

RAVENNA PUBLIC LIBRARY

POLICY MANUAL

It is within the guidelines of the Ravenna Public Library to have an established Policy Manual and Operational Procedures that will enable the library to serve as much of the community as possible in a pleasant and safe manner.

The community is welcome at any time to review the Ravenna Public Library Policies and Procedures. The Ravenna Public Library Board of Trustees will review these policies on an annual basis at the January meeting. The Library Director will also review the procedures at this time. For further clarification of certain subjects, you may request a copy of the Operational Procedures Manual.

MISSION STATEMENT: To serve the ever-changing needs of the Ravenna community and surrounding area through services, technology, materials, and programming through entertainment, education, and leisure.

GOALS: The Ravenna Public Library strives to meet the following goals:

1. Provide materials, programming and services that meet the needs of patrons of all abilities.
2. Provide guidance and assistance to borrowers.
3. Initiate programming and activities for all ages to stimulate the use of the library and its materials.
4. Select, organize, and make available necessary books and materials.
5. Cooperate with, but not perform, the functions of the school and other institutional libraries.

NON-DISCRIMINATORY STATEMENT: The Ravenna Public Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

COMMUNITY OVERVIEW: Ravenna, Nebraska is located along scenic Highway 2 and is about equidistant from Hall County Seat Grand Island and Buffalo County Seat Kearney (Approximately 30 miles). Home of the annual Annevar celebration, Ravenna is known as "Nebraska's Hometown Hideaway".

Ravenna is home to approximately 1441 people. 76.1 % of residents are 18 years of age or older. 24% of the population is over the age of 65. The median age of Ravenna residents is 37 years.

Ravenna residents make their living through various means. The 2 largest industry employers are manufacturing, (Darling Ingredients, Henningsen Foods, KAAPA Ethanol, and Suntech Industries) educational, health, and social services (Ravenna Public School, and Seneca Sunrise.). Over 50% of the population qualifies as low to moderate income.

In addition to the public library, Ravenna has a swimming pool, 3 city parks, baseball fields, tennis court, golf course, and fishing and camping opportunities at the Ravenna Lake. There are 5 churches, a senior center, and various community groups, including the Lions Club, Men's Christian Fellowship, VFW, American Legion, Historical Society, Chamber of Commerce, and Economic Development.

ACCREDITATION

The Ravenna Public Library is an accredited Library at the Silver level. Library accreditation is a requirement for receiving Nebraska State Aid and other grants. In order to receive accreditation, the Library Board of Trustees and the Library Director must be accredited/certified. Accreditation from the Nebraska Library Commission assures that continuing education hours have been met for certification for the Library Board and Library Director. To check the status of accreditation, see the Nebraska Library Commission website.

BOOKMOBILE

The Kearney Public Library provides bookmobile services to the Ravenna community. The Bookmobile stops at the Ravenna Public Library every other Wednesday during the school year and every Tuesday during the summer months. For a full Bookmobile Schedule, visit the Kearney Public Library website.

The Ravenna Public Library is able to check out items to patrons through their personal Kearney Public Library accounts. Anyone who does not have an account with Kearney Public Library will need to obtain one before checking out materials through the bookmobile at Ravenna Public Library. Patrons have the option to sign up for a free Kearney Public Library account at the Ravenna Public Library.

Requested items may be picked up by patrons on the Bookmobile, or library staff will pick up the items for patrons to receive at the library. Patrons who check out Bookmobile items are responsible for any costs incurred.

BUDGET

A proposed budget will be prepared by the Library Director and presented to the Library Board of Trustees at the June board meeting. This budget will then be presented to the City Council by the Board Chair or Library Director for preliminary approval. For current budget status, contact City Hall.

CHILDREN'S PROGRAMMING

The Ravenna Public Library offers numerous programs for the youth of Ravenna, including, but not limited to LEGO Club, Create It!, Story Time, Game Day, and Family Movie Nights. In order to participate in programming, each child must fill out a program participation form.

Adult staff supervision is provided for the duration of the library program. The library strongly suggests that parents or guardians attend. When the program has ended, library staff are no longer responsible for the whereabouts/actions of program attendees.

Children under the age of 8, without a supervising person over the age of 12, must be picked up within 15 minutes of programming end. Children under the age of 5 must be accompanied by an adult or a person at least 12 years of age at all times during library programming.

CIRCULATION AND BORROWING PRIVILEGES

ELIGIBILITY TO BORROW

Registered Ravenna Public Library patrons are eligible to borrow library items, use the computers, and participate in programming when the following conditions are met:

1. No long overdue materials. (Items checked out cannot be more than 8 weeks overdue).
2. No overdue items which have been borrowed through Interlibrary Loan.

The library staff may not waive these regulations without the permission of the library director. However, the patron may request and receive a 24-hour hold/reserve on the item(s) he or she wishes to check out to allow the patron to put their account back into good standing.

Patron privileges may be revoked when a patron has an item more than 8 weeks overdue on their library account. These privileges including material check outs, computer usage, and program attendance.

REGISTRATION REQUIREMENTS

The Ravenna Public Library is a tax-supported public library. People residing within the jurisdictional boundaries of the City of Ravenna pay taxes to support the library. Those people who live within the Ravenna city limits are eligible to receive a free library account. Library accounts are renewed every year without additional fees, provided the library account holder continues to reside within the city limits of Ravenna and is a patron in good standing.

Individuals residing outside of the Ravenna city limits and owning no property within the jurisdictional boundaries of the City of Ravenna, may purchase a non-resident account for the price of \$5.00 per person. This fee entitles the holder to use all of the Ravenna Public Library's services. Library accounts are renewed every year (from the date of sign up) with the same fee of \$5 for an individual.

In order to extend the learning opportunities for students, all Ravenna Public School students are eligible to receive a free library account. Library accounts are renewed every year without additional fees, provided the account holder continues to be enrolled as a Ravenna Public School student and is a patron in good standing.

Children ages birth-19 are eligible for a library account. However, children under the age of 19 (Nebraska's Legal Age of Majority) must have a parent's signature on any application for a library account. Any child under the age of 19, must have a parent/guardian permission form signed and on file to be able to check out any adult materials. Check with a librarian for more information and to fill out the form.

Parents/guardians may choose to open a family account (using their personal name), which would allow their children to check out items on their account. Parents/guardians may also choose to open individual accounts for each family member. Parents/guardians are responsible for all items, fines, and fees associated with their family account and/or their children's (under the age of 19) accounts.

LOST AND/OR DAMAGED MATERIALS

All materials borrowed are the responsibility of the library account holder. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of patrons under the age of 19, it is the parent's or guardian's responsibility to pay for lost or damaged items. The replacement cost schedule may be found in the Procedures Manual.

CIRCULATION POLICY

LENGTH OF LOANS

The Ravenna Public Library circulates materials in a variety of formats including books, magazines, audiobooks, DVD and Blu-ray, audio book sets, book buddies, and adventure backpacks. Items from the STEAM Collection, Wii Games, Reference Collection, Vintage, Nebraska Vintage, and Local Genealogy are available for in-library use only and do not circulate. The following terms of loan are applicable as indicated:

	CHECKOUT TERM	MAXIMUM # OF ITEMS
BOOKS	2 WEEKS	10
CHILDREN BOOKS	2 WEEKS	20
AUDIOBOOKS	2 WEEKS	5
MAGAZINES	1 WEEK	5
DVDS/BLU-RAYS	1 WEEK	5
ADVENTURE BACKPACKS	2 WEEKS	1
BOOK BUDDIES	2 WEEKS	2
AUDIO BOOK SETS	2 WEEKS	2
GAMES ON THE GO	1 WEEK	2
INTERLIBRARY LOAN/ KEARNEY PUBLIC LIBRARY BOOKMOBILE	PERIOD DESIGNATED BY LENDING LIBRARY	DESIGNATED BY LENDING LIBRARY

RENEWALS

All Ravenna Public Library materials may be renewed once (in person, over the phone, or through the OPAC) if there is no reserve present on the item. To renew an item a second time, patrons must present the item at the time of renewal. Interlibrary Loan items may not be renewed.

HOLDS/RESERVES

Patrons may reserve materials which are not immediately available for patron use, but are in the collection of the library. When the reserved materials become available, the library will notify the patron via phone. The specific title of the material will not be stated to anyone other than the library patron who placed the reserve. If the patron is not available by phone, a message will be left. The date of the message will be noted and the material will be held for the patron for a period of one week. If additional patrons are waiting for the material, the next

patron on the list will be called and notified of the availability of the item, and the same procedure will be followed. If no additional patrons are waiting for the material, the material will be placed back into general circulation. In no circumstance will the library leave more than one message regarding a hold on a specific item. Relay of the message to the appropriate person in the household, and retrieval of the material, are the responsibilities of the patron.

OVERDUE ITEMS

Patrons are responsible for the return of all items checked out to their library account. The Ravenna Public Library is a fine free library. Checked out items will not accrue late fees.

However, if items are not returned within the 2 week check out time frame

Overdue items are to be handled in the following manner:

1. When an item is more than 2 weeks overdue, a phone call will be made to the patron to request the materials be returned.
2. When an item has become more than 3-7 weeks overdue, a form letter containing the overdue item titles will be mailed to the patron.
3. When an item has become more than 8 weeks overdue, a Letter of Replacement will be sent asking for the replacement fee of material(s). (See forms and procedures for more information). **LIBRARY PRIVILEGES ARE REVOKED AT THIS TIME.**
4. When an item has become more than 6 months overdue, the item will be considered lost and the cost of the item will be assessed to the patron's account.

LOST AND/OR DAMAGED MATERIALS

Materials checked out/borrowed are the responsibility of the library account holder.

Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses or damages any library material. In the case of children under the age of 19, it is the parent or guardian's responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. The retail replacement cost of any item which is lost or damaged beyond repair and for which a current market price can be found plus a reprocessing fee of \$5.00. (The retail replacement cost may exceed the default cost.)
2. If a current market price cannot be found, the patron will be responsible for the default replacement cost for any item which is lost or damaged beyond repair plus a reprocessing fee of \$5. The maximum costs are as follows:

MATERIAL TYPE	REPLACEMENT COST
TRADEBACK OR PAPERBACK BOOK	\$15.00
DVD	\$15.00
DVD/BLU-RAY SET	\$30.00
HARDBOUND BOOK	\$25.00
LARGE PRINT BOOK	\$35.00
AUDIO BOOK	\$55.00
ADVENTURE BACK PACKS	\$70.00 FOR BAG & CONTENTS
	\$10.00 FOR MISSING PIECES

Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending library.

3. The patron may purchase the same item (must have a matching ISBN) elsewhere at a lower cost to replace the item that was lost or damaged. The replacement must be of equal value and approved by the Library Director. The patron will still be responsible for a reprocessing fee of \$5 as well. This option is not available for interlibrary loan items.

COLLECTION DEVELOPMENT

PURPOSE OF THE COLLECTION

The purpose of the Ravenna Public Library Materials Collection is to provide resources to assist individuals in their pursuit of educational objectives, genealogical and local historical research, intellectual and emotional growth, the enjoyment of leisure time, and practical solutions to daily problems. The library is responsible to its potential patrons to announce this purpose statement, to evaluate and alter it as the community changes and to increase the opportunity for all potential users of its resources to achieve their purposes through the library.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials that are removed from the library collection may or may not be made available for public purchase at book sales.

The Ravenna Public Library endeavors to build a collection representing varying points of view. The choice of library materials to be used by patrons is an individual matter.

Responsibility for the reading materials and or DVDs of children and adolescents' rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Minors under the age of 13 will be required to have parental/guardian permission to check out DVD's rated PG-13 and minors under the age of 19 will be required to have parental / guardian permission to check out DVD's rated R. Minors under the age of 19 will be required to have parental/ guardian permission to check out books in the adult section of the library. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

Requests for item reconsideration may be made only by registered patrons and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board of Trustees for the final decision.

The Purpose Statement assumes specific definitions for the term "Resources" and for the four categories of activity to which these resources are directed. The term "Resource" includes:

1. Print and non-print materials available within the Ravenna Public Library.
2. Electronic database sources, including NebraskaAccess.
3. Resources in other libraries to which the Ravenna Public Library may achieve access through the Kearney Public Library Bookmobile, interlibrary loan, or a similar resource sharing process.
4. Electronic resources using systems like Nebraska OverDrive.

These resources respond to four categories of need:

1. Education

Materials that supplement, not replace, the formal curriculum of Ravenna's primary and secondary schools. In addition, materials that support self-education pursued apart from a structure or formal program.

2. Emotional and Intellectual Growth

Materials that satisfy a personal need and relate to self-directed attempts at personal understanding and personal growth. The acquisition of these materials represents a commitment to the improvement of the quality of life of the individual.

3. Enhance the Enjoyment of Leisure Time

Materials purchased as a source of pleasure and fun for the user. These materials are not purchased as goal-oriented items, and therefore acquisitions decisions may rest more heavily upon the potential pleasure to be derived by the user than the critical appraisal of the materials.

4. Assist in the Practical Solution of Daily Problems

Including materials that empower the individual to live more independently. Materials that are generally directed at the solution of short-term problems. Also, materials that help individuals save money, improve health, save time, etc.

DEFINITION OF PATRON NEEDS TO BE ADDRESSED BY THE LIBRARY

The library acknowledges that each person has information needs that are important to that individual. It also recognizes that the library budget has limited financial resources to respond to these needs. The library has a responsibility to use public funds in ways that are advantageous to the largest number of its users. While the library's materials collection will not deny any need consistent with its mission, the library will develop its collections with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs.

SELECTION RESPONSIBILITY

The responsibility for book selection rests with the library director, operating within the framework of the policies enunciated herein, and adhering to generally accepted professional practices. Suggestions from library staff and patrons are accepted as long as they follow selection guidelines.

COPYRIGHT RESTRICTIONS

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and video recordings (VHS, DVD, Blu-ray) to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or video recording or redistributes the loaned copy or publicly performs or displays the computer program or video recording, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

REVISION OF SELECTION POLICY

Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed once a year at the January Library Board Meeting.

COLLECTION MAINTENANCE

DUPLICATE COPIES

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

WEEDING

In order to maintain the best possible collection of materials within the space provided, a continual weeding process takes place. Items are discarded if they are outdated, if they no longer circulate (if not checked out in the past 5 years), if they do not meet the criteria of material selection, if there are more duplicate copies than needed, or if they are in poor physical condition.

Yearly weeding of 3-5% of the collection will be completed in keeping with the Nebraska Library Commission Accreditation guidelines. A complete weeding of the entire collection is accomplished every two years.

Evaluation of items to be weeded will be done by the Library Director and library staff. Library materials are the property of the Ravenna Public Library. The Library reserves the right to use, sell, and/or dispose of items as the Library Director. Items discarded are plainly marked and may be donated to the Friends of the Library for sale.

DISPOSAL OF SURPLUS LIBRARY MATERIAL

Library property (i.e. print and non-print materials, equipment, supplies and or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Books and non-print materials from the library's collection may be discarded, sold, or, upon the approval of the Library Director and Library Board of Trustees, be given to local philanthropic, educational, cultural, government or other not-for-profit organizations. The Friends of the Ravenna Library will be given special consideration to receive discarded materials for sale.
2. All other library property, including furniture, computers, shelving, electronic equipment, etc., shall be made available for sale in accordance with the policies of the City of Ravenna, Nebraska (surplus silent or live auction).
3. No favoritism shall be shown to library employees, members of the Library Board of Trustees, City of Ravenna employees, or members of their immediate families who make bids on or purchase any library item declared surplus.

COMMUNITY ROOM POLICY

The Ravenna Public Library Community Room is approximately 38'x 31'. The room is equipped with 15 - 6ft. rectangle tables and 60 plastic folding chairs. There is a small kitchenette which has a full-size refrigerator, microwave, and sink.

The primary purpose of the Ravenna Public Library Community Room is for library functions, meetings, and programs. When not in use by library staff, the Community Room may be

reserved for use by members of the public. See the Community Room Rental Agreement for more information.

Ravenna Public Library sponsored, and co-sponsored programs take highest priority in scheduling. The Ravenna Public Library may, on rare occasion, “bump” a previously scheduled program with at least 3 weeks’ notice. During the Summer Reading Program the Community Room is reserved exclusively for Ravenna Public Library Programs. Exceptions may be accepted at the discretion of the Library Director.

Use of the library facility does not imply that the Ravenna Public Library, the Board of Trustees, or the City of Ravenna endorse the viewpoints presented. Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation without permission from the Library Director.

The City of Ravenna and community, civic, and non-profit groups may use the Community Room at no charge. Personal use (i.e., birthday parties, showers, receptions, job fairs, business meetings, etc.) must pay a rental fee of \$25 per day. For-profit business events (i.e. craft shows/vendor events) must pay a rental fee of \$50 per day. All groups, including non-profit groups, are required to pay a \$100 damage deposit. The damage deposit will be returned to the group or individual, providing that the Community Room and connecting areas are returned to their original state and have received no damage.

Groups or individuals authorized to use the Library Community Room must not discriminate against persons in regard to race, ethnicity, age, gender, or physical disabilities/challenges. These groups or individuals are required to meet ADA.

All users must designate an individual who will be responsible for the Community Room (see the Ravenna Public Library Rental Agreement). Regional or state library groups must work through the Library Director.

There will be no solicitation or proselytizing outside of the Library Community Room.

Political campaigning on library property will not be allowed. However, the Community Room may be used for general political purposes including information sharing, organizational meetings, or community forums.

No event which interferes with the operations and purposes of the Ravenna Public Library will be allowed.

Youth (under the age of 19) events must be supervised by at least 1 adult sponsor. This sponsor must be present during the entire duration of the event/meeting.

All users agree to abide by the policies of the Ravenna Public Library and accept responsibility for all damages caused to the building and/or equipment beyond normal wear. See the Community Room Rental Agreement for more information.

RESERVATIONS

Groups wishing to reserve library facilities must first designate at least 1 person as their representative. This representative will be responsible for seeing that restitution is made in the

case of damage to the facility and/or its contents. Individuals making reservations must agree to be responsible in case of damage to the library facility and/or its contents.

Library staff should be notified of cancellations at least 24 hours before the scheduled meeting. Failure to abide by this rule may result in forfeiture of future Community Room use.

Reservations are taken on a first-come, first-served basis. Dates for the following calendar year may not be confirmed until December 1st but may be requested prior to that date.

Anything left in the Community Room for more than 24 hours after a scheduled event/meeting will become property of the Ravenna Public Library.

Alcoholic beverages are not allowed on library property without the permission of the Mayor of the City of Ravenna and the required legal permits.

CONFIDENTIALITY OF RECORDS

The Ravenna Public Library and Board of Trustees abide by Nebraska State Statute 84-712.05 (11) which states:

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records: (11) Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library's materials or services;

Confidentiality extends to a patron's usage of all of the library's materials services, including information sought or received, and materials consulted, borrowed, acquired, or transmitted by the library staff and patrons. Library Records which state the record of patron transactions, and the identity of registered library patrons is confidential material. Under no circumstances shall the library staff answer to a third party about what a patron is reading or any other personal information, including address, email, and/or phone number. The Ravenna Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Library does not make available a list of registered library patrons except in compliance with the law.

DISPLAY SPACE

To meet the objectives of the library as a community resource center, the library offers bulletin board display space in the vestibule to organizations engaged in educational, cultural, intellectual or charitable activities as space permits.

The following general guidelines apply:

1. Approval for posting of materials must be obtained from the Library Director.
2. First preference is given to the promotion and display of library events.
3. Posters and/or other printed materials promoting programs/projects of a commercial or political nature will may be hung at the discretion of the Library Director.
4. Notices/posters with printed charges are accepted if sponsored by organizations which can prove a non-profit, tax-exempt status.
5. Items left without approval will be discarded without notification.

6. Posting of notices does not imply endorsement by the Ravenna Public Library.
7. The Ravenna Public Library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

DONATIONS, GIFTS AND MEMORIALS

GENERAL

The Ravenna Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as by contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

DONATION OF BOOKS, AUDIO VISUAL, AND NON-PRINT MATERIALS

In accepting a gift of materials, the library/library director reserves the privilege of deciding whether donated items should be added to the collection. Some materials cannot be used because the material may be: (1) a duplicate of an item of which the library already owns, (2) outdated--not of sufficient present reference or circulating value to the library; and/or (3) in poor condition. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The Library accepts donations with the understanding that items which are useful to the library collection will be retained and other books disposed of in whatever manner the Library Director deems best.

An acknowledgment letter can be sent to the donor upon request. However, the library will not supply a monetary value or appraise gifts for tax purposes. All gifts to the Ravenna Public Library will become the property of the library to use and/or dispose of without conditions of any type.

MEMORIALS/DEDICATIONS

The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is used and should be completed.

DONATION OF ART OBJECTS AND OTHER TYPES OF MATERIALS

Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

DONATIONS—OTHERS, E.G. MONETARY

The Library welcomes cash contributions, gifts of real estate property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Library Trustees.

RECOGNITION OF GIFTS

For memorial books to the library, book plates will be affixed to the front page of the book to include the donor's name, who the item is in memory of and the date. Acknowledgement will be made to the donor upon receipt of memorial. Memorials will be listed in the Memorial Book File. Removal of damaged or unused memorial items will be noted in the Microsoft Excel file which is located on the circulation desk computer under "Memorial Book List".

USE OF GIFTS

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

INCOME TAX STATEMENTS

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

RESTRICTIONS

No donation will be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

EMERGENCY SITUATIONS

In cases of emergency, library employees must be prepared to act quickly. Ravenna Public Library is not responsible for accidents occurring on Library property or during any Library program.

1. **FIRE:** In the event of a fire, library staff will sound the fire alarm, assist in evacuating the building of all patrons, and call 911. Fire Extinguishers are located:
 - a. the west wall near the rear (west) exit
 - b. the north side of the main circulation area, near the main library doors
 - c. the east wall of the Community Room, near the emergency exit.
2. **MEDICAL EMERGENCIES:** In the event of an ill/injured patron, library staff will respond positively with any reasonable help. If the ill/injured person is unable to make calls, the library staff will assist in notifying a relative or call 911 if necessary. Simple first aid kits, CPR mask, and AED machine are available for use if needed. See the Procedures Manual for more information. An accident report must be filled out for all injuries occurring on Ravenna Public Library property.
3. **WEATHER EMERGENCIES:**
TORNADO WARNING: If dangerous weather is imminent, on-duty staff members will notify patrons of severe weather conditions and invite them to take shelter in the Staff Room/Storage Area. The library doors will remain unlocked so that passersby will be able to seek shelter.

WINTER: The Ravenna Public Library does not necessarily close when the schools are closed. The Library will make all attempts to remain open during winter storms. The only exception is if the City has declared a Snow Emergency and City Hall is closed. If a snow emergency occurs during library hours, inform patrons of the emergency, and announce that the library will be closing.

EMPLOYEE EVALUATIONS

All Ravenna Public Library employees will be evaluated in the month of June of every year in accordance with the City of Ravenna, Nebraska Personnel Manual. An evaluation form will be filled out by the Library Director for all staff. The Library Board of Trustees will be responsible for evaluating the Library Director. The evaluations will be placed in each employee's file at City Hall.

EXHIBITS

Library staff will maintain exhibits and displays pertinent to the interests and happenings in the library and the community.

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for no longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to ensure its safety.

FINANCE

The Library Director shall prepare the annual budget to correspond with the City of Ravenna fiscal budget preparation. The Director will submit a preliminary budget to the Library Board for approval. Once the Board has approved the specifications of this budget, the Library Director and a board member will present the proposed budget to the Mayor and City Council at the designated budget meetings.

Each month, the Library Director will present all expenditures to the Library Board for review and approval at their regular meeting. Approved claims and time sheets will be initialed by all attending board members. These invoices will then be given to the City Clerk and/or deputy clerk for processing and payment. In addition, the Library Director will present a monthly financial report to the Library Board showing status of all line items on the Library Budget.

Any payments received by the Library from fines, reimbursements for lost or damaged items, copies, printouts, or other such funds will be placed in the petty cash. Each month, the petty cash will be deposited into the corresponding line items of the library budget (i.e.-fines, fees, cards, etc.) An amount of \$10 will remain in the petty cash each month in order to make change.

Donated funds may be allocated according to the wishes of the donor. However, undesignated funds will be used at the discretion of The Library Board and Director. Donated items become the property of Ravenna Public Library to use and/or dispose of as the Library Board and Director see fit.

FOOD OR DRINK

Food is allowed only in the designated areas, the Friends of the Library Coffee Nook and the Community Room. Drinks are allowed throughout the library as long as they have tightly sealed lids. Damage caused by food or drinks spills is at the expense of the patron. Absolutely no drinks are allowed near computers.

Permission must be given in advance for the allowance of any other food or drink. This permission is given at the discretion of the Library Director.

FRIENDS OF THE LIBRARY

Friends of the Ravenna Public Library is registered with the State of Nebraska's State Secretary's Office and is a non-profit organization.

GRIEVANCES

See City Policy.

HOURS OF OPERATION

The Ravenna Public Library maintains consistent, posted hours of service during which all services of the Ravenna Public Library are available to patrons. These hours are:

Monday	9am-8pm
Tuesday	9am-5:30pm
Wednesday	9am-5:30pm
Thursday	9am-5:30pm
Friday	9am-5:30pm
Saturday	9am-12noon
Sunday	CLOSED

Library hours are subject to change at the Library Board of Trustees discretion. Ravenna Public Library is CLOSED on days that the City of Ravenna recognizes as Holidays. For a specific list of Holidays, see the City of Ravenna, Nebraska Personnel Manual.

INTERLIBRARY LOAN

When patrons want material that is not available within the Ravenna Public Library, we ask other agencies to provide it. This is the process of interlibrary loan. Materials borrowed through interlibrary loan have a circulation period determined by the lending library, not the Ravenna Public Library. We are happy to borrow materials from other libraries for you, but we ask that you respect the date by which those materials must be returned to their home libraries. When the Ravenna Public Library is lax in returning materials borrowed through interlibrary loan, the library can lose the privilege of borrowing materials through ILL for all patrons. It is crucial that materials borrowed through interlibrary loan be returned in a timely manner. Habitual failure to do so may result in individual loss of the privilege in order to preserve the privilege for other library patrons. Patrons under the age of 18 must have parental consent in order to use interlibrary loan and/or Kearney Public Library Bookmobile Services. Staff will follow the following protocol:

When a patron wants a material that is not available from the Ravenna Public Library collection, staff will attempt to obtain the material through the Kearney Public Library

Bookmobile. The Bookmobile makes a stop at Ravenna Public Library every other Wednesday during the school year and every Tuesday during the summer months. See Kearney Public Library's website for a current schedule.

If the item is not in the Kearney Public Library catalog, the item will be requested through interlibrary loan. Interlibrary loan service is provided through the cooperation of the Nebraska Library Commission. See the Nebraska Library Commission Website for more information.

When using Interlibrary Loan, patrons are responsible for a \$2 return shipping cost. When an item is lost or damaged, the patron is responsible for the cost of the item and any fees incurred as determined by the lending library. Replacement copies of the item will not be accepted. The patron is also responsible for any fines accrued on their Ravenna Public Library account.

ITEM RECONSIDERATION

See COLLECTION DEVELOPMENT.

LIBRARY KEYS

Library keys will be made available to the following: City Hall, Library Director, Assistant Director, City of Ravenna. Staff may use the Library after hours with the permission of the Library Director.

MAKERSPACE

Mission Statement: The Makerspace at the Ravenna Public Library is a place for community members to make, learn, explore and share new ideas while using high tech or no tech tools which library patrons may not otherwise have access to.

PATRON REQUIREMENTS

1. Makers must hold a RPL card in good standing. *Maker will now be referred to as "Patron"
2. Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment.
3. Patrons age 14-17 may use the makerspace alone, after having a parent or guardian sign a waiver with them.
4. Patrons age 8 – 13 may use the makerspace if supervised by a trained parent or guardian at all times.
5. Patrons must be at least 8 years old to be in makerspace areas. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons.

PATRON RESERVATIONS

1. Patrons can make reservations in person or over the phone.
2. Patrons are limited to one reservation per device, per day, up to two hours per reservation.
3. Reservations are held for 15 minutes. If you fail to show up, a walk-in can claim that reservation time slot.

4. Walk-ins are welcome on a first come, first serve basis. Advance reservations take priority.

SAFETY

1. Every Patron must complete the safety and operational training for each device including CoralDraw design software, in the Makerspace. You must sign up for individual device training. Library staff will guide you through equipment specific, hands-on safety, operational and design software training. Patrons will be required to watch a few training videos and answer questions before being able to use or reserve a device.
2. You may know how to use a tool and have undergone training in another makerspace, workplace or at home. Training completed elsewhere does not count as training at RPL.
3. Headphones, ear buds and cell phone use is prohibited while operating machinery. It is not safe to work with dangling cords and without proper hearing ability.
4. Do not work in an altered state that could affect your safety and others around you.
5. Familiarize yourself with emergency procedures. Know where all safety exits are. Know where fire extinguishers are kept.
6. The Library will provide all safety equipment you will need to safely operate each device.
7. Patrons agree to report any accident or incident that occurs on RPL makerspace areas to a staff member. Failure to report an accident or incident may lead to loss of Makerspace/library privileges.
8. Patrons agree that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the RPL staff.
9. Shut off and unplug items when you are finished using them. Let hot items cool first.

CLEAN ENVIRONMENT

1. It is everyone's job to keep the makerspace clean and orderly. Devices should be cleaned, all debris should be removed and disposed of appropriately.
2. Tools and equipment should be put away before leaving the area.
3. RPL is not a storage facility. Please take your projects with you when you are finished with your reserved time.
4. All devices used in the Makerspace are to be returned in the same condition as they were issued, normal wear and tear excepted. Patron agrees to pay for the loss of or damage to any items and further agrees to accept the Library Staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could be equal as much as replacement cost of the item.

COMPUTER USE POLICIES

1. Patrons agree to abide by RPL computer policies while using Makerspace computers.
2. Be courteous to other library patrons and other Makerspace users.
3. Accept responsibility for the security of information they give on the web, such as personal information and credit card numbers.

4. Never modify any hardware or software on the Makerspace computers.
5. When creating digital content with the library's equipment, please remember to bring your own storage devices (flash drive), purchase one at the circulation desk, or store your work via an online cloud service. The library's computers do not store individual work or projects. The library is not responsible for lost or deleted information.

MAKERSPACE LEGALITY

1. All Makerspace devices shall be used only for lawful purposes. No one will be permitted to use Makerspace devices to create material that is:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - In violation of another's intellectual property rights. For example, using devices to replicate someone else's designs or articles of manufacture may infringe the copyright, patent or trademark protection.
 - Deemed to be offensive or inappropriate in a public setting, as determined by staff.
 - RPL is not responsible if a project is destroyed, does not print/burn/ cut correctly, or does not work. Patron is required to pay for successful or failed projects when using library consumables.
 - The patron understands that RPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by RPL.
 - Patron is required to pay for any consumables used successfully or not.

MAKERSPACE TOOL BORROWING

SNAP – ON TOOLS have been donated to the Ravenna Public Library for use by Library Patrons. Those borrowing tools must hold a Ravenna Public Library card and must be in good standing to borrow tools. Patrons must put down a damage deposit for the value of the tool(s) and/or equipment, before borrowing the tool(s) and/or equipment.

HOLD HARMLESS CLAUSE: The organization or group named above and the individuals signing on behalf of such organization or group, do each personally contract to hold the Ravenna Public Library/City of Ravenna harmless from any claims or demand against the Ravenna Public Library/City of Ravenna and/or SNAP-ON arising out of the use of the tool(s) and/or equipment by the organization or claim or demand by any persons upon the premises by reason of the activity of or by invitation of such organization and the undersigned do covenant to repay and reimburse the Ravenna Public Library/City of Ravenna, Nebraska for any legal expense incurred by the Ravenna Public Library/City of Ravenna, Nebraska in defending such claim.

MATERIALS SELECTION

Selection is the decision to add, retain or delete material as part of the library's resource collection. All materials, whether purchased by the library or donated to it, are evaluated in

accordance with these guidelines. Each item is evaluated on its significance as an entire work rather than upon the merit of individual parts. Selection decisions may be made upon one or a combination of guidelines as applicable to the item in question. Guidelines used by the Library to evaluate materials to be selected for its collection include:

1. The needs of the community.
2. The overall balance of the collection.
3. The spirit of service and the philosophy of the library.
4. The availability of material from other sources.
5. Budgetary limitations.
6. Suitability of the format of the item for library use.
7. Relation to existing collection and other material on the subject.
8. Reputation or significance of the author.
9. Reviews in professional literature or patron request.
10. Accuracy of the item.
11. Appearance in standard bibliographies and indexes
12. In-print availability.
13. Literary merit.
14. Locally produced or authored material.
15. Price.
16. Suitability of reading level, interest level and treatment of subject to the age of the intended audience.
17. Use of the material locally as assigned reading, viewing or listening.

SELECTION TOOLS

Because it is impossible for library staff to fully examine all items being considered for purchase, reliable selection aids are used. The librarians regularly depend on the reviews found in standard sources. Other selection aids, such as “Notable Book” lists, One Book One Nebraska, Golden Sower lists, National Book Awards lists, Pulitzer Prize lists, Caldecott and Newbery winners, and published lists of bestsellers may also be used as required.

NON-BOOK MATERIALS

The criteria for and the methods of selection of non-book materials are the same as for books.

Non-book items purchased by the library for circulation may include audio books on CD, DVDs and Blu-rays, magazines, audio book sets (includes book with accompanying CD), book buddies (includes book with accompanying stuffed toy), adventure backpacks (including various items on specified topics), Games on the Go.

The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

MEETINGS

The Library is not designated as a meeting area for public use. Groups may meet at the library at the discretion of the Library Director. Approved groups include Friends of the Library, the Adult Book Club and the Library Board of Trustees.

MICROFILM COPIER

Microfilm reader/printer is located in the Genealogy Room. Rolls of *Ravenna News* microfilm are located in the Library Director's office. Patrons must ask for assistance when using Microfilm. Copies are 25 cents per 8.5 x 11 page, 50 cents for 11 x 17 page, and \$1 for 13 x 19 page.

ORIENTATION/TOURS

The library offers orientation and tours of the facility for patrons of all ages. Such activities will be scheduled during regular operating hours. Scheduling should be done prior to need with the Library Director. After hours tours may be accepted at the discretion of the Library Director.

PATRON BEHAVIOR

All library patrons are expected to conform to the rules listed below. Persons violating these rules may be instructed by a person in authority to leave the building. The Library Director and supervisory staff have authority to carry out all powers of this policy. Failure to leave as instructed constitutes trespassing and an immediate contact with the police department.

1. Disorderly conduct is prohibited. Patrons should act in a conscientious manner. Activities that are disruptive to the public's use of the library facilities, including profanity, and/or activities that are destructive toward library property and/or services are not permitted on library grounds.
2. Physical abuse, assault on another person, or the use of abusive, insulting or threatening language to a person in the building shall be cause for immediate removal of the offending party or parties.
3. Persons intoxicated from alcohol or other drugs will be advised to leave the premises.
4. Improper acts, which are subjected to prosecution under criminal or civil codes of law, are prohibited and are cause for immediate contact with law enforcement.
5. No parking bicycles or other vehicles in a manner that blocks or hinders entry to the library.
6. No smoking except in designated areas.
7. Food or drink may only be consumed in the designated areas (except with prior approval of the Library Director). These areas include the Friends of the Library Coffee Nook Area, Staff Work/Break Room, and the Community Room.
8. Cell phones must be turned to vibrate in the library building. If you need to make or receive a call, please use your phone in the library vestibule/entryway or outside.
9. Certified service animals are admitted but other animals or pets are to remain outside the building.
10. Children younger than 8 years of age must be accompanied by an adult or sibling at least 12 years or older at all times. An effort will be made to contact the parents of unattended children. Children who are causing a disturbance will be dealt with as the need arises. Children remaining on the premises 15 minutes after library closing time will be reported to the Ravenna Police Department. Every attempt will be made to contact the parents before the police department is contacted.

If a patron's behavior warrants, the staff member on duty will use the following schedule of correction:

1. First offense: The patron will be asked to stop exhibiting the behavior. The patron will receive two warnings. If the disruptive behavior continues after the 2 warnings, the

patron will be instructed to leave the library for a period of 24 hours. In cases of any sort of physical violence, the patron will be immediately ejected from the library.

2. Second offense: Further abuse (i.e. being ejected more than once in a week) will result in denial of library services and ejection from the library for one week.
3. Third offense: The patron will lose his/her library privileges for one month.
4. Any behavior deemed illegal by local, state, or national laws shall constitute grounds for immediate contact with the police department.

If any patron is a minor, the parent/guardian will be notified after each offense.

Anyone known to have violated any of the above rules or anyone known to have habitually violated the law may be excluded from the library as a matter of administrative policy. The Ravenna Police Department will be contacted in severe instances.

PATRON REQUESTS

The library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. The library is under no obligation to fill any particular request if not deemed suitable to the collection. Patron requests will be reviewed using Collection Development Policy. If the item does not meet the selection criteria, the item may be requested through the Kearney Public Library Bookmobile or through Interlibrary Loan.

Any patron who would like to request a specific item for purchase should speak with the Library Director or Assistant Director.

PERSONNEL

All Ravenna Public Library employees fall under the guidelines of the City of Ravenna, Nebraska Personnel Manual. All library employees must read a copy of the Personnel Manual and sign an Acknowledgement Form when beginning employment.

PHOTOCOPY SERVICES

The library provides a photocopier machine for the patron's convenience and to protect the library collection. Copyright laws are to be followed by all patrons making photocopies. The library has no responsibility for personal violations of copyright law. See the Operational Procedures Manual for current photocopying and printing costs.

PRINTING:

Black and white prints are 25 cents per page. Color prints are 50 cents per page. Copyright laws apply.

PROGRAMS

The Ravenna Public Library provides programming to supplement its services to the community. Programs are to be held at discretion of the Library Director. Reports of recent and upcoming programs will be presented to the Library Board of Trustees at the monthly meeting. Such activities may include, but are not limited to, Story time, Summer Reading Program, book discussions, and film showings.

PUBLIC RELATIONS

The Board of Trustees and Library Director recognize that public relations involve every person who has any connection with the Ravenna Public Library and the City of Ravenna. The Board of Trustees urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service/representation supports good public relations. See the City of Ravenna, Nebraska Personnel Manual for further guidelines on public relations.

PUBLICITY

All publicity concerning the Ravenna Public Library shall be under the direction of the Library Director who shall inform the public of the services the library performs and its activities. Library events and programs will be marketed through the use of fliers, seasonal newsletters, Facebook updates, and the newspaper. The cost of publicity is covered by a library budget line item.

REFERENCE SERVICES

The Ravenna Public Library serves a diverse public with unique individual needs and levels of ability to conduct research independently. At times of peak activity within the library, it is mandatory that rules for providing reference assistance be established.

The board of trustees and library director of Ravenna Public Library encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons. All staff members receive in-house training regarding appropriate responses to patron questions, including reference questions. This training includes reference interviewing techniques, reader's advisory service, and bibliographic instruction. All staff members are taught to treat each question asked with respect insofar as the level of assistance required and the topic of the question. Names of users and the transactions that occur between users and the staff are confidential and not discussed outside a professional context.

Reference service and materials are available to all regardless of the age, race, sex, social, or economic status of the patron. Reference service and materials are available during all hours the library is open and are provided in response to all forms of inquiry including but not limited to patrons in the library, the telephone, email, and TTY. The reference questions of patrons visiting the library are given the highest priority. All requests for information receive an answer or status report within one working day. Questions that cannot be answered with onsite resources are referred to another agency. Such referrals are verified and/or mediated by library staff.

In the instance of legal, medical, investment, or tax reference questions, the staff may only guide the patron to the material available on the topic of interest. The staff may not evaluate or interpret the information provided nor may the staff define the meaning of terms, offer investment advice, select income tax forms, or serve as a surrogate for a professional in any of the fields listed above. If all materials within the library are beyond the understanding of the patron, the patron will be advised to consult with their professional from the above listed fields for additional information or advice.

Reference materials regardless of format may not be removed from the library, with the exception of materials that have been weeded.

REFERENCE SERVICES: TELEPHONE

The library provides telephone reference service during the hours of library operation. Priority attention is given to patrons who are in the building and needing assistance. If possible, all information inquiries are handled on a first come-first served basis. If the library staff cannot provide immediate help, patrons wanting service will be contacted as soon as possible.

REQUEST FOR RECONSIDERATION OF MATERIALS

Patrons wanting to dispute the presence of an item in the library collection may fill out an Item Reconsideration Form. Upon receipt of the form, the library board will take action at their next scheduled library board meeting. The patron is welcome to attend. Using library policy including the Freedom to Read Act, the library board will make a determination at this time. See forms.

The Ravenna Public Library subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

OUTREACH SERVICES

The Ravenna Public Library strives to offers the same services to patrons of all physical and mental abilities. In order to provide these services, the library offers the following outreach services to patrons with disabilities which prevent them from coming to the library:

1. Homebound delivery service (for patrons within city limits only)
2. Curb side service
3. The library offers home delivery to patrons with disabilities which prevent them from coming to the library and welcomes service animals in the library.

TECHNOLOGY

COMPUTER USE GUIDELINES

1. Each computer user must have a Ravenna Public Library account that is in good standing (see Patron Eligibility) and a signed Internet and Computer Use Policy Agreement.
2. Minors under the age of 19 may use the computers only after submitting an Internet and Computer Use Policy Agreement that is signed by a parent or guardian.
3. Users under the age of 8 may not use the computers without the supervision of an accompanying caretaker at least 12 years of age.
4. Children under the age of 8, without a supervising person over the age of 12, must be picked up within 15 minutes of programming end. Children under the age of 5 must be accompanied by an adult or a person at least 12 years of age at all times during library programming.
5. Users or their responsible parent/guardian are liable for any damage done to computer workstations, hardware or software.
6. Computer users may not attempt to change, add, or delete computer configurations. Patrons will be responsible for any and all costs incurred by the library to correct the situation.

7. Because the computers are located in public areas, which are shared by library users of all ages, backgrounds, and sensibilities, the library reserves the right to ask users to discontinue the display of information and images that violate the user agreement.
8. Computer users may not use the library's facilities or equipment for any activity that is prohibited by state or federal laws or local city ordinances. This includes activities that compromise the safety and security of minors.
9. Computer users may not use their own software programs or download files to the hard drive on any library computer.
10. Computer usage is unlimited if there is no one waiting. However, when there is a wait, users are limited to 30 minutes of computer usage. Patrons must log off 5 minutes before closing time.
11. OPAC, printing, & academic use take priority over recreational usage.
12. No other patron is allowed around the computer other than person using computer.
13. Users must sign in on the sign-in clipboard in order to use a computer.
14. Users are responsible for each page printed. Black and white prints are 25 cents per page; colored prints are 50 cents per page.
15. Reckless use or damage to computers will result in loss of computer privileges. Repair costs will be billed to person damaging property.
16. The library privileges of a patron who violates any provision of the Internet and Computer Use Policy Agreement may result in the loss of computer privileges and/or library privileges upon the discretion of the Library Director.

During designated Library Quiet Hours (Mondays 5-8pm), computer usage is limited to research and academic use.

The library is not responsible for damage to disks or usb jump drives during library use. In addition, the library is not responsible for any loss of data during computer usage.

Filter software is activated on all public computers. This can be disabled for patrons over the age of 19 by staff.

Food and drinks are not allowed near the computers. Patrons may enjoy these items in the Friends of the Library Coffee Nook.

Computers will be on a two-year rotation for replacement in the yearly budget. Funds may be carried over to the next fiscal year.

STAFF DEVELOPMENT/TRAINING

In order for the Ravenna Public Library to receive accreditation, the Library Director is required be a certified Public Library Librarian through the Nebraska Library Commission. The Assistant Director is strongly encouraged to take classes in order to become a Certified Public Librarian.

The cost of classes and travel are to be covered in the Travel/Education Budget Line Item after an employee's 90 evaluation. Classes must be approved by the Board of Trustees prior to attendance. See the City of Ravenna, Nebraska Personnel Manual for information on travel/mileage reimbursement.

UNATTENDED CHILDREN

Any child under the age of 19 years is considered a minor in the state of Nebraska and is the responsibility of their said parent or guardian. All library users are subject to the Library Patron Behavior Policy, including unattended minors.

No child under the age of 8 years is to be left unattended in the library without someone over the age of twelve years to accompany them. Any child left unattended at the library, causing a concern for library staff or patrons, will be asked to leave and/or a parent or guardian will be contacted. If the parent or guardian cannot be reached, staff will contact the local police.

Adult staff supervision is provided for the duration of library programs. The library strongly suggests that parents or guardians attend. When the program has ended, library staff are no longer responsible for the whereabouts/actions of program attendees.

Children under the age of 8, without a supervising person over the age of 12, must be picked up within 15 minutes of programming end. Children under the age of 5 must be accompanied by an adult or a person at least 12 years of age at all times during library programming.

If a child/minor remains at the library more than 15 minutes after closing, the local police department will be contacted. Every attempt will be made to contact the parents before the police department is contacted.

VOLUNTEERS/INSURANCE CARRIED

The Ravenna Public Library recognizes and appreciates the hard work and unique talents the volunteers of the community offer to the library throughout the year. The Ravenna Public Library also recognizes the risk of injury that can be a part of every activity. For that reason, the City of Ravenna carries the necessary insurance coverage to provide insurance to volunteers who are injured while performing a task assigned by the library director or board of trustees as part of a formal program of volunteerism at the Ravenna Public Library. This coverage is provided to the same level as accidental injury coverage is provided to employees of the library.

All work performed by volunteers is done so without compensation and at the risk of the volunteer. Friends of the Ravenna Library projects and fundraisers are not covered by the City of Ravenna insurance which protects the volunteer in the case of accidental injury.

Volunteers are accepted at the discretion of the Library Director.

Freedom to Read Act, Library Bill of Rights, Intellectual Freedom Statement and Freedom to View statements are attached to this policy.