

## VALLEY PUBLIC LIBRARY POLICY

The following policies were prepared by the board of trustees of the public library and serve as a directive of the board as to the operational policy of the library.

**Mission Statement:** *Valley Public Library provides free service to residents of Nebraska, by connecting people with resources, encouraging community engagement, and providing access to a broad collection of materials.*

**Non-Discrimination Policy:** Valley Public Library is committed to the principle of equal opportunity in access, education and employment. The library does not discriminate against individuals on the basis of race, color, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

## MATERIALS SERVICE & FEES

**Use of Library Materials:** Use of all materials is free to the citizens of Valley, as well as every resident of Douglas County. Each cardholder is issued a number for checkout purposes. Checkout privileges are free to all residents of Valley and Douglas County upon being issued a library card (ref. Municipal code 1-1205). Checkout privileges for those outside of Douglas County are at the discretion of the Library Director and Board of Trustees. The use of the library or its services may be denied temporarily at the discretion of the Library Director. Access to library items valued at \$50.00 or more may be restricted if an outside organization (ie: Valley Police or a collection agency) are involved in recovery of library materials.

**Checkout:** Most materials – 4 weeks (limit 20)

Magazines – 1 week (limit 5)

DVDs – 1 week (limit 5 DVDs)

Playaway Audiobooks – 4 weeks (limit 5)

Read-Along Books – 4 weeks (limit 5)

Games & Puzzles – 4 weeks (limit 3; minors require the presence of a responsible adult)

Kits – 14 days (limit 1)

**Partnership Passes:** Valley Public Library offers a variety of passes to local cultural institutions free of charge. These passes may be checked out by library cardholders age 19 and older with library cards in good standing. Passes must be reserved online, or by speaking with a library staff member, and may be reserved up to 30 days before the date of visit. Passes are single use only, and each venue will determine the number of people admitted per pass or dates and times the pass can be used. Passes can be reserved for a venue every 30 days. Reserved but unused passes are considered checked out, and will apply to the 30-day waiting period.

**Fines:** Late fees are not charged on items returned in good condition. Fines for torn, marked or otherwise damaged items shall be assessed. Books damaged beyond repair are to be paid for, at replacement cost (ref. Municipal code 1-1206). A patron who is delinquent for the cost of a lost or damaged item will be denied all library privileges including the use of computers.

**You may not check out materials or place holds if there is a charge in excess of \$10 on your account.**

**Interlibrary Loan Policy:** Valley Public Library follows the Interlibrary Loan Procedures set forth by the Nebraska Library Commissions. Patrons who are interested in interlibrary loan should speak with a library staff member for more information.

**Copy Machine Fees:** Black & white copies and computer printouts are \$.10 each. Colored copies are \$.25 each. Faxes are \$1.00 for the first 5 pages, and \$1.00 per page for each additional page. **Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron.**

**Lamination Fees:** \$1.00 for each full-page (8.5x11) lamination sheet. Patrons using lamination services do so at their own risk. The library is not responsible for any damage done to items during lamination.

**Credit/Debit Card Acceptance:** Valley Public Library will accept a credit or debit card as a form of payment for transactions of \$5.00 or more. The library requires full payment of the transaction when a patron uses credit/debit for payment. The library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized transaction is suspected. The library will not accept credit/debit payments for cash advances or cash back, accept payments via phone or internet, accept transactions using multiple forms of payment, or offer refunds for transactions. The library accepts Visa, Mastercard, Discover, and American Express.

## HOURS & CLOSURES

**Hours:** The library is open 47 hours per week. The Library Director shall determine opening or closing the library for special reasons.

**Holiday Closure:** Valley Public Library follows the City of Valley's holiday closure calendar.

**Weather Related Advisories:** In the event of a tornado warning, all patrons will be escorted to the tornado shelter which is the vault located in the reception area.

**Advisories:** The library may close before or during a significant weather event at the discretion of the Library Director.

## FACILITY

**Meeting Spaces:** Regular scheduled meetings of the Valley Library Board of Trustees, The Friends of the Valley Public Library and the Valley Public Library Foundation may be held at the library. Meeting space is available for small business, civic and community groups and educational events provided there is no interference with normal library function. All meetings and events will require prior approval from the Library Director. Special events should not interfere with normal library function. Religious or political events are not allowed.

**Television Use Policy:** Television broadcast may be used in conjunction with library programming, or in the event of noteworthy local or national events or emergencies at the discretion of the librarian.

**Pet Policy:** Well-behaved and friendly pets, which are securely carried or kept on a leash at all times, are welcome in the library. Pets must be under control of someone at least 19 years of age. Handlers assume all responsibility for the pet's behavior while at the library. Any pet who misbehaves, or cannot be controlled by their handler, may be asked to leave the library.

**Display and Distribution of Free Materials:**

The purpose of this policy is to regulate the use of the bulletin boards and other information display areas in Valley Public Library.

Materials produced by the library which provide information on library programs, events, or services may be displayed on bulletin boards, at the desks, and in other display areas in the library. Because there is limited **space for display and distribution of free literature, library staff may** exercise discretion in displaying other materials.

- All postings will be approved at the discretion of the Library Director or designated library staff considering availability of space.
- Materials not related to the library, its support organizations or the City of Valley may only be posted on the bulletin board and at the designated display area for non-library information.
- Political campaigning and notices advocating, promoting, or fundraising for partisan political issues are not allowed.
- Non-profit, cultural, educational, humanitarian, self-help, employment, special events and promotions for local (Valley) businesses and organizations, and other community service postings for events or activities may be displayed for limited periods of time up to 30 days. Library staff will be responsible for removing notices. Notices will not be returned to the sponsoring organizations.
- Space constraints may warrant restrictions on size of posting.
- The bulletin boards are located in a public space, so postings must be appropriate for viewing by all ages. No nudity or profanity is allowed.
- The library reserves the right to restrict the geographic area from which materials will be accepted and to determine the frequency with which material may be posted for the same group.
- Use of the library's bulletin boards does not imply endorsement by the Valley Public Library of the events or services posted.

**Library Phone Use Policy:**

The Library Phone is not for public use. Exceptions to this policy are at the discretion of library staff.

**INTERNET**

**Computer Use Policy:**

Access to public computers is offered to those patrons with library cards in good standing. Patrons using the public computers should observe the following considerations:

1. Check in at the desk every time.
2. 30-minute time limit when others are waiting.
3. Do not interrupt another patron. If you have a question or problem, go to the desk.
4. No talking, humming, singing, etc. If you are working with someone, whisper if necessary.
5. Silence cell phones, and move phone conversations to another area.
6. Keep headset audio volume low enough that it does not disturb others. (If someone complains, it is too loud.)
7. No food or drink in computer area with the exception that cups with lids are allowed at the adult computers.
8. Children's computers are only available by permission. With the exception of parents/caregivers assisting children, adults are generally not permitted in the children's computer area when children are present.

Failure to observe these guidelines may result in your being asked to leave the library.

**Internet  
Use  
Policy:**

1. Restriction of a minor's access to the Internet is the responsibility of the parent or guardian. Parents are encouraged to work closely with children in selecting resources and supervising their child's Internet sessions. Valley Public Library will not restrict computer access for minors 8-18 years of age. Children under the age of 8 must be accompanied by a parent or guardian while using library computers.
2. The Valley Public Library reserves the right to implement software and hardware control mechanisms. However, with the implementation of these controls there is no guarantee that all inappropriate content will be inaccessible. Currently, filters/blocking technology which attempts to protect against obscenity, child pornography or materials harmful to minors are in operation. Users are responsible for the choice of sites they visit; however, library employees will conduct casual monitoring of patron's Internet usage.
3. The Library will attempt to prevent inappropriate network usage to the highest possible extent. Inappropriate usage includes (a) unauthorized usage also known as "hacking" and other unlawful activities, (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors, (c) unauthorized usage that jeopardizes the security access of the computer network or other networks on the internet, and (d) uses that involve the transmission or retrieval of threatening, obscene or harassing material.
4. For the safety and security of minors, select social networking sites will not be available on the youth computers. The following sites will be blocked at each computer: Facebook, Instagram, Twitter, Tumblr, Flickr, and Myspace.
5. Minors who are at least twelve years old may choose to use the adult or teen computers rather than the youth computers.
6. Failure to comply with the Internet Use Policy as defined may result in the loss of library privileges. Unlawful activities will be dealt with in accordance with library policy and/or established law, which may include referral to law enforcement agencies.
7. Library patrons are required to use headphones when listening to audio files. A limited number of headsets are available for checkout, upon request.

**Wireless  
Internet  
Access  
Policy:**

Valley Public Library offers wireless connection to the library's internet service.  
Please note:

The library staff cannot assist you with your laptop.

The library does not accept the liability of handling your equipment.

By choosing to use this free wireless service, you agree to abide by the library's internet access policy, which states the limitations of the library's internet access, your responsibilities for using that access and describes acceptable and unacceptable uses.

By using the wireless service, you also acknowledge that you understand that the use is at your own risk and the library is not responsible for any damage to your computer.

The library's wireless network is not secure. Information sent from or to the laptop can be captured by anyone with a wireless device and the appropriate software.

The library assumes no responsibility for the safety of equipment

## **PATRONS**

### **Patron Responsibility And Conduct Policy:**

All patrons must abide by the Rules of Conduct and proper dress is required in the library at all times, including shoes and shirt.

These Rules of Conduct are here to assure each visitor a quality library experience. Use of library facilities and resources implies acceptance of our Rules of Conduct, which are based on these basic principles:

- Respect other visitors and their right to have a positive experience at the Library.
- Respect Library staff, whose responsibility it is to help you get the most from your Library experience and to maintain a safe and comfortable atmosphere for all visitors.
- Respect all Library facilities, materials, computers, equipment, and resources, and understand and follow rules related to their use.
- Protect your personal property while visiting the library. The library is not responsible for lost or stolen property.

When questionable or inappropriate behavior occurs:

- Library staff members have the authority to enforce these Rules of Conduct.
- Depending on the nature and frequency of the behavior, consequences may include loss of Library privileges for a specified period of time up to and including a lifetime ban.
- Staff may call upon law enforcement to assist in managing some situations, including removal and/or arrest for trespassing customers who have been banned from library property and return before the ban has expired.

Unacceptable behavior includes but is not limited to:

- Behaving in a violent or threatening manner including abusing or harassing staff or other visitors verbally or physically, or using obscene or abusive language.
- Engaging in any activity or behavior that violates local ordinances or is illegal under State or Federal law, e.g. using alcohol, illegal drugs or behaving as though under the influence, smoking or use of tobacco in the building or within 25 feet of the entrance, possession of firearms or weapons, assault, etc.
- Creating a public disturbance, e.g. talking loudly in conversation, rowdy behavior
- Using electronic devices without headphones.
- Failing to attend a child.
- Failing to follow rules relating to use of materials, computers, equipment, and building.
- Interfering with free passage (blocking entrances, aisles, or exits)
- Stealing, mutilating, or defacing library materials and property.

Valley Public Library's Rules of Conduct help to ensure the safety and security of the staff and visitors as well as a comfortable and enjoyable library experience for all. Use of the Library's facilities and resources implies acceptance of the Rules of Conduct, and visitors who violate these Rules may have their Library privileges revoked and be banned and/or barred from the library's facilities.

**Enforcement:** Staff members may ask a visitor who is in violation of the Rules to leave Library property, and may call local law enforcement for assistance if necessary. The Library Director or a designee may use judgment when determining the length of a ban depending upon the severity of the offense.

**Length of Ban:** Based on the severity of the misconduct, an offender is subject to a ban for one day, one week, one month, one year or permanently with the possibility of appeal.

Ban Appeals Process: Those seeking the removal of a ban may appeal in the form of a written letter. The letter should contain the name of the individual in question and an explanation as to why the ban should be repealed. The Library Director will reply via mail within 10 business days after the receipt of such a letter. The Library Director may refuse to lift the ban or may choose to lift the ban and restore library privileges. Individuals not satisfied with the Library Director's response may appeal in writing to the Library's Board of Trustees. The Library Board will consider the appeal at their next regularly scheduled meeting. The individual will receive written notification of the Library Board's decision within 10 business days. Only one appeal is permitted.

The Valley Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of the unsupervised children in the library. Therefore, it is library policy that a parent or designated responsible person while in the library must accompany all children under age eight (8). Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. Parents are responsible for their children at all times while in the library; if appropriate behavior is not maintained, the family may be asked to leave by a staff member.

The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are continually disruptive will be given a warning that they must settle down or they will be asked to leave the library. If after a **second warning** the child continues to be disruptive, they will be asked to leave the library.

If the child needs to contact a parent, they may do so and then wait with a staff member until the parent arrives. (At no time will library personnel transport the child.)

Lost and found items will be donated or otherwise removed after 30 days.

## ACQUISITION POLICY

In addition to the circulating and non-circulating materials collection, acquisitions may include decorative and functional furnishings and art on the interior or exterior of the building. This policy is intended to address the acquisition of such items through purchase or donation.

**Gifts:** All monetary donations will be accepted. Acceptance of all other donations is at the discretion of the librarian. If materials are donated that cannot be used in the library collection, they will be turned over to Friends of the Library for their annual book sale which benefits the library.

Gifts to the library (or items and materials purchased with monetary donations to the library) are the property of the library. When such items and materials no longer benefit the library and serve patrons in the manner in which they were intended, they will be deaccessioned upon the recommendation of the Board of Trustees. With the exception of books/materials offered for sale through the Friends of the Library, deaccessioned items will not be given or sold to members of the library board, or the library staff.

Monetary donations for specific items, including books and other circulating and non-circulating materials, should be given to the Friends of the Valley Public Library or to the Valley Public Library Foundation. Gifts made directly to the library cannot be designated.

## Collection Development

**Literary Collection:** The Library Director shall be ultimately responsible for the selection and purchase of books and materials which best meet the interest and needs of the area under the conditions of the Library Bill of Rights and Freedom to Read Statement of the American Library Association.

**Censorship:** The library upholds the Freedom to Read Statement. If there should be any complaints, the complainant must first file the written complaint form with the Library Director. The form and material in question will then be reviewed and discussed at a meeting of the Library Director, Board of Trustees, and the complainant. A decision will be made by the Library Director as to whether the material should remain on the shelf until a final decision is made.

The responsibility for developing and maintaining the library's collection is delegated to the Director. The following will be considered in maintaining the collection:

1. Circulation statistics. The library maintains a record of circulation and makes an attempt to provide and keep materials that patrons use regularly.
2. Popular demand. In an attempt to provide materials that are relevant to this community, patron requests (informal or through interlibrary loan statistics) are given serious consideration, although are subject to the other general criteria.
3. Popular appeal. The librarians stay abreast of current trends and follow book release lists and bestseller lists.
4. Professional recommendations. The librarians read and evaluate recommendations and reviews from professional journals and other sources.
5. Appearance and quality of material. Materials will be repaired to the extent feasible, and decisions on replacement will be governed by other general criteria. Other quality criteria include, but are not limited to, strength and style of writing and currency of information.
6. Intended audience, relevance of subject.
7. Local or regional author or subject.
8. Significance of author/creator.
9. Cost of purchase or maintaining.
10. Available space or other limitations of the library regarding material format.
11. Balance of collection. This applies to balancing viewpoints as well as a balance of materials for different intended audiences.
12. Duplications. The library may purchase/keep multiple copies of popular materials, but once demand has subsided duplications will be deaccessioned.

The above points apply to new material purchases and donations of new or used materials. In order to keep the collection attractive and current, the collection is periodically evaluated for de-selection ("weeding"). Library staff will follow the above points and accepted professional guidelines (such as CREW), with adjustments as necessary for this specific community, in removing materials from the collection. Gift materials, including memorials, are subject to weeding guidelines.

The library cannot accept publishers' advance copies of books.

Cemetery Board materials: We store locally produced Cemetery Board materials in a designated cabinet. These will be non-circulating items which are open to public inspection when requested.

## GOVERNANCE & PROCEDURES

**Personnel:** Policies pertaining to library staff are governed by the City of Valley Personnel Manual. Library staff and board are encouraged to belong to the Friends group. However, current staff members and board members should not be officers in the Friends group or the Foundation in order to avoid possible conflicts of interest.

**Board of Trustees:** The board of trustees is made up of five (5) members serving terms as designated by city ordinance. The selection and duties of the trustees are also defined in this ordinance (ref. Municipal code 1-1201).

**Public Relations & Publicity:** The Library Director will periodically submit news items to the Douglas County Post Gazette. Notice of meeting dates is posted as appropriate one week prior to the meeting date.

**Advocacy:** The Valley Public Library aims to promote a comprehensive understanding of the library's objectives and services among governing officials, civic leaders, and the general public. The library will also promote active participation in the varied services it offers to people of all ages. Library staff and board members are encouraged to participate in a variety of activities that promote the betterment of library services for the community. In addition, library staff and board members are encouraged to advocate for libraries at local, state, and national levels.

**Evaluation:** An evaluation of the library's operations and policy will be made annually and revised as needed.

**Fire:** Do not panic, but do not underestimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. Regardless of whether the fire is contained, immediately call 911 or the fire department and then clear the building.

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

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problems.

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

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

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

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



**Patriot Act/Patron Confidentiality:** If law enforcement (to include Valley Police Department, Douglas County Sheriff, FBI, or any other agency) should enter the library and want to search the library with a subpoena, the person working at the time will first get in touch with the Library Director and Mayor, who will in turn contact legal counsel and the chief of police.

If a warrant is issued for a search, however, the person working at the time will abide with their request. The person will still get in contact with the Library Director and Mayor/legal counsel/police chief.

The person in charge should not reveal any information to anyone about the search other than to the Library Director/Mayor/legal counsel/police chief.

Library staff should not provide any information about patron records, accounts, or checkouts to any party without a warrant from a law enforcement agency, and only after checking with the Library Director.

## Appendix 1: Request for Reconsideration of Library Materials

The library board of Valley Public Library has delegated the responsibility for selection and evaluation of library 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 materials, please return the completed form to the librarian.

**Name:**

**Date:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Email:**

**Do you represent self? YES or NO Organization? (please name the organization)**

\_\_\_\_\_

**Resource on which you are commenting:**

\_\_\_\_ Book      \_\_\_\_ Audio Recording      \_\_\_\_ Other (please specify)

\_\_\_\_ Video/DVD      \_\_\_\_ Newspaper

\_\_\_\_ Display      \_\_\_\_ Electronic information/network  
(please specify)

\_\_\_\_ Magazine

\_\_\_\_ Library Program

**Title:**

**Author/Producer:**

**What brought this resource to your attention:**

**Have you examined the entire resource?**

**What concerns you about the resource? (use other side or additional pages if necessary)**

**Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## **Appendix 2: Microscope Kit Circulation Policy and User Agreement Form Valley Public Library**

1. Valley Public Library's microscope can be checked out card holders who are 19 years of age or older AND in good standing. The cardholder must present current I.D and sign a Lending Agreement.
2. The microscope can be checked out for a maximum of two weeks with no renewal. Once the microscope has been checked out to a particular household, the household members must wait one month before taking it out again.
3. The microscope must be returned inside the library during normal library hours and must be given directly to library staff when returned. DO NOT leave the microscope outside of the library or in the library's lobby, or leave it unattended at any library desk.
4. Please be aware that library staff must check multiple aspects of the microscope before accepting it back. In addition, all materials contained in the microscope package must be present for the item to be considered returned. If the microscope is overdue 14 days or more, the full replacement cost (\$500) will be charged to the borrower.
5. Borrowers must return the microscope and all accompanying materials in good condition. When borrowing the microscope, patrons accept full financial responsibility for it and its accessories while in their possession and understand that they shall be responsible for all costs up to \$500 associated with damage to, loss of, or theft of the microscope during the period it is checked out. The condition of the returned microscope will be determined by library staff.
6. The microscope may not be loaned to anyone other than the borrower who signs the agreement with the library. Children should use the microscope only under the supervision of a responsible adult.
7. Please treat the microscope with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. Do not attempt to clean the microscope with any chemicals or liquid or store the microscope outdoors.
8. The borrower is responsible for reading the instruction sheet for proper care and use of the microscope. The borrower agrees to assume all risks with use of the microscope and not to hold Valley Public Library liable for any damages to the borrower or others as a result of microscope use.

### User Agreement

I agree to return this kit and all listed contents to the Valley Public Library within the checkout period. I agree to be responsible for paying for lost or damaged microscopes and other contents of the kit.

Signature\_\_\_\_\_

Patron ID\_\_\_\_\_

Library staff initials & date\_\_\_\_\_

Attach copy of driver's license or ID here

**Appendix 3: Telescope Circulation Policy and Agreement Form  
Valley Public Library**

1. Valley Public Library's telescope can be checked out card holders who are 19 years of age or older AND in good standing. The cardholder must present current I.D and sign a Lending Agreement.
2. The telescope can be checked out for a maximum of two weeks with no renewal. Once the telescope has been checked out to a particular household, the household members must wait one month before taking it out again.
3. The telescope must be returned inside the library during normal library hours and must be given directly to library staff when returned. DO NOT leave the telescope outside of the library or in the library's lobby, or leave it unattended at any library desk.
4. Please be aware that library staff must check multiple aspects of the telescope before accepting it back. In addition, all materials contained in the telescope package must be present for the item to be considered returned. If the telescope is overdue 14 days or more, the full replacement cost (\$500) will be charged to the borrower.
5. Borrowers must return the telescope and all accompanying materials in good condition. When borrowing the telescope, patrons accept full financial responsibility for it and its accessories while in their possession and understand that they shall be responsible for all costs up to \$500 associated with damage to, loss of, or theft of the telescope during the period it is checked out. The condition of the returned telescope will be determined by library staff.
6. The telescope may not be loaned to anyone other than the borrower who signs the agreement with the library. Children should use the telescope only under the supervision of a responsible adult.
7. Please treat the telescope with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures, and from being dropped. All covers should be kept attached to the Telescope at all times. Do not attempt to clean the telescope with any chemicals or liquid or store the telescope outdoors. Keep the dust caps on the front of the telescope and on the eyepiece when not in use. Make sure to turn off the viewfinder when not using it.
8. The borrower is responsible for reading the instruction manual for proper care and use of the telescope. The borrower agrees to assume all risks with use of the telescope and not to hold Valley Public Library liable for any damages to the borrower or others as a result of telescope use.
9. Never look directly at the sun with the telescope. Blindness could result.

**User Agreement**

I agree to return this kit and all listed contents to the Valley Public Library within the checkout period I agree to be responsible for paying for lost or damaged telescopes and other contents of the kit.

Signature\_\_\_\_\_

Patron ID\_\_\_\_\_

Library staff initials & date\_\_\_\_\_

Attach copy of driver's license or ID here