk for payment.

4. On an annual basis, all Library funds, expenditures and revenues will be audited as part of the Village's audit. Any notes of communications from the Village's auditor regarding the Library shall be communicated with the Library Board.

5. Receipts:

☐ Monies received as revenue by the Library will be submitted to the Village as general revenue and deposited to the library account.

☐ Monies received as reimbursements for lost or damaged materials, computer printouts, copies and small donations for discarded books may be used to defray expenses in those areas, and serve as a petty cash fund, as authorized by the Library Board.

Donations received for the purchase of specific materials for the collection or the Summer Reading Program, will be deposited into the Library Board's account.

Invoices will be approved and paid by the Library Board.

6. Withdrawn library materials and materials donated but not added to the collection will be disposed of at the discretion of the Library Director. An annual book sale will be held, and withdrawn periodicals are free.

7. Funds donated to the Library may be allocated according to the wishes of the donor. Memorial Funds will be used as designated by the donor or for materials or furnishings chosen at the discretion of the Director and Library Board if undesignated.