

# RUSSELL PUBLIC LIBRARY POLICIES

## STATEMENT OF PURPOSE

The Russell Public Library established under KSA 12-1220 et. seq. is established for the purpose of providing for the educational, informational and recreational needs of the people in the community and the surrounding area. It supports and encourages life-long learning with special emphasis on educational activities for pre-school children and out-of-school adults. It supports cooperation among all types of libraries in all parts of the state of Kansas.

## OBJECTIVES

1. The library will endeavor to collect and provide information on the concerns of every person in the community.
2. The library will provide opportunities for life-long learning through materials and reference assistants.
3. The library will seek to fulfill every request made by library patrons to the extent that it is possible. Whether it be through interlibrary loan or securing the services of the Central Kansas Library System or purchasing materials that may be used by the whole community.
4. The library will procure materials specifically suited to the needs of pre-school children.
5. The library will endeavor to provide programming for all ages but with an emphasis on preschool and school aged children, including a story-hour and a summer reading program.
6. The library will encourage out-of-school adults by providing information on crafts, mechanics, etc., and information of a general nature.

## TRUSTEE POLICY: BY-LAWS

### Time and Place of Regular Meetings

The Russell Public Library board will meet in regular meeting the third Monday of each month at 5:00 p.m. in the library. All meetings are open to the public unless a special executive session is called in addition to the regular meeting. Special meetings may be called at the request of the Chairman of the Board and/or the Library Director/Librarian. Board members who miss three (3) consecutive Board Meetings will resign at the request of the Board.

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### Annual Meetings - Election of Officers (TRUSTEE POLICY)

Election of officers will be held during the May meeting each year. Officers to be elected are Chairman, Vice-Chairman, Secretary, and Treasurer. All officers will serve for one year with the option of being re-elected for an additional year. Officers shall serve from June through May.

### System Representative

The Chairman of the board will appoint the Library Director to be the Central Kansas Library System Representative.

### Annual Report

The library will prepare an annual report as required by the State Library and such report will be available to the public.

### Annual Review of Policies

The library board will review the policies of the library board each year.

### Duties of Officers

#### Chairman:

1. With the librarian prepares the agenda for the board meeting.
2. Presides at the board meetings and sees that proper decorum and deportment are observed.
3. Expedites business in every way compatible with the rights of the members of the board.
4. Summarizes the discussion to help clarify what has been said.
5. Calls for motions at appropriate times.
6. Signs checks and other documents as necessary.
7. Appoints appropriate committees from time to time as needed.
8. Makes appointments to fill vacancies on the Executive Board.

#### Vice-Chairman:

1. Presides in the absence of the Chairman.
2. Signs checks and other documents as necessary.

#### Secretary:

1. Maintains a record of the proceedings of all board meetings.
2. Reads the minutes of the last meeting.
3. Signs the minutes after they have been approved by the board.
4. Signs documents with the chairman as necessary.
5. In the absence of the Chairman and the Vice-Chairman the Secretary will call the meeting to order. The first item of business will be the election of a temporary Chairman for that meeting.

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NOTE: The librarian or another staff member may be designated by the board to be the Secretary and that person may take the minutes and transcribe them for the board. Nevertheless, the Secretary of the board is still responsible for maintaining a record of proceedings of all board meetings.

### Treasurer:

Will serve as the Chairman of the budget committee.

NOTE: The library board may delegate the record-keeping function of the treasurer to the librarian, bookkeeper, or other qualified accountant and pay for these services. The treasurer shall receive no compensation for fulfilling these duties.

### Quorum (TRUSTEE POLICY)

A quorum required for the transaction of library business is five of the eight library board members. A full library board is seven appointed members plus the mayor as an ex officio member.

### Capitol Improvement Policy

The Library Board is hereby authorized to direct a transfer annually from the general operating fund of the library not to exceed 10% of the amount of money credited to such a fund to a capital improvement fund (K.S.A. 12-1258). All money credited to such fund shall be used, at the decision of the Library Board, for the purpose of improving, furnishing, equipping, remodeling, or making additions to the library. Such fund shall not be subject to the provisions of K.S.A. 79-2925 through 79-2937 and amendments thereto. If the Library Board determines that money which has been transferred to such a fund or any part thereof is not needed for the purpose for which transferred the Library Board is hereby authorized to direct a retransfer of such amount not needed to the general operating fund, subject to the provisions of K.S.A. 79-2925 through 79-2937.

In preparing the budget for the library, the amounts credited to and the amount on hand in, the capital improvement fund and the amount expended therefrom shall be shown on the budget for the information of the taxpayers of the municipality in which the library is located. Moneys in such a fund may be invested in accordance with the provisions of K.S.A. 10-131 and amendments thereto, with interest thereon credited to such a fund.

### Budget and Finance

The annual budget for the next calendar year shall be prepared in time for approval at the April board meeting. This will allow time for changes, if needed before the beginning of the new year. It will also allow for presentation to the city of Russell by June. The budget shall be compiled by the library director, with assistance from the treasurer of the board, as needed. If additional mills are needed to maintain minimal finances, this procedure will be handled by the library board of trustees.

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### Order of Business

The agenda of each board meeting should be developed by the librarian and/or the Chairman of the board and should have a standard format which should include the reading of the minutes and/or approval of the minutes, approval of the financial statement and monthly expenditures, the librarian's report, the report of any committees, correspondence, and any special presentations, unfinished business, new business and adjournment.

### Rules for Parliamentary Procedure

The library board will conduct all business according to Robert's Rules of Order.

### Trustee-Librarian and Staff Relationship

The board shall formulate and adopt all policy procedures. The librarian shall be charged with administering the policy and supervising the staff.

### Professional Meetings

The library board encourages the staff to attend as many workshops as possible that are sponsored by CKLS. The library encourages its librarian to attend KLA whenever possible. After giving prior permission the library will provide time off with pay to the librarian to attend continuing education opportunities. The library will pay registration fees, meals and the IRS standard mileage rate for the year for attendance at continuing education functions approved by the library board.

## LIBRARY SERVICE POLICY

### Library Services Offered

The following are the services of the Russell Public Library: circulation of books, audiobooks, playaways, and periodicals. Other services include, reference, interlibrary loan, rotating books, large print books, laminating, sending faxes, making copies, scanning and emailing documents, AV equipment loan, microfilm reader/printer, gaming, county newspapers on microfilm and services for the blind and physically handicapped.

### Lending - Who May Borrow

The library will serve all residents of Russell County. Other Kansas residents will be extended borrowing privileges on a non-fee basis upon request.

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To borrow materials from the library, patrons must register by completing an application, providing name, place of residence, telephone number, email address, and their place of employment. A local reference must be provided when requested.

Parents must sign the application for a child's card until the child is 16 years old. Parents signing this card agree: 1) they are responsible for maintaining the physical condition of the materials checked out by their children including loss, damage or overdue; and 2) they are totally responsible for monitoring the appropriateness of materials their children check out.

Borrower's cards are nontransferable and must be presented when checking out materials. To borrow materials from the library, patrons must register by completing an application, providing name, place of residence, telephone number, email address, place of employment, and birth date if under the age of eighteen. The applicant must show proof of residence with a current driver's licence or if none is available a current bill or bank statement. These include utility bill, telephone or cell phone bill, credit card bill, mortgage bill, or rent receipt. The patron will then receive their new library card and a copy of the library rules.

If the applicant is unable to furnish any of the above documents the library staff will mail a letter to the new library patron at the address listed on the application stating their library card is ready. The new borrower will be asked to bring the letter with them to the library to pick up their library card, thus verifying the address they provided.

### Material Exclusion from Loan

The library will not loan reference materials that are specially marked "Reference". Reels of microfilm (the library's as well as borrowed reels) must be used in the library by adult patrons only.

### Book Reserve

The library will reserve library materials for patrons and hold the materials for five (5) days. The patron will be notified by phone, mail or email when the materials are first available.

### Loan Limits

There is no limit on how many books, playaways, or audiobooks, may be checked out at one time. Video games may only be checked out one (1) at a time per adult patron. DVDs may only be checked out two (2) at a time per adult patron. Library cardholders are responsible for any damage or loss in respect to any items they check out. The library may restrict from time to time the number of materials that any one person may check out.

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### Length of Loan Period

The library will check out books, audiobooks, and CDs for a three week period. Library materials may be renewed if there is not a hold or reserve placed on the material. The first renewal can be made over the phone. However, the material(s) must be presented for future renewals. Video games and DVDs may be checked out for one week with no renewals.

### Book Return Services

The library provides a book return in the rear of the library to accommodate patrons who need to return materials when the library is not open. Video games and DVDs must be returned at the library's circulation desk.

### Library Use Charges (Over dues)

The library will not charge for overdue materials with the exception of the eReaders. Fines for eReaders will be \$5.00 per day with a limit of \$25.00 per eReader.

### Charges for Lost or Damaged Materials

All library patrons will be responsible for the books they have in their possession. Patrons will be charged for negligent damage to library materials. If the item(s) is lost or damaged beyond repair, the charge will be the cost of the material(s) as recorded in the automation system. If no cost is listed, the replacement price will be \$20.00.

The library upholds Kansas Statutes Annotated 21-3702 which states, "failure to return library materials within thirty days following the overdue notice will constitute intent to deprive the library of public property and constitute grounds for prosecution for misdemeanor theft."

### Loss of Library Borrowing Privileges

In an effort to curtail material losses, any patron who has five or more overdue items or one long lost item will lose his borrowing privileges until one of two conditions have been met: 1) the return of the overdue/lost items or 2) the payment of replacement costs and processing fees have been made.

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### Library Audio Visual Equipment

The library has several pieces of audio visual equipment which may be checked out for a maximum 3-day period. These include a projection screen and a digital projector. However, when audio visual equipment is needed for library purposes, it cannot be checked out.

This equipment may be checked out for the same 3-day period with a \$25 damage and security deposit. Upon the safe return of the equipment, the deposit will be refunded to the patron.

### Complaints

Any complaint should be completed in writing and presented to the librarian and then presented to the library board. The complainant shall have the opportunity to present their complaint to the board. Each grievance will be handled on an individual basis.

### School-Public Library Relationship

The library serves all people in the community including students and will try and maintain warm and cooperative relationships with all the public schools in the area. However, it will not specifically support the curriculum of any school, elementary, high school, or community college or university.

### e-Reader Policy

- It is the policy of the Russell Public Library to lend e-Readers to all eligible Library patrons.
- Eligible patrons are defined as any patron age 18 and over with an established Russell Public Library card in good standing (with no history of non-returned items.)
- e-Readers are subject to replacement costs (\$270.00) if the device is:
  - returned with damage that makes it unusable.
  - not returned 1 week after the loan period.
- An e-Reader Loan Agreement (please see below) must be read and signed by the borrower before the device is checked out for the first time.
- e-Reader check out is limited to 1 per household.
- An e-Reader circulates for 21 days. There is no renewal.
- Overdue charges of \$5.00 per day will be assessed for late return of an e-Reader with a fine limit of \$25.00. Patron's card will be immediately blocked when the e-Reader is overdue. If e-Reader is not returned the patron will be charged the full replacement price.

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- In order to allow the greatest number of patrons to try out a device, patrons will be limited to one checkout of each brand of e-Reader until demand is met.
- e-Readers must be returned to a Russell Public Library staff member *at the Circulation Desk*. They may not be returned to any other public library. If the e-Reader is returned in the book drop box, a \$25 minimum fee will be charged to the user. Do not leave the e-Reader on the Circulation Desk if a staff member is not present.
- Do not let anyone else borrow the e-Reader or allow children to play with the device.
- Be cautious with the e-Reader and keep it safe from water or being dropped.
- E-Readers should not be left unattended. The Library is not responsible for loss and/or damage while the reader is checked out to the user.
- When the e-Readers are returned, library staff must check to see that all items have been returned and are working. Patron will be charged for any missing or damaged items. Checklist is in the container that holds the E-Reader.

### The e-Reader will not be checked in if:

- charger (power cord), storage case, and instructions are not returned.
- any damage or tampering is assessed (including any consequence of misuse, accident, modification, attempts to access internal parts, removal of labels, keys, or equipment components.) The borrower is responsible to safeguard and protect the device against damage and loss throughout the loan period.

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## ACKNOWLEDGEMENT OF E-READER REPLACEMENT COSTS

I, \_\_\_\_\_(print full name), understand that by checking out an e-Reader from the Russell Public Library and that I am responsible for the replacement cost of the device and/or its accessories if lost or damaged. Overdue charges are \$5.00 per day. I acknowledge that e-Readers are **NOT** to be returned in the outside book drop but must be returned to the Russell Public Library circulation desk to a staff member when the library is open.

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Signature

Date

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Check-out date/staff initials



\_\_\_\_\_

Check-in date/staff initials

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## E-READER BORROWING AGREEMENT

Please print clearly

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Drivers License or Photo ID # \_\_\_\_\_

### **e-Reader Loan Agreement**

- I am fully responsible for any loss or damage to this e-Reader.
- I will not loan this e-Reader to another person.
- I will return this e-Reader, and all associated components, to a staff member at the Circulation Desk, in the same condition in which it was received within the loan period of two weeks.
- I have read and understand the policy regarding the e-Reader checkout and agree to abide by all regulations.

All users will be required to sign an acknowledgment of replacement cost when they check out a Kindle/Nook. The replacement cost for any of the devices is \$270, which includes the fees for the carrying case and power cord, plus a \$10 processing fee. The Kindle/Nook must be returned **INSIDE** the library at the front desk, not in the bookdrop, and only to the Russell Public Library, not to any other library. Failure to do so will result in revocation of e-reader borrowing privileges.

I agree to return the e-Reader equipment in the same order and condition as when received, and if such equipment is damaged or lost while on loan to me, I agree to reimburse the Library for the cost of replacement at the following rates:

e-Reader Kit = \$270

Complete kit includes device and components listed below. Individual replacement costs are:

- e-Reader                   \$200
- Cover                       \$ 30
- Adaptor/Charger       \$ 30
- Instructions              \$ 5

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- Plastic Carry Case § 5

I have read, understand, and agree to abide by the policies listed in the accompanying Russell Public Library e-Reader Policy sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

### 3D Printer Policy

#### **Purpose**

The Russell Public Library Board of Directors desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printer. This is a staff mediated service and is available on a first come, first served basis.

#### **Guidelines**

The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from websites such as thingiverse.com or created independently. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that include the following restrictions.

- Items that are prohibited by local, state, or federal law.
- Items that are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of animals or people. Such use may violate the terms of use of the manufacturer.
- Items that are obscene or otherwise inappropriate for the Library environment, at the discretion of the Library Director or designee.
- Items that are a violation of another's intellectual property rights. Printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

Library staff will review every object file before it is printed. The Library reserves the right to refuse any 3D print request.

The nature of 3D printing does not allow complete guest privacy, but the library will not share information about a patron's legal activities with third parties.

By submitting objects for printing, patrons assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

3D printing at the Library is available at the current cost per gram of filament used for the print. Before a print is released to the patron, they must have any and all 3D print invoiced paid in full. Patrons using the service shall not be charged for prints that fail due to hardware or software malfunction or error.

Patrons wishing to use the 3D printer must first demonstrate that they are proficient in the use of the printer. If proficiency cannot be established, the patron must review provided materials on the use of the 3D printer. Library Staff cannot create a design for you, but will provide a reasonable amount of assistance where required.

#### **Appealing a Denial of Print**

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Appeals of the denial of a print request may be made to the Russell Public Library Director.

### **Amendment of Rules**

The Board of Directors of the Russell Public Library reserves the right to review and amend this policy at any time.

## LIBRARY HOURS

### Library Hours

The library hours will be set by the board.

### Holidays Observed by Closing

The library will be closed in observance of the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. When Christmas falls on a Friday, the library will be closed on Saturday, the following day. Should a holiday fall on Sunday, the library observes the holiday on the following day, Monday.

## PERSONNEL POLICY

### Purpose of Policy Statement

This policy statement is designed generally to outline the basic personnel policy of the Library Board. It is not designed to provide specific practices or policies for every situation. This policy statement may be modified from time to time by the Library Board as deemed necessary to respond to particular facts or changed conditions. This policy statement is not a contract for personal services, and, accordingly, employees are not required to work for the Library Board for any set period of time nor is the Library Board required to retain employees for any set period of time.

### Personnel Appointments

The library director is hired or dismissed by the Library Board. Staff is hired or dismissed by the director.

### Job Descriptions

Library Director:

The library director shall be a full-time employee. The library director shall be in complete charge of the operation of the library and shall have full authority and responsibility for administering the

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library in all respects subject to the general direction, approval and control of the Library Board. The duties of the library director shall include but not be limited to the following:

1. Book selection and ordering.
2. Supervision and direction of personnel.
3. Assist the library board in planning the yearly budget.
4. Allocation of funds to meet budget and necessary bookkeeping.
5. Serve as designated officer for federal and state income tax, social security, KPERS and unemployment tax reports.
6. Report to Library Board at monthly board meetings and attend special board meetings.
7. Augment the policies of the Library Board.
8. Oversee the maintenance of the library building and grounds.
9. Promote good public relations between the library and the community.
10. Assist patrons in their use of library collections and services.
11. Be responsible for seeing that library programming is implemented.

### Circulation Supervisor:

The Circulation Supervisor provides direct service to patrons as well as performing basic clerical and circulation related tasks. This position is responsible for supervision of co-workers and training new hires. Work is performed under the direction of the Library Director.

1. Supervise and train circulation clerks
2. Resolve patron and staff issues in the absence of the Library Director
3. Assist patrons in the use of library equipment
4. Catalog library materials
5. Perform necessary tasks for PILL and ILL
6. Provide exceptional patron service
7. Assists with library displays as needed
8. Communicate regularly with the Library Director
9. Performs all tasks that are the responsibility of a Library Clerk along with any duties delegated by the Library Director.

### Programming Coordinator:

Under the general direction and supervision of the Library Director, the Programming Coordinator performs responsible functions requiring considerable judgment and initiative in planning and overseeing programming and outreach services to children, young adults and adults with an emphasis on children and young adults, both within the library and the community. Responsible for providing assistance to library patrons and performing all tasks required by Library Clerks as well as tasks delegated by the library director.

1. Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by all, including but not limited to, films, crafts and special events, reading clubs, Storytime, after school activities, school and community outreach, etc.

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2. Conducts surveys regarding current and future programming needs. Actively seeks program presenters and ideas for programs both active and passive. Promotes programs by producing publicity releases, flyers, and monthly calendar.
3. Develops partnerships with the community to provide programs and services, including but not limited to soliciting sponsorship for programs and events.
4. Works with the Library Director and library staff in preparation and presentation of programs and services for patrons. Assists with ideas for programs and collects necessary materials.
5. Performs all tasks that are the responsibility of a Library Clerk along with any duties delegated.

### Library Clerks:

Library clerks may be part-time employees working no more than 20 hours per week. Library clerks shall assist the library director in the operations of the library. The library clerks shall be under the direct supervision of the library director. The duties of library clerks shall include but not be limited to the following:

1. Perform public services including: providing circulation services, readers' advisory service, reference service, interlibrary loan services, assisting patrons with the use of library equipment, scheduling the meeting room and other related duties that arise
2. Perform clerical work including but not limited to: answering the phone, making copies, circulation, shelving materials, assisting with weeding, repairing books, open and close the building and other related duties that arise
3. Provide input for book selection
4. Assisting with library-sponsored programs
5. Help with library displays and bulletin boards
6. Reports any issues with patrons or the facility to the director immediately
7. Take library card applications and issue library cards to eligible individuals
8. Maintain a neat and orderly appearance in the library
9. Responsible for filling out, totaling and signing their time sheets before the end of the pay period

### Classification of Employees

Any employee who works forty (40) hours per week or more is a full-time employee. Any employee who works less than forty (40) hours per week is a part-time employee.

### Exemption under Fair Labor Standards Act

The library director shall be considered an "exempt" employee of the Russell Public Library under the Fair Labor Standards Act (FLSA). "Section 13 (a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees."

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The library director qualifies for the “administrative employee exemption” because all requirements set by the U. S. Department of Labor’s FLSA are met:

- 1) the director is compensated on a salary basis at a rate not less than \$455 per week;
- 2) the director’s primary duty is the performance of office or non-manual work directly related to the management or general business operations of the library or the library patrons; and
- 3) the director’s primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

### Salaries

The Library Board will review annually the salaries of all employees.

### Sick Leave

Full-time employees will be allowed one (1) day sick leave per month. Unused sick leave may be carried over from year to year and accumulated to a total of one hundred thirty (130) hours. Part-time employees are allowed no sick leave.

Sick leave may be used as follows:

1. Time off in case of illness or death in the immediate family (spouse, child, parent).
2. Doctor or dentist appointments.
3. Personal illness of the employee.

In the event of three (3) or more consecutive days of sick leave due to an illness or injury requiring a physician’s care, an employee must present a physician’s written permission to return to work. All sick leave or absences for the pay period shall be recorded by the library director. Sick leave absences shall be recorded in increments of not less than one-half (1/2) day.

Upon retirement, honorable termination or death, the library will pay fifty percent (50%) of base pay for all unused sick leave days accumulated over one hundred 100 hours.

### Vacation

<i>Years of Continuous Employment</i>	<i>Annual Vacation Days</i>	<i>Days Earned Per Month</i>
1	12	1
5	13	1.08
7	14	1.16
9	15	1.25

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11	16	1.33
13	17	1.42
15	18	1.5
20	20	1.67

Employees must use their vacation within the year it is granted. When a holiday falls within an employee's vacation, it does not count as a working day. Vacation will be granted in increments of no less than one half (1/2) working day. Part-time employees shall not receive paid vacation.

### Benefits

The library participates in the Kansas Public Employees' Retirement System. Employee membership is mandatory for all employees in covered positions. A covered position for non-school employees is one that is covered by Social Security, is not seasonal or temporary, and requires at least 1,000 hours of work per year.

### Jury Duty

Leave with pay shall be allowed for jury duty to full-time employees only. In order to comply with Kansas statutes, compensation received for jury duty must be assigned to the library.

### Tenure

1. Resignation: An employee wishing to resign will present a letter of resignation to the Library Director. In order to leave in good standing, library directors and administrative personnel are asked to give at least one (1) month's notice; others are asked to give at least two (2) weeks notice.
2. Dismissal: If the Library Director considers an employee's performance unsatisfactory, the Director will warn the employee pointing where improvement is necessary and suggesting ways in which he may improve the quality of his work. If performance remains unsatisfactory after a two week period, the Director may give the employee two (2) weeks notice of dismissal.

## INSURANCE

The library will maintain in force an insurance policy on the building and contents equal to 85% of the replacement costs.

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### PATRON BEHAVIOR

#### CODE OF CONDUCT

In order to provide a suitable environment for use of the library, the following forms of conduct are NOT permitted in the library or on library property.

1. Loud conversation disturbing to people in reading/study areas.
2. Abusive or obscene language.
3. Sitting on tables; and/or blocking or interfering of individuals.
4. Loitering with no intent to use library services.
5. Children and adults in the library without shoes and shirts.
6. Animals in the library except working dogs or for use in programs authorized by Library Director.
7. Use of tobacco products.
8. Consumption of alcoholic beverages or illegal substances.
9. Consumption of food or beverages in the building, except in staff areas or by permission of Director.
10. Soliciting, surveying, selling of any kind, political campaigning or distribution of leaflets not specifically approved by library administration.
11. Theft, mutilation and defacement of library property, including building, grounds, equipment, restrooms and other materials.
12. Running or other disorderly conduct in the library.
13. Unless attending library programs, children aged eight and under, not accompanied by a responsible adult or caregiver, age 12 or older.
14. Refusal to leave the library at designated closing times.
15. Harassment or invasion of privacy of library employees or patrons.



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16. Sexual contact, exhibitionism, or abuse of any kind to another person, such as but not limited to physically harming, threatening or disturbing other patrons or staff and/or passing to staff or patrons of undesirable, suggestive, profane or objectionable materials is not acceptable and will not be tolerated.

17. Violation of posted computer guidelines.

A person violating any of the above actions will, after warning by library personnel, be asked to leave the premises. A person who persists in the disapproved conduct, and who refuses to leave the building and grounds when requested will be reported to the police.

### Suspension of Library Privileges

This policy is designed to ensure Library facilities serve their primary purposes, including the provision of a calm and orderly environment in which people may read, study, use library materials and equipment, and participate in library programs. The rules may regulate disruptive behavior, noise, offensive odors, health and sanitation hazards, and bringing possessions, materials, or objects into the Library which are likely to interfere with its use by others. The rules may not unreasonably or unfairly restrict access to libraries by any person or group.

The Library may suspend access to the Library for persons who fail to follow the Library's established behavior policies, which are detailed in the Patron Behavior Code of Conduct and Internet and Computer Use Policy. The Library reserves the right at all times to immediately discharge a patron who is dangerous or in any way threatening Library staff or other patrons. In addition, the Library may pursue remedies under Federal, State, or local law where applicable.

Library staff will consider the following guidelines to determine the length of the suspension:

1. First offense: Library staff will inform the patron of the relevant conduct policy and warn the patron that continued violation of the policy will result in a loss of Library privileges. Staff may ask the patron to leave the Library property for one day if they are uncooperative or argumentative.
2. Second offense: Library staff will ask the patron to leave the Library property for up to one week and will bar the patron from visiting the library during the suspension period.
3. Third offense: Library staff will ask the patron to leave the Library property for up to one month and will bar the patron from visiting the library during the suspension period.
4. Violent or physically intimidating behavior or any behavior a reasonable person would find to be harassing or threatening in nature to Library staff or patrons will result in the offender being barred from the library for up to six months (26 weeks), even if this is the patron's first offense.

## RUSSELL PUBLIC LIBRARY POLICIES

### Suspension of Library Privileges for Health and Safety Reasons

It is the responsibility of the Russell Public Library to maintain a healthy and clean environment for all Library users and to protect investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish and some types of beetles.

Examples of situations where access to Library facilities may be suspended include, but not be limited to:

- Patrons or patron possessions with fleas, lice, or bed bugs
- Patrons with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a patron in order to protect Library collections, facilities or other users, notification of the suspension will be made by the Library Director or Circulation Supervisor.

Any patron that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension under the terms of the Reinstatement of Library Privileges Policy.

## RUSSELL PUBLIC LIBRARY

### **NOTICE OF LIBRARY SUSPENSION**

Name: \_\_\_\_\_

Date of Library Suspension: \_\_\_\_\_

You are hereby notified that pursuant to Russell Public Library Suspension of Library Privileges Policy, you are hereby advised that you are not allowed on the grounds or premises of the Russell Public Library. The specific violation is:

RUSSELL PUBLIC LIBRARY POLICIES

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Your patron privileges to the Russell Public Library are suspended for a period of \_\_\_\_\_ day(s)/week(s)

This means that you may not enter the Russell Public Library facility from \_\_\_\_\_ to \_\_\_\_\_. Your access to Russell Public Library will be restored on \_\_\_\_\_.

Per Library staff member (name/signature) \_\_\_\_\_

**APPEAL PROCEDURE:**

Any patron suspended for more than one day can appeal the suspension by:

- Contacting the Library Director in writing, within five working days of the suspension. The Library Director or designee will consult with staff, review the Incident Report and related documentation, and any written information provided by the patron. The patron may also schedule an appointment with the Library Director or designee to discuss the decision to suspend Library privileges. After reviewing information and/or meeting with the patron, the suspension period may be terminated or shortened, or the suspension may remain in place. The patron will be informed of the Library Director decision in the most expedient fashion-via telephone call, in person, email, or mailed letter.
- The patron may appeal the determination of Library director to the Library Board of Directors via a written notice of appeal within 10 days after receipt of the Library Director determination. The notice of appeal shall be filed with both the Library Director and the Library Board President, care of Russell Public Library, 126 E. Wisconsin, Russell, KS 67665. The Library Board will hold a hearing to discuss the suspension at the next regularly scheduled meeting of the Library Board. The patron will be provided at least 10 days' notice of the hearing date. A parent or guardian must accompany a minor (under the age of 18) to the hearing.
- The Library Board of Directors will hear the appeal and will vote to uphold or dismiss the suspension. Library Administration will notify the patron by letter of the decision of the Library Board of Directors. The suspension will be in effect until this vote is taken.

**RUSSELL PUBLIC LIBRARY**

**NOTICE OF HEARING-LIBRARY SUSPENSION**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

## RUSSELL PUBLIC LIBRARY POLICIES

Location: \_\_\_\_\_

Note: A parent or guardian must accompany a minor (under the age of 18) to the hearing.

### RUSSELL PUBLIC LIBRARY SUSPENSION HEARING DETERMINATION LETTER

On \_\_\_\_\_, a hearing was held whereby you appealed your Library suspension to the Library Board of Directors. After considering the facts, the Library Board has determined that your suspension is (or is not) warranted. Your suspension will remain in effect until \_\_\_\_\_. After that date your Library privileges will be restored. (OR: Effective immediately your suspension is withdrawn, and your Library privileges are restored.)

#### Suspension of Library Privileges for Minors

Restricted use for minors under the age of 18: As an alternative to suspending a minor for more than one day from Library facilities, Library staff may require the presence of a parent or guardian to allow the minor access to Library facilities during the specified suspension period.

#### Reinstatement of Library Privileges

Patrons who have been permanently banned from the Library may request a re-evaluation of the banning and reinstatement of their library privileges.

#### Code of Conduct Related Banning Appeal

Requests for reinstatement of privileges lost due to behavior in conflict with the Patron Code of Conduct must be submitted in writing to the Library Director. Requests should include a statement demonstrating an understanding of why the behavior that resulted in the loss of privileges is unacceptable in Library facilities and an affirmation that the patron is aware of and understands the expectations for appropriate behavior within the Library.

Factors to be considered during the evaluation of the reinstatement request include the details of the incident that led to the banning, the length of time since the banning, the status of the patron's Library account, completion of any requirements imposed by the Court as a result of the incident that resulted in the banning and any other information that would attest to the fact that remediation of the behavior that led to the banning has been achieved.

#### Health and Safety Service Suspension Appeals

## RUSSELL PUBLIC LIBRARY POLICIES

Patrons who have had Library privileges suspended for health and safety reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

### Decision and Appeal Authority

The Library Director will make decisions about reinstatement of privileges in all cases except those based upon threats or physical harm to another person within a Library facility. Decisions of the Director may be appealed to the Library Board.

### Child Safety Policy

Children are always welcome at the Russell Public Library. We are glad your children are here. The Library staff strives to provide a safe and comfortable environment for people of all ages. The Russell Public Library encourages that visits to the Library be a family affair. Bring your child to the Library to help him or her choose books or use the computer. In this way, the child's visit to the Library will be a happy and positive experience. Parents, guardians and caregivers must also work with Library staff to provide a pleasant and safe environment for all patrons.

The Library staff is here to serve you. However, staff cannot assume the responsibility of a child's care. The behavior and welfare of children are the responsibility of the parents, guardians or caregivers accompanying the child/children to the Library.

Library staff is happy to help children use the Library for the following purposes:

- Finding materials for school work and recreational reading.
- Providing an environment that encourages study and intellectual curiosity.
- Providing programs.

The safety of children left alone in the Library is a serious concern of the Library Staff. Library facilities are not licensed or designated to provide basic child care needs and we are not a babysitting service. It is impossible for the Library Staff to guarantee the safety of an unattended child. The Library is a public building and it is not safe for young children to be left alone. Children may become frightened or bored and they could disturb the enjoyment and work of others.

## RUSSELL PUBLIC LIBRARY POLICIES

The Russell Public Library Board has established the following policies in order to maintain an environment of safety and to maintain an atmosphere where reading and study can be encouraged:

### Unattended Children

Children 8 years of age and younger may not be left unattended in the Library. Children 8 years of age and younger shall at all times be attended and supervised by a responsible adult (parent, guardian, other caregiver, age 12 years or older). Children of the above-cited age must be accompanied by an adult when in the restroom, media room, or lobby of the Library.

Older children and adolescents who come to the Library without a parent, guardian or caregiver are welcome for appropriate use of the Library, such as homework or reading. Children 12 years of age and younger may use the Library for a period of no more than 3 hours provided that they are able to maintain appropriate Library behavior.

Children must have the telephone number of their parent, guardian or other designated adult so that a responsible adult may be contacted, if necessary, to come and pick up the child. Disruptive behavior will not be tolerated and may serve as the grounds for removal of the child from Library property.

Disruptive behavior that is unacceptable in the Library includes, but is not limited to:

- Running, chasing.
- Shouting, loud conversation, arguments, foul language.
- Throwing books, magazines or toys.
- Bullying or bothering patrons.
- Consuming food.
- Vandalizing Library property or facilities.

If necessary the Library reserves the right to summon the police.

### Unattended Children After Closing

Parents are responsible for being aware of the Library's hours and for picking up their children on time. Children are encouraged to contact their parents before closing to verify that transportation is available. Children under the age of 16 left unattended at closing time may be deemed at risk. If a child under the age of 16 is not picked up within 10 minutes of the Library's closing time, the Russell Police Department will be called. Under no circumstances will Library staff transport any child in their personal car to the child's home, or to any other location.

## RUSSELL PUBLIC LIBRARY POLICIES

### PANDEMIC POLICY

#### Purpose

In the event of a pandemic, businesses, social organizations or schools may be required to take unique measures to help slow the spread of the illness including closing down by order of local public health officials. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to pandemic. This policy is to establish the protocol in the event of a pandemic.

#### Library Closure

The Russell Public Library will close due to pandemic in the event that a) The city of Russell closes following the City of Russell Emergency Closing Policy or b) a mandate order or recommendation for closure is issued by public health or government officials on the local, county, or state level.

At discretion of the Library Director, the Russell Public Library may close, reduce its operating hours, or limit services temporarily (e.g. programming) in the event that there is not sufficient staff to maintain basic library service levels.

In the event of closure, it is imperative that the Library Director or designee submit payroll. The book drop will be kept open and cleared periodically.

#### School Closure Due to Pandemic

In the event that USD 407 is closed due to pandemic illness, the Russell Public Library will also remain closed and all library programs and special events will be canceled on any day in which any or all of Russell schools are closed due to pandemic-related illness.

#### Minimum Staffing Level

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all weekday open hours with a maximum of 8 hour workday and a 20 hour workweek per employee. Thus, at least two employees must be available to be present at the library every open weekday. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than five consecutive days will result in reduced hours or closing the library.

The level of excused absence of library staff will determine the ability to carry out services and maintain open hours. Phases may include:

1. Cancellation of all programs, special events, and meeting room reservations.
2. Reduce open hours if number of employees falls below temporary minimum level.
3. Close the library for one or more days if number of employees further declines or only minimum level can be met for five or more days.

## RUSSELL PUBLIC LIBRARY POLICIES

### Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours to the public is of the utmost importance. Methods such as posting on the Library website, social media pages, announcement through KRSL radio, etc. will be used to communicate effectively to the public.

### Prioritization of Services

If reduced staffing, open hours or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Priority responsibilities shall follow this order:

1. Direct patron assistance: check out; issuing library cards; computer and reference assistance; facility and collection supervision/safety.
2. Patron related-tasks: check in; incoming delivery; shelving
3. Workflow tasks: filling holds, transfers to receive
4. Essential services: payroll; processing bills for payment; Library Board meetings.

Individual responsibilities outside of those described shall be completed after these prioritized tasks, if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the director or designated authority to determine which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

### Employee Absences

The Russell Public Library Sick Leave Policy shall be followed in the event of a pandemic outbreak.

### Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall be delegated to a healthy staff member of their choosing.

### Library Photo Policy

Photographs or video recordings may be taken of you and your children while you are in our public buildings and attending our public events, so that we may show others the value of our library.

These photos may be used in printed literature, newsletters, on our website, or on our social media sites. They will not be used for commercial purposes.

If you do not want a photo or video of you or your children to be used, please notify the staff member taking the phot or video.



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### Use of Meeting Room

The library meeting room will be open for use by any club, group, or organization in the community that needs a place to meet as long as it does not interfere with the regular routine of the library. Meetings in the library meeting room shall be open to all members of the community without charge. Food and/or drink may be served in the meeting room with the approval of the Library Director. Cleanup will be the responsibility of the organization using the meeting room. The group shall not consist of more than 20 persons. Children are allowed in this room only if accompanied by an adult.

### Displays and Exhibits

The library display cases can be used by groups or individuals at the discretion of the Library Director. Displays are limited to one month. No advertising (commercial or personal) is permitted. All exhibits to be shown are at the risk of the exhibitor.

## COLLECTION DEVELOPMENT POLICY

### Selection Goals and Objectives

It is the goal of the Russell Public Library to obtain the maximum use of its library materials collection by the greatest number of persons. Therefore, it is the policy of the Russell Public Library to select materials for its collection for all types and levels of patrons.

The objective of the Russell Public Library is to select, organize, preserve and to make freely available to the people of the library service area printed and other materials within the limitations of space and budget, which will assist them in the pursuit of education, information, research, recreation, and in the creative use of leisure time.

The public library will cooperate with, but not perform the functions of the school libraries. The public library's collection always seeks to complement but not replace the necessary materials of the school libraries.

In the selection of books and other materials, the library adheres to the Library Bill of Rights and the Freedom to Read Statement which were adopted by the American Library Association for encouraging the right of people to read. (See pages 15 & 16 for "Library Bill of Rights", and the "Freedom to Read Statement".)

The final responsibility for the selection of materials rests with the director of the library assisted by staff members operating within the framework of policies determined by the Library Board. Suggestions from readers are always welcomed and given serious consideration. The staff makes skilled use of selection aids such as basic general lists, current subject materials, and book reviewing journals. While book reviews are a major source of information about new books,

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they are not followed blindly. No one publication is relied upon exclusively; furthermore, the critical opinions of reviewers are checked against each other.

Through Interlibrary Loan the library will provide books and materials which cannot be held by the library for reasons of space and budget.

### Basic Selection Criteria

The chief points considered in the selection of library materials are:

1. Permanent or timely value.
2. Accurate information.
3. Authoritativeness and effectiveness or presentation.
4. Literary quality.
5. Social significance.
6. Balance of subject area.
7. Present and future needs of the community.
8. Price and availability.
9. Good balance and objectivity.
10. Physical format.

Contemporary and popular authors are included, as well as those who have demonstrated enduring worth. Titles are selected on the basis of the content as a whole and without regard to the personal history of the author.

The library asserts its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers and not prohibited specifically by law, including books on all sides of controversial issues. The library will not emphasize one subject at the expense of another, or one side of a subject without regard to the other side. It will carry the important books on all sides and subjects within the limitations of space and budget.

The library will not, through the use of labels or other devices, indicate particular philosophies outlined in a book. To do so is to establish in the reader's mind a judgment before the reader has had the opportunity to examine the book personally.

The Russell Public Library staff and Board of Directors subscribe to the principles of the Library Bill of Rights, Freedom to Read, and Freedom to View. These selection criteria are used to provide books and other materials that reflect the diversity of viewpoints within the community. Library patrons may nominate books or other materials to be either added to or removed from the collection. When a request for reconsideration is made by a patron, this procedure is followed:

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The librarian shall give the complainant the following materials: Materials Collection Policy, Library Bill of Rights, Freedom to Read and Freedom to View statements, and the Citizen's Request for Reconsideration of Library Materials.

Upon receipt of completed and signed request form from the complainant, the Board of Directors will consider the request at their next regular meeting. The written complaint must be received seven (7) days prior to the meeting of the Board to be on the agenda.

The complainant will receive notification of a meeting with the Board of Directors to discuss this matter. Following the above meeting the complainant will receive a written statement of the decision of the Board of Directors regarding the matter.

### Requests For Reconsideration

The library's collection reflects a variety of viewpoints on a variety of subjects. Because a collection of diverse materials may result in complaints about materials or requests for reconsideration of materials, the library has a process for the reconsideration of library materials to assure that concerns are handled in an attentive and consistent manner.

#### Definition:

Reconsideration request: a request to remove or reclassify an item in the library's collection.

#### Regulations:

1. The Collection Development Policy governs the addition or withdrawal of items in the collection.
2. The selection of any item does not imply endorsement of any expressed viewpoint. Library material will not be identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from damage or theft.
3. Library staff is available to discuss concerns and comments about the suitability or classification of an item in the library's collection and will try to assist patrons in finding materials that are suitable for their use.

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4. If patrons wish to pursue their concerns further than discussion with staff, they may fill out a Request for Reconsideration of Library Materials form.
5. The director will inform the board of directors of all requests for reconsideration of library materials and their disposition in a timely manner.
6. The ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements are endorsed by the library board of trustees.

The Russell Public Library Board of Directors has delegated the responsibility for selection and evaluation of library/educational resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director at 126 E. Wisconsin, Russell Ks, 67665

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_ Organization? \_\_\_\_

1. Resource on which you are commenting:  
\_\_\_\_ Book \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine \_\_\_\_ Library Program  
\_\_\_\_ Audio Recording \_\_\_\_ Newspaper \_\_\_\_ Electronic information/network (please specify)  
Other \_\_\_\_\_  
Title \_\_\_\_\_  
Author/Producer \_\_\_\_\_
2. What brought this resource to your attention?
3. Have you examined the entire resource?

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4. What concerns you about the resource? (use other side or additional pages if necessary)
5. For books, cite objectionable paragraph(s).
6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Revised by the American Library Association [Intellectual Freedom Committee](#)

June 27, 1995

### Special Collections--Local History (BOOK SELECTION POLICY)

The library will collect as much information as is available about Russell County and the surrounding area. We will make a special effort to have access to local newspapers, either in hard copy or microfilm and provide these to researchers who request them.

## INTERLIBRARY LOAN POLICY

### **Inter Library Loan**

#### **What is Interlibrary Loan (ILL)?**

Interlibrary loan (ILL) is a service, which enables materials from one library to be borrowed by a patron at another library. It is a privilege extended to library users through the voluntary cooperation of libraries and its success depends on responsible use by all parties.

#### **Who may use ILL service?**

Anyone who is a registered borrower over the age of 17, in good standing at the Russell Public Library may use this service.

#### **What items are available through ILL?**

Requests are accepted for most items not owned by the Russell Public Library, including books, audiobooks, CDs, videos and DVDs. We are unable to lend reference materials, rare or valuable items and items from special collections or from the Kansas collection. **Books published within the last six months may not be requested** unless the materials were purchased with funds from an ILDP grant. A maximum of five requests per week per patron may be placed.

#### **Are magazines available through ILL?**

## RUSSELL PUBLIC LIBRARY POLICIES

We will not lend entire magazines but may provide photocopies of individual articles for a fee. When requesting magazine articles, patrons are responsible for photocopying charges of .25 per page.

### **What if patron doesn't pick up the requested item?**

Because of high postage costs, a \$2.00 fee per item will be charged for each ILL item requested but not picked up by a borrower. If the request can be cancelled before the items are sent by the lending library, this fee will be waived. If the item was obtained through a courier service and there was not a cost associated with delivery, no charge will be assessed.

### **How long may patrons from other libraries keep ILL items from the Russell Public Library?**

Patrons may borrow the item for three weeks.

### **Renewals**

Borrowed items may be renewed if there are no in-library requests for that item.

## Game Policy

1. All video games rent for one week with no renewals and a limit of one (1) at one time.
2. Video games may only be checked out with an adult card (17 and older).
3. Games that are rated "M" are for Mature (17+) The library is not responsible for determining audience suitability. Please review.
4. If a patron has (1) video game overdue or lost he or she may not rent another video game until the game is returned or lost fees are paid in full.
5. Video games shall be returned to the Russell Public Library Circulation Desk. They are not to be returned in the book drop.
6. The patron in whose name the game is loaned assumes complete financial responsibility for any damage or loss. The library reserves the right to determine the extent of damage to assess cost for replacing the video game.

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7. Patrons should notify the library if unavoidable circumstance prevent the prompt return of a video game.
8. Video games require careful handling. Please avoid dirt, dust, and fingerprints and store in the container supplied and in an upright position away from heat, humidity, and sunlight.

### **RUSSELL PUBLIC LIBRARY INTERNET SAFETY POLICY & ACCESS GUIDELINES**

Welcome to access to the Internet at the Russell Public Library. In order to assure fair accessibility for all, we ask that you abide by this Internet Policy and Guidelines.

#### Internet Access Policy

In response to advances in technology and the changing educational and informational needs of the community, the Russell Public Library offers public access to the Internet. The Internet, a worldwide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is an integral part of the Library's mission.

#### Internet Safety Policy

##### **Introduction**

Public access to the Internet and online services have become an integral part of the Russell Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Russell Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Russell Public Library this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on Monday, November 19<sup>th</sup>, 2018. This policy supersedes all previous Internet Safety Policy statements of the Russell Public Library and is effective on Tuesday, November 20<sup>th</sup>, 2018.

This policy document will be reviewed by the Russell Public Library Board at least every three years.

## RUSSELL PUBLIC LIBRARY POLICIES

### **Legal Requirements**

The Russell Public Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Russell Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

### **Supervision and Monitoring**

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Russell Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Russell Public Library Director and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Russell Public Library Director, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

### **STAFF ASSISTANCE**

Library staff will be glad to assist you in accessing the Internet and may be able to offer searching suggestions and answer questions; however, we cannot provide in-depth training or assistance with technical problems.

### **GUIDELINES FOR INTERNET ACCESS**



## RUSSELL PUBLIC LIBRARY POLICIES

1. User must have a current Russell Public Library card. Patrons with five or more overdue items or any number of lost and unpaid for items will not be allowed Internet access.
2. User (and parent/guardian, if user is under 18 years of age) must read and sign the library's Internet Use Agreement. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.
3. Internet access will be available, subject to periodic maintenance and/or programs, during the library's regular open hours. **THE PUBLIC ACCESS COMPUTERS WILL BE SHUT DOWN TEN (10) MINUTES BEFORE CLOSING EACH DAY.**
4. Use of the Internet access computers will be on a first-come, first-served basis. **EACH USER MUST CHECK A MOUSE IN AND OUT** at the circulation desk. A time limit of thirty (30) minutes will be in effect *if there are other patrons wishing to use the computers*. Those using the Internet access computers will agree, as a condition of use, that if another patron is waiting or a library staff member needs to use the computer for library-related tasks, they will make the computer available immediately or being informed by library staff that another person is waiting.
5. CDs are available for a minimal charge for patrons to save files on, or they may use their own USB drives.
6. Installation, downloading or modification of software is prohibited.
7. Prompt payment is required by users who incur charges for printing (.25 per page for black and white copies and \$1.00 per page for color copies.)
8. **MISUSE OF THE COMPUTER WILL RESULT IN THE PERMANENT LOSS OF COMPUTER PRIVILEGES.** Such misuse includes, but is not limited to,
  - a. using the computer for illegal activities;
  - b. hacking into the library computer system or any other computer system;
  - c. damaging or attempting to damage computer equipment or software;
  - d. interfering with systems operations, integrity or security; gaining unauthorized access to another person's files;
  - e. sending harassing message to other computer users;
  - f. altering or attempting to alter the library computer's settings;
  - g. violating copyright laws and software licensing agreements;
  - h. displaying any visual images containing obscenity or gratuitous violence;
  - i. using an Internet access station to display or disseminate sexually explicit or sexually suggestive material;
  - j. advertising or commercial activity; and
  - k. failing to vacate computer when asked to by library staff.

Illegal acts involving library resources may be subject to prosecution by local, state,

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Federal officials.

### **RUSSELL PUBLIC LIBRARY GAMING POLICY AND RULES OF CONDUCT**

The Russell Public Library welcomes patrons ages 10 and up to use the Library's gaming system.

The opportunities for gaming are being offered to make the Library more enticing to youth and teens, to encourage them to visit the Library, to develop their love of books and reading, and to expose them to all of the other services the Library has to offer. The service is also being offered to adults to demonstrate the value of a non-traditional library service.

Anyone using the Library's gaming system must read and agree to the Gaming Policy and Rules of Conduct before using it. The Rules of Conduct are set up to ensure the proper and safe use of the gaming system and equipment and allow fair access to the Library's patrons. Failure to follow the Rules of Conduct will result in loss of gaming privileges.

Any damages or financial loss suffered by the Library that occur to the Library's space or equipment or to the gaming equipment and accessories will be the responsibility of the patron or patrons who are using the equipment at the time the damage occurs. Parents will be financially responsible for any loss caused by their children.

Users of the Library's gaming system and equipment agree that the Russell Public Library is not responsible for any loss or damage suffered by the user as a result of using or participating in gaming and the user agrees to indemnify and hold the Library and its employees, volunteers and Trustees harmless from any damages including personal injuries to any party or damages to any property alleged to be a consequence of the user's use of the Library's gaming systems or equipment.

#### **Rules of Conduct**

1. The patron must have a library card in good standing with the Russell Public Library.
2. A signed Gaming Service Agreement must be on file at the library for every patron using the Library's gaming system.

## RUSSELL PUBLIC LIBRARY POLICIES

3. Parents or guardians of patrons under 18 years of age must also countersign the minor patron's Gaming Service Agreement before a minor patron is allowed to use the Library's gaming systems.
4. Children under 10 years of age can only use the service when supervised by a parent or guardian or in a special program or event supervised by the library staff.
5. Gaming may be limited to specified gaming hours only.
6. Open gaming will be limited to 30 minutes per day/evening, time will begin at the start of the game, not from the time it takes to set up for the game. If no one is waiting to use the game, play may continue for up to 30 more minutes, but users must be willing to end play if someone else signs up to use the system. Users must end play immediately at the request of the library staff.
7. A limit of one hour of play per day will be enforced, even if no other Library patrons are signed up to use the gaming system.
8. Time limits may be suspended for organized gaming programs and tournaments organized by the Library and by gaming clubs sanctioned by the Library.
9. All users must register each use of the gaming system and equipment at a circulation desk. Users are cautioned to not allow others to use the gaming system and equipment without registering. Patrons who use the gaming systems and equipment without registering and users who allow unregistered users to use the gaming systems or equipment will risk losing their library privileges indefinitely.
10. Backpacks or bags must be left at a circulation desk upon registration where the Library staff will not be responsible for their safekeeping. At the time of registration, the user will be given the games, controllers or other accessories that are needed to play. After play period is up, the user must check the items back in to a staff member immediately and sign out.
11. Users using a gaming system and equipment are asked to respect other patrons using the Library and keep the volume and noise level low. Foul language and profanity is prohibited. Violators will lose their library privileges indefinitely.
12. Users are not allowed to bring and use games from outside the Library. Users should only use games appropriate for their age.
13. Users are allowed to use their own controller and accessories, but the Library assumes no responsibility for any damage or loss to the user's equipment.
14. Inventory of gaming accessories will be made daily by the staff.

RUSSELL PUBLIC LIBRARY POLICIES

15. Users are asked to treat the library gaming systems and equipment with care. Users who do not treat the gaming systems and equipment with care will lose their gaming privileges for the day. A user who repeatedly abuses the Library gaming system and equipment will have his/her gaming privileges revoked indefinitely.

16. Users must quit play and check equipment back in to the staff 10 minutes prior to closing. Any other violation of this Gaming Policy and Rules of Conduct may result in the revocation of gaming or library privileges.

**RUSSELL PUBLIC LIBRARY-GAMING SERVICE AGREEMENT**

Date \_\_\_\_\_

PLEASE PRINT  
FULL  
NAME \_\_\_\_\_

Last

Middle

First

LIBRARY CARD  
NUMBER \_\_\_\_\_

I acknowledge I have read and understand the Gaming Policy and Rules of Conduct of the Russell Public Library. I agree to be responsible for any charges or financial loss suffered by the Library as a result of my use of the Library's gaming system and equipment. I also acknowledge and agree to release the Russell Public Library and hold the Library and its employees, volunteers and Trustees harmless for any loss or damages including personal injuries I or children under my supervision may cause or suffer as a result of using the Library's gaming systems or equipment.

SIGNATURE \_\_\_\_\_  
\*\*\*\*\*

If applicant is Under 18 years of age:

DATE OF BIRTH \_\_\_\_\_

I hereby agree that the above named child be allowed to use the Library's gaming services and that I will be responsible for any charges or financial loss suffered by the Library as a result of said child using the Library's gaming systems or equipment as provided in the Gaming Policy and Rules of Conduct including but not limited to my agreement to indemnify and hold the Library and its employees, volunteers and Trustees harmless from any damages including personal injuries to any party including said child or damages to property alleged to be a consequence of the child's use of the Library's gaming system or equipment.

SIGNATURE OF PARENT

RUSSELL PUBLIC LIBRARY POLICIES

OR

GUARDIAN\_\_\_\_\_

PRINTED

NAME\_\_\_\_\_

CHILD'S LIBRARY CARD

NUMBER\_\_\_\_\_

**CHILDREN’S GAME COMPUTERS**

Summary

This document outlines the guidelines for public use of children's department computer for preschool and elementary school age children.

Policy

1. The computers in the children’s department are intended for use by preschool through elementary age children that are registered patrons of the Russell Public Library. Children under the age of three years old will not be allowed on a computer without supervision by a parent or guardian.
2. An adult caregiver or a responsible older sibling at least 12 years of age must accompany preschool children. Kindergarteners and 1st and 2nd graders may play without parental supervision if they can do so without staff intervention. If they need help reading or following directions, adults or older responsible siblings must sit with them. Children must be registered patrons of the Russell Public Library.
3. Computer use is limited to thirty minutes per child if another patron is waiting to use it.
4. Please check in at the children's circulation desk when it is the child's turn to use a computer.
5. Use of the computer is limited to two children at a time.
6. Misbehavior will mean being asked to leave. Misbehavior includes, but is not limited to, loud voices and/or rowdy behavior, too many people at a computer, or abuse of computer equipment.
7. Computer times will begin when the library opens and will end ten minutes before closing time. Computers may be turned off during special library programming or at the direction of library staff.

RUSSELL PUBLIC LIBRARY POLICIES

**RUSSELL PUBLIC LIBRARY  
INTERNET USE AGREEMENT**

I have read the Russell Public Library's Internet Safety Policy and Access Guidelines. I agree to abide by them and any amendments adopted by the Library Board of Directors. (Current and up-to-date guidelines will be posted.)

I understand that the library has no control over the information accessed via its Internet connection and that parents/guardians are responsible for the information accessed by their minor children.

I understand that violation of the Russell Public Library's Internet Access Guidelines will result in the permanent loss of computer privileges at the library.

DATE \_\_\_\_\_

NAME OF USER (Please print) \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (home) \_\_\_\_\_ (work) \_\_\_\_\_

LIBRARY CARD NUMBER \_\_\_\_\_

USER SIGNATURE \_\_\_\_\_

\_\_\_\_\_ has read and agreed to the Russell Public Library's Internet Safety Policy and Access Guidelines and Use Agreement.

PARENT/  
GUARDIAN SIGNATURE \_\_\_\_\_  
(if user is under 18 years of age)

**GIFTS OF BOOKS OR OTHER MATERIALS**

Gifts of books and other informational material will be accepted by the Library with the explicit understanding that they may or may not be added to the collection. The Library's acceptance of a gift is not a guarantee that such gifts will be processed into the Library's regular collection. The Library retains the right to use the gifts in the best interest of the library. Once donated, the books become the Library's property and the Library reserves the right to use and dispose of them in the manner most useful to the Library.

## RUSSELL PUBLIC LIBRARY POLICIES

Materials selected for the Library's collection must meet high selection criteria on the basis of literary quality and usefulness. Gift materials are screened by the same standards as are all other materials; therefore, the librarian shall base the decision to include gift materials in the Library collection upon the following considerations:

1. The materials have been published within the last five years.
1. The materials meet library standards of book selection.
2. The physical condition is good to excellent.
3. The library needs the title or added copies of the title in its collection.
4. The library is able to sell the book at a book sale if it can't be added to the collection.

If the books are found acceptable they will be cataloged and placed on the regular shelves where they are most useful, rather than in a special gift collection. Special book plates are inserted to identify gifts and memorials, where requested; but with this exception, gifts are considered part of the regular collection.

By accepting and using such gifts, the Library assumes no special obligation to the donor.

Gifts which are not added to the library collection are disposed of in whatever way the Library sees fit.

The Library does not accept for permanent deposit materials which are not given as outright gifts.

The Library staff does not put a value on any donation. The donor may put a value on the gift. Receipts for tax purposes will be given to donors upon request.

All donors will be expected to bring gift books to the library facility.

The library is most interested in the following types of materials for inclusion in its collections or for offering to the public for resale:

- Hardbound current novels for recreational reading
- Non-fiction books with current information
- Biographies and auto-biographies
- Children's books
- Paperback books
- Books of local interest
- Books on cd less than five years old

Books and periodicals that we cannot use or even accept as they present a disposal problem:

- Outdated information books (e.g. technological, tax, investment, medical, educational, legal, etc.)

## RUSSELL PUBLIC LIBRARY POLICIES

- Reader's Digest abridged or condensed books
- Books that are grimy, musty, moldy, water-damaged or mildewed
- Books with torn pages or missing covers, or that are written in (except autographed by author)
- Books with editorial comments whether written or typed in them
- Periodicals more than six months old
- books on cassette
- Any material with a publication date over five years old (exceptions may be made according to the discretion of the library director)

### REBINDING

The library will not send books out for commercial rebinding unless the book has a permanent value.

### SURPLUS PROPERTY

At the discretion of the library director, excess or weeded books and other library materials may be sold at the library. If they are unusable, they may be discarded. Other surplus property, such as furnishings or supplies, should be presented to the board for their recommendation. The library will recycle whenever possible.

### WITHDRAWAL AND DISCARD (WEEDING)

The library will make an effort to maintain an attractive collection by withdrawing from the collection worn out and unused materials. Every attempt will be made to meet the CKLS standard of 2% withdrawn per year. Books that are once withdrawn from the collection will not be reintroduced to the collection.

Resources are regularly withdrawn from the collection by the library staff for the following reasons:

- The resource is no longer accurate, current, or timely.
- The item is physically worn or damaged beyond reasonable repair or cannot be rebound properly.
- The item can be replaced at a lower cost than repair or rebinding.
- The resource's value to the collection has decreased as other comparable resources have been added to the collection.
- The resource is no longer being used frequently enough to justify its space in the collection or the staff time to maintain.



## RUSSELL PUBLIC LIBRARY POLICIES

Withdrawn items may be sold at a modest price, discarded, or recycled at the discretion of the library director.

### PUBLIC RELATIONS POLICY

#### Gifts (Other than books)

The library encourages members of the community to donate money to the library for the purchase of equipment and/or books and materials. A letter of thanks will be sent and a receipt for tax purposes will be given.

#### Confidentiality of Library Records

Because the Library must maintain trust with members of the public, the Board of Trustees of the Russell Public Library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. For people to make full and effective use of Library resources, they must not feel constrained by the possibility of others being aware of the books they read, the materials they use, the questions they ask.

Therefore, the Board of Trustees of the Russell Public Library has adopted the following guidelines concerning the nondisclosure of information about Library patrons:

- Personal information
- The Library's circulation records and their contents.
- The Library's borrower's records and their contents.
- The number or character of questions asked by patrons.
- The frequency or content of a patron's visits to the Library or any other information supplied to the Library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the Library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction. All Library employees (or those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Directors recognize that it is only through continued public confidence in knowing these guidelines are being upheld that the public can maintain its confidence in the Library. It is this confidence that is vital to the Library's role in the community and the community's right to know.

## RUSSELL PUBLIC LIBRARY POLICIES

### LIBRARY BOARD YEARLY CALENDAR

**January-** New budget starts, Sign GAAP Waiver

**February-** Advise of trustee selection (if there are expired appointments to fill)

**March-** Name new trustee recommendation (if there are expired appointments to fill)  
Budget committee appointed

**April-** Approve budget for city  
Accept motion for a blank check to insurance company be signed  
Nominating committee appointed (if there are expired appointments to fill)

**May-** Election of officers, new board members begin term (if applicable)  
Sign Conflict of Interest Statements, Sign Loyalty Oath and Affirmation

**June-** Present Budget to the City

**July-**

**August-** Review policies and library board bylaws

**September-**

**October-** Library Director Evaluation  
Approve Christmas Longevity Pay

**November-** Plan/Review goals for upcoming year  
Determine salaries for coming year  
Review working budget

**December-** Present working budget and approve

### TORNADO AND FIRE EVACUATION POLICY

#### Tornado

Since the tornado siren is not audible inside the library, the Russell City Police Dispatcher will call and notify the library staff when the tornado siren is sounding.

## RUSSELL PUBLIC LIBRARY POLICIES

With this notice and under the library staff's orders tornado evacuation should proceed as follows:

1. Inform the public in the building of where you are going.
  - a. If time permits, they are allowed to go to the basement of the Thompson, Arthur and Davidson building directly to the west of the library across the alley.
  - b. If there is no time for such an evacuation the public is allowed to go to the media room or bathrooms in the center of the library building.
  - c. Or they are allowed to leave the building.
2. The doors should be left unlocked, allowing people off the street to seek safety in the building.
3. The Library Director, or some other staff member in her absence, will take care of money and records in the following manner ONLY if time permits:
  - a. Put checks and money in filing cabinet.
4. Proceed to the assigned safety area in an orderly manner.
  - a. Kneel with you face between your knees and your fingers locked behind your head.
5. Do not leave the shelter of the bathrooms or media room until the radio states an all clear or a public official lets you know all is clear.

### Fire

In case of fire, smoke, burning odor or an explosion the following steps should be taken:

1. Call the fire number (483-2345) and report the fire. Give your name, location and what is burning.
2. If the fire is small consider using a fire extinguisher; report the fire.
3. Evacuate the building of all occupants.
4. Money and records:
  - a. Follow the same rules as for tornadoes.
5. The Librarian or a staff member should meet the fire department in front of the building.
6. All evacuates should meet in the parking area to the west of the library across the alley to determine if everyone has been evacuated.
7. The Municipal Fire Department shall inform you when the building is safe for occupancy.

## THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

## RUSSELL PUBLIC LIBRARY POLICIES

3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.