

# **RICHMOND PUBLIC LIBRARY POLICY**

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**The Official name of the library will be the  
Richmond Public Library**

**STATEMENT OF PURPOSE**

**The purpose of the Richmond Public Library is to provide materials to patrons in the community for educational and recreational purposes.**

**Richmond Library Mission Statement:**

The Richmond Library strives to provide quality materials to the patrons of the community and to meet the educational and recreational needs of the library and the community.

In pursuing our mission, the Richmond Public Library

- Serves as a reference and information center
- Provides materials and programs in a variety of formats to stimulate the communication of ideas and enlighten and enrich personal lives.

**Objectives:**

**Long Range objectives:**

To meet the needs of the library and the community and to keep our Technology upgraded.

**Short Range objectives:**

To get more patrons to use the library

## **SERVICE POLICY**

### **Physical Facilities:**

The Richmond Public Library is located at 107 East Central, Richmond Kansas. The Library staff and volunteers strive to keep the library clean and in good repair.

### **Library Hours**

Monday	2:00 – 6:00
Tuesday	CLOSED
Wednesday	10:00 - 6:00
Thursday	10:00 - 6:00
Friday	2:00 – 6:00
Saturday	12:00 – 3:00
Sunday	CLOSED

### **Closing for Holidays:**

The Richmond Public Library observes all established Federal holidays. The Library Director has the discretion to open the library on holidays. Established Federal Holidays are: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. In addition, the Library will be closed the Friday after Thanksgiving, Christmas Eve day, and New Year's Eve day. The Library Director has the discretion to have the Library open on any designated holiday.



## **Library Services Offered:**

Regular library books and magazines may be checked out for a period of three [3] weeks. Books and special materials may be ordered from interlibrary loan [ILL] for any patron. Shelves for the exchange of books will be maintained in a specific area of the Library. Books on these shelves may be taken and returned or exchanged with other books on the exchange shelves. There is no limit on the number of books that may be taken from the exchange shelves.

DVDs, TV shows, and Launchpad may be checked out for two [2] weeks. Music CDs and video games may be checked out for one [1] week. Music CDs, DVDs, TV shows, and Launchpad may also be borrowed from ILL, for any patron. If a book, music CD, or DVD is checked out a patron may ask to have it reserved. A system hold will be input to enable the librarian or volunteer to contact the patron when the item is returned to the library. Any tablet is for in-library use only.

The Library offers a disc cleaning service. This service is at patron's own risk. The charge for disc cleaning is \$1.00 per disc. Before service is performed, patron must sign a statement that they have read and understand the Library's policy. Only Library employees are allowed to perform this service.

If the Library is not open, there is a return box located at Beachner Grain [next door to the library] for return of materials.

## **Library Card Registration:**

Any person wishing to acquire a Richmond Public Library card will need to show their driver's license or state issued identification card, or provide their social security number. If the individual is 17 years of age or under, the parent's or guardians identifying information will also be required. The individual will also have to provide a current address and valid telephone number. Patrons who move or change their telephone number should notify the library so the patron's records can be updated. Failure to do so could result in loss of library privileges.

**Patron Purge Policy:**

Patron accounts that have been expired for more than three [3] years, have a \$0.00 fee balance, no attached guarantee accounts, no outstanding hold requests, and no checked out items will be purged from the system at least twice per year.

Patrons accounts that have been expired for more than three [3] years, have a fee balance, have attached guarantee accounts, have outstanding hold requests, have checked out items, or have any combination of these conditions may be deleted at the discretion of the Library Director.

**Library Cards:**

The Richmond Public Library will issue one [1] library card free of cost for each patron number. If said card is damaged or lost there will be a \$1.00 replacement charge for each card.

## **Lending Library**

### **Who May Borrow:**

Any Kansas library and individuals who have a valid NExpress Regional library card may borrow books, video games, music CDs, videos, and DVDs from the Library or through Interlibrary Loan.

### **Exclusions From Loan:**

Certain materials designated “To be used only in the library” may not be checked out.

### **Book/Movie Reserve Service:**

Books/movies may be reserved upon request.

### **Limit On Amount Of Materials That Can Be Borrowed At Any One Time:**

Seven [7] DVDs or TV shows per card, no limit on books per card, three [3] music CDs per card, three [3] video games per card, one [1] Launch pad or tablet per card.

### **Length of Loan Period:**

Three [3] weeks for books

Two [2] weeks for DVDs, TV shows, and Launchpad.

One [1] week for music CDs and video games.

### **Renewals:**

Patrons are allowed three [3] unless on books that have been placed on hold.

Patrons are allowed one [1] renewal for movies, Launchpads, music CDs, and video games.

### **Books Return Services:**

There is a return box at Beachner Grain (next to the library).

**Music CD and Movie Video Policy:**

It is the policy of this library that no one shall be denied the right to check out a music CD or movie video according to its rating. Any person who checks out library material will be responsible for any charges for late, lost or damaged items. The library will **NOT** be held responsible for the content of any CD or video checked out of this library. It will **NOT** be the responsibility of the library to deem what is appropriate for younger children to watch. It **WILL** be the responsibility of the child's parent/guardian to deem what is appropriate.

**Interlibrary Loan [ILL]****ILL – Patron Use:**

A patron must have a NExpress library card to ILL. The library will pay regular shipping cost for ILL's, if necessary.

**ILL – Borrowing Library:**

ILL items will be treated the same as our own items. Check out times will be the same unless otherwise specified.

**ILL – Lending Library:**

Leniency will be allowed due to delivery times. Fines are the responsibility of the receiving library. ILL's will be held for seven [7] days for pick up. If not picked up at the end of seven [7] days the item will be sent back to the originating library.

**Library Use Charges [overdue]:**

Fines are the responsibility of the individual to whom the card is issued. If the individual is 17 years of age or younger, the parent or guardian is responsible for the fine.

A fifty cent (\$.50) charge per week not to exceed \$3.00 per item will be assessed for all books, DVDs, music CDs, videos and/or periodicals that are not returned within seven [7] days after the due date.

Late notices will automatically be sent via email. It is patron's responsibility to keep contact information up to date. If no email is provided, the first notice may be made after one week late.

Items late or lost for 13 months will be automatically charged replacement cost and any accrued fees and can no longer be returned.

After the library fines have accrued to \$10.00 and/or is 45 days overdue, library privileges will automatically be suspended until the matter is settled. Library privileges may be reinstated when the Library Director can be assured that patron will return material in a timely manner.

Upon library materials being three weeks late, the cost of postage may also be added to the fine. If patron accrues more than \$50.00 in fines, patron's name and information will be sent to the State for collection purposes. Amount owed will include cost of missing library material and fines. The Library Board sets costs for replacement items. These costs are set out in the NExpress system.

If the patron pays their fine by check and said check is returned, the Library will require a fifteen dollar [\$15.00] returned check fee plus any fees assessed by the bank. The library will accept cash only for fees on returned checks and accrued fines.

## **Charges for Lost or Damaged Materials:**

The Richmond Public Library understands that books and media experience normal wear and tear as they are used. The library balances normal wear and tear against damages that might make the public reluctant to use the material.

Readability is one consideration; appearance is another. The guidelines cover any material that the library checks out to the public. As regulated by state statute, all damaged and withdrawn materials remain the property of the library.

Fees for damages materials will be charged when the condition of an item makes it unsuitable to be returned to the collection.

Patrons are discouraged from replacing a damaged or lost item with an item purchased personally. Any request to do so must be cleared by the Library Director in charge of the collection. For out of print items, the Library Director will determine a fair value based on the type of material lost or damaged and select a similar replacement item.

Normal wear and tear or minor damage is to be expected as items circulate. This includes: book falling from spine; frayed edges; tears on spine channel; CD, DVD, or cassette case replacement; paper dust jacket torn/marked; and pages torn.

Examples of major damage that require withdrawal of materials include: animal chews/teeth marks; liquid damage; pages stuck together; extensive marking/comments; pages marked/burned/missing; cracked/broken/chipped discs; and swollen/mildewed; odoriferous.

Patrons will make restitution as determined by the Library Director for damages to material[s]. If the patron loses material[s], said patron will be expected to pay cost of the material[s] as set by the Library Director. If the individual is 17 years of age or younger, the parent or guardian is responsible to make restitution. If the item is found after restitution has been made, the Board will determine whether partial reimbursement will be assessed. If six [6] months have passed since restitution was made and the item is returned, there will be no patron reimbursement.

## **Lost and Found**

Items left at the Richmond Public Library will be held for six (6) months. After six (6) months, left items become the property of the library and the staff will dispose of the item at their discretion. The Richmond Public Library is not responsible for lost items. If a patron believes they have left their personal property at the library, the patron should contact the library staff. Flash drives and/or CD's will not be opened by library staff to ascertain to whom the items belongs.

## **Spring Break:**

The Richmond Public Library will try to have at least one [1] program or event during the Central Heights spring break. The Director will be in charge of planning the program or event.

## **Summer Reading Program:**

The Library will have a summer reading program each year. The Director is in charge of the summer reading program. The Library will try to have at least two [2] summer reading events each month of the program. More may be scheduled as money and time allows.

## **Use of Meeting Rooms by Non-Profit Groups and Organizations:**

The library may be used as a meeting place for small groups by making arrangements in advance.

Non-profit groups and organizations, if they wish, may meet at the library upon approval of the Library Director. If the meeting is held after Library hours, the group or organization needs to coordinate with the Library Director a day in advance. A Library employee will be present at all meetings.

Light refreshments, excluding alcoholic beverages, may be served.

Anyone using the library meeting room will be responsible for setting the room up according to their own needs and then restoring the room to the order in which it was found.

The library will not be listed as a sponsor for any non-library meeting.

There must be at least one [1] adult present, other than a library employee, at all functions.

### **Unattended Child Policy:**

It is the policy of the Richmond Public Library that children five [5] years of age or younger need to be supervised while in the library. The individual supervising the child five [5] years of age or younger should be at least nine [9] years old. If a child five [5] years of age or under is unsupervised in the library said child will be sent home. If a child shows up more than three [3] times without supervision the parents or guardian of said child will be sent a copy of this policy with a note that child is not allowed back into library without proper supervision.

### **Library Complaints:**

Persons wishing to file a complaint about the Richmond Public Library should do so by contacting the Library Director. If the Director cannot resolve or explain the issue, she/he will then advise the Board of the issue. If said person wishes to speak to the Board, they may do so by asking to be put on the agenda of the next Board meeting.

Persons wishing to file a complaint about the library director should contact the current library board chair. If wishing to file a complaint about any other library employee, the individual should contact the Library Director.



## **Library Material Challenge:**

It is the policy of the Richmond Public Library that we will listen to any patron who challenges library material. Patrons wishing to challenge any material in the library will be required to fill out a “Request For Reconsideration Of Library Resource” form [found in Forms section of this manual] and submit it to the Library Director. The Director will read the form and review the material. The material will then be reviewed by at least one [1] Board Member and be discussed at the next Board meeting. The Board will then hold a discussion about the material, and the patron will be notified of the decision.

If the patron disagrees with the decision, they may choose to address the Board in person. If they request, the patron will be put on the agenda of the next board meeting, or the patron may ask the Board Chairman to hold a special meeting. The decision about a special meeting will be left up to the Board Chairman.

### **Steps for a request for reconsideration of library resource:**

1. Fill out form
2. Give form to Director
3. Review of material
4. Book discussed at Board meeting
5. Decision made on material
6. Patron informed of decision

## **American Disabilities Act [ADA] Plan**

The Richmond Public Library embraces the primary goal of the American Disabilities Act [ADA] of 1990 to eliminate discrimination against people with disabilities. The Library’s ADA Plan can be found in Appendix C of this manual.

# **RESOURCE COLLECTION POLICY**

## **Who Selects Books:**

The Library Board is responsible for the library collection. The Board has given the Director the responsibility as part of his/her job description. The Director will buy/order books, magazines DVDs, music CD's, videos and other appropriate Library material. The Director will take into consideration requests from Library patrons, staff and the Library Board. The final decision will be left up to the Library Director.

In compliance with our constitutional right of freedom of speech and freedom of the press, the Library will attempt to provide the widest range of viewpoints based on the quality, cost, and availability of the materials for purchase, as much as the Library budget allows.

## **Suggestions:**

Book and movie suggestions are welcome from patrons and Trustees.

## **Criteria for selection:**

Materials are selected to meet the reading needs of the community. We strive to have material with literary and cultural value, as well as books that are merely for entertainment.

## **Library Bill Of Rights:**

We subscribe to the "Library Bill Of Rights" found at Appendix A.

## **The Freedom To Read:**

We subscribe to “The Freedom to Read” statement. This statement is with our library policy (found at Appendix B) and also displayed, in part, on the library wall.

## **Special Collections:**

Special books and items given to the library that are not for patrons to check out will be kept in the cabinet on the adult side of library. These items include old school annuals, old maps, and Richmond history items. These items may be viewed in the library with permission by the Library Director.

## **Local History:**

The library will strive to keep a record of as much of the local history as it can. We have books in our Kansas collection, as well as our Genealogy collection.

## **Memorials and/or Gifts: Books, movies and other items:**

We will gladly accept donated books, DVDs, music CDs, and videos and add them to our circulation if they are deemed useful for the Library. Excess books will be sold for the benefit of the Library. If they cannot be sold, they will be taken to the thrift shop in Garnett. If the material is not useful to the Library [i.e. pages falling out, mold, torn pages] or accepted at the thrift shop it may be destroyed. A Donated Library Material Form [found in the Forms section of this manual] may be requested at the time of the donation. If patron wishes to have a value put on the form, the Donor must set the value. Other gifts such as food or clothing may be accepted by the librarians. Food will be for all Library staff to share. Gifts other than food will be deemed Library property. Exception will be gifts given to staff at NEKLS events. Memorials will become library property after two (2) years.

**Rebinding:**

If a book is new, a best effort will be made to repair. The Director will make the determination on whether older books are worth saving.

**Withdrawal and Discard [Weeding]:**

The Library needs to continuously evaluate its collection in response to the changing nature of its community through the weeding and replacement of its titles. The weeded material will then be sold for profit to the library or discarded if in bad shape.

The process will be done by the librarians and may be assisted by a trained volunteer. Weeded material in fair condition will be sold. All proceeds will go to the Richmond Public Library. Any non-usable material will be discarded.

**Surplus Property**

Surplus property (i.e., furniture, shelving, etc.) will be sold with proceeds to the Richmond Public Library. Any non-usable items will be discarded.

## **PUBLIC RELATIONS POLICY**

### **Publicity News Releases:**

New releases are sent to the Franklin and/or Anderson County newspapers. They are also reported in the Library newsletter.

### **Human-interest stories:**

Human-interest stories are sent to the Franklin and/or Anderson County newspapers and may also be sent for publication in the NEKLS newsletter.

### **Media Requests:**

The Library Director or the Board Chairman shall serve as contact persons for the media and will respond to media requests for information and interviews. If these individuals are unavailable to take requests, Library staff will take a message from the media and convey it to a contact person at the earliest opportunity.

### **National Library Week:**

National Library Week is observed with our annual ‘Open House.’

### **School – Public Library Relationship:**

The Library will cooperate anyway we can. The Library will sponsor a summer reading program for local children. We will work with other organizations to sponsor special programs. In addition, the Library may participate in book fairs held at Central Heights School.

## **Community activities:**

The Library will try to enter a float in the Richmond Fair parade, participate in activities at the school, and co-sponsor activities with local clubs.

If space permits and time allows, there is also a Library display up during the Richmond Free Fair.

## **Friends of the Library**

Friends of the Library is an organized group who helps to make building repairs and supports us with gifts of books, videos and money. The Friends group also assists with fundraisers.

## **Displays:**

Informational displays are welcome in the window or on the bulletin boards with approval of the Library Director.

## **Talks:**

As budget permits, book talks and informational speakers will be hosted by the Library.

## **Book Lists:**

A list of new books is noted in the Library newsletter.

## **Community Service Hours:**

The Richmond Public Library will offer community service hours. The Library Director will have the option to offer community service hours on a person by person basis. Individuals needing to complete community services hours will have to agree to show up at the library at specified times and do the job that is given to them without complaint. Individuals who will not cooperate will be asked to leave and no credit will be given.

## **Freedom of Information (FOIA) and Kansas Open Records (KORA) Requests:**

The Library Director is the Freedom of Information (FOIA) and Kansas Open Records Act (KORA) liaison. All other employees will direct patrons to the Library Director when asked to provide this type of information. All employees must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

Request for information on library, archive and museum materials that have restrictions imposed as conditions of a contribution shall not be provided. Requests for information regarding patron registration records, circulation, or loan records which pertain to identifiable individuals shall not be provided. The Richmond Public Library does not maintain these records in electronic format and any request would have to be forwarded to the Northeast Kansas Library System (NEKLS).

All requests for information must be submitted in writing to the Library Director. A form will be provided upon request. Patrons who request records under FOIA or KORA will be required to pay 25 cents per page and a \$15.00 fee for staff time utilized for this function.

## **PERSONNEL POLICY**

No aspect of employment with the library will be influenced in any manner by race, color, religion gender, age, national origin, disability, veteran status or any other basis prohibited by law

### **Number of Paid Personnel:**

The Richmond Public Library shall have no more than four [4] paid personnel. The Board of Trustees will be responsible for the hiring of the Library Director. The Library Director will be responsible for the hiring of no more than three [3] additional personnel.

### **Personnel appointment:**

The Board of Trustees hires and fires the Director. The Director hires other employees and assigns their duties. The Director will also be responsible for firing other employees and volunteers.

### **Volunteers:**

Volunteers are welcome to help at any time but must be approved by the Director.

### **Tenure:**

The Board of Trustees will evaluate the Director's job performance every September. The Director will evaluate other employees' job performance every September.



## **Job Descriptions:**

### **Library Director:**

The Library Director will advise the staff of their job duties, hire and fire employees, fill out all required paperwork, keep the web page up to date, check library email and list services, and make the agenda for monthly Board meetings. He/she will also be responsible for making sure the Library newsletter is composed, edited, printed and distributed each month. He/she will buy all Library materials, as needed. He/she will also have the same responsibilities as the Circulation Desk Clerk when none is on duty. He/she will be responsible for keeping the Board apprised of the actions and/or events at the library, and will be expected to attend monthly Board meetings. He/She will be the only one responsible for determining when Library materials are overdue and setting the appropriate late fee. The Director will attend at least two [2] workshops per year and have the ability to travel to said workshops, and have a general knowledge of computers. He/she will be responsible for Story Time and all other reading and/or programs in the library.

The Library Director will act as the Freedom of Information Officer with regard to information requests submitted under the Kansas Open Records Act.

This employee must have a high school diploma or GED. Part of this job may involve lifting heavy objects. This employee must be at least 18 years of age and have a general knowledge of different genres [categories or types].

The Library Director must be certified by the State Library of Kansas or the equivalent as specified by NEKLS. The Library Director will have three [3] years from the date of hiring to complete this certification requirement.

This position is classified as a full-time, FLSA non-exempt employee: 20+ hours a week: must be available to work weekdays, evenings, and weekends. This employee reports to the Library Board of Trustees. There is no other supervision.

**Circulation Clerk:**

The Circulation Desk Clerk may be asked to work when other employees take vacation or sick leave and will be paid their regular hourly rate. This employee will help with the Summer Reading, and any additional special programs, when needed. He/she will keep track of the daybook, keep the library clean, watch over use of the computers, check library materials in and out of the library and other duties as assigned. He/she will be offered the opportunity to voluntarily attend workshops.

This employee must have a general knowledge of computers. This employee must have a high school diploma or GED. Part of this job may involve lifting heavy objects. This employee must be at least 18 year of age and have a general knowledge of different “Genres” [categories or types of books] or be willing to learn.

This position is classified as part-time, FLSA non-exempt employee: 5+ hours a week: must be available to work weekdays, evenings, and weekends. This employee reports to the Library Director. There is no other supervision.

**NEKLS Employees:**

Employees paid by NEKLS will only check materials in and out of the library, keep track of daybook, and watch over use of the computers. The NEKLS paid employee will also have a general knowledge of computers.

**Volunteers:**

The Director will find an appropriate job for volunteers. This will be thought of as a job and volunteers are expected to show up on time when scheduled.

**Full-time and Part-Time Classification:**

For the purpose of this policy, full time will mean 20 hours or more a week. Part time will mean less than 20 hours. Weeks will be Sunday through Saturday.

**Conflict of Interest:**

No employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

## **LIBRARY PAY SCALE:**

### **Library Director:**

The Library Director will be paid according to the current NEKLS accreditation standards. The Director will be paid an hourly rate for librarian duties and up to three (3) hours per week of administrative time through the 15th of each month. The Library Director will be paid hourly wages if working for another employee, going to NEKLS workshops, and programs or special projects. The Director will be paid when attending Board of Trustee meetings.

The Board will take into consideration schooling, degrees and continuing education [CE] credits when setting and raising the hourly rate for the Library Director. The Board will strive to pay the Library Director higher wages as they accumulate more training [e.g. CE hours]. The Board will give the Library Director an official evaluation annually in September. The Board will give the Library Director a yearly cost of living raise in November based on the annual evaluation and will strive to meet the NEKLS pay scales, as the budget allows. The cost of living raise will become effective with the first paycheck of the next year.

The Library Director will be paid holiday pay when a holiday falls on their normal workday. If the Library Director determines to open the Library on a holiday, he/she will receive their regular hourly wage for hours worked plus holiday pay that excludes administrative hours worked. The Library Director will also be offered a set mileage each month for Ottawa and Garnett trips. This amount may be raised as the Board sees fit.

### **Circulation Desk Clerk:**

The Circulation Desk Clerk will be paid at least minimum wage as set forth by the federal government and/or the State of Kansas. This position's pay scale will not exceed \$10.00 per hour. The employee may be eligible for a yearly raise, if the Board so votes and the employee has been employed for one [1] full year. This position will be paid scheduled hours when attending CE training on scheduled work days and up to two [2] hours on unscheduled days.

The Circulation Desk Clerk will be paid an hourly rate through the 15th of each month.

The Library Director will evaluate the Circulation Desk Clerk annually in September and make recommendations in November to the Board regarding a possible pay raise. The Board will strive to give a raise, as the budget allows. If a cost of living raise is approved, it will become effective with the first paycheck of the next year.

## **ANNUAL AND SICK LEAVE:**

**For use in this policy, the Library will use a regular calendar year January 1 to December 31 of each year. For use in this policy, days eligible for pay will be days that the employee usually works.**

### **Library Director:**

After having been employed by the Library for at least one [1] full year the Library Director shall be entitled to annual paid vacation of 30 hours a year. After being employed for five [5] years, the Library Director shall be entitled to 60 hours a year. After being employed for 15 years, the Library Director shall be entitled to 90 yours a year. After being employed 20 years, the Library Director shall be entitled to 120 hours a year. The Board Chair shall be informed when the Library Director will be on leave, training, or other Library business. All vacation time must be taken within the calendar year. The Library Director will receive a check for any unused vacation time on December 31st of the calendar year. Vacation time cannot be carried over from year to year, and accrued vacation time will not be paid upon resignation or termination.

After having been employed by the Library for at least one full year, the Library Director shall be entitled to paid sick leave of 36 hours a year. After being employed for 10 years, the Library Director shall be entitled to paid sick leave of 54 hours a year. Sick leave days may not be carried over from year to year. Accrued sick days will not be paid upon the Library Director's resignation or termination.

### **Other Employees:**

All other employees working at least 20 hours a week and have been employed by the Library for at least one full year shall be entitled to three [3] paid sick days. Sick leave days may not be carried over from year to year, and accrued sick days will not be paid upon the employee's resignation or termination.

## **OTHER LEAVE:**

### **Bereavement Leave:**

An employee experiencing a death in the family will be granted days with pay as follows. Days eligible for pay will be days that the employee usually works, providing employee has been employed with the Library for at least one [1] full year.

If working at least 20 hours a week, an employee will be granted three [3] days leave with pay. If normally working less than 20 hours a week, employees will be granted one [1] day leave with pay and allowed up to two [2] days that will not be counted as an unexcused absence.

Bereavement leave applies to the death of spouse, significant other, child, parent, parent of spouse or significant other, grandparents, grandchildren, brothers, sisters, aunts, uncles, brothers and sisters of spouse or significant other, or other relative residing in the employee's household.

### **Civil Leave:**

An employee shall be paid necessary time off with pay for the following. Days when an employee usually works provided that the employee has been employed with the library for at least one [1] full year.

- A. Jury duty
- B. Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the library.

**Leave Without Pay:**

Employees may request to take leave without pay, depending on their personal situation. Granting leave is the discretion of the director, and depends entirely on the circumstances of the library and the role the employee plays. If leave without pay is approved, it may be used only if all vacation and sick leave if applicable, is exhausted. For positions that do not include vacation time or sick leave, an employee may take leave without pay as a way to travel, or if they are unable to work. Excessive leave without pay is not acceptable and may lead to disciplinary action for excessive absenteeism. Failure to return to work at the end of the approved personal leave of absence will be considered a voluntary resignation.

**Family Leave:**

Any library employee who has a new child by birth or adoption will be allowed up to six [6] weeks off without pay, but with the guarantee of continued employment when done with said leave.

**Paid Holidays:**

In addition to established Federal holidays, the following days shall be paid holidays for employees that have been employed for at least one [1] full year and are working at least 20 hours a week, provided that the day is one they would normally work: Friday after Thanksgiving and Christmas Eve Day, and New Year's Eve day. The Board has given the Library Director the option to be open on any holiday.

**Employee Complaints:**

Employees who wish to register complaints must do so with the Library Director. The Library Director will have final say in resolution of employee complaints.

If the Library Director has a complaint, he/she will register their complaint with the Board of Trustees.

**Continuing Education:**

Any Library employee who attends CE workshops will be offered some compensation for workshop attendance. Employees driving to and from NEKLS approved workshops and events will be offered mileage. Travel time will be counted from time of departure to workshop destination, and time of end of workshop to immediate return to Richmond. The Library Director will be paid for time and travel to CE workshops. Other Library staff will receive their normal hours of pay when attending CE workshops on their regular workday[s]. Employees will be reimbursed for meals if they have a receipt. Meal costs should not exceed \$25.00 per person, per meal. Whenever possible, meals should be charged on the library credit card, with a receipt.

**Other Workshops and Meetings:**

The Library Director will be paid for time and travel to all workshops or other Library related meetings.

Other library employees who attend library-oriented workshops or programs may be offered some reimbursement, with the approval of the Library Board.

**Tobacco, Alcohol & Drugs:**

Public libraries in Kansas are legally designated as non-smoking institutions under K.S.A. 21-4009.

No employee or volunteer may use, possess, sell, transfer, purchase or be under the influence of alcohol, or controlled substances, unless prescribed by a licensed physician or nurse practitioner, while on library property or library business. Repeated violations of this policy shall lead to disciplinary action and possible termination.

**Library Staff & Volunteer Service Recognition:**



Library staff and volunteers will be acknowledged for their service every five [5] years. Acknowledgments will be based on Library's budget.

**Patron Privacy:**

Any information supplied to the Library (or gathered by it) shall not be given, made available or disclosed to any individual (except the individual patron in question or parent/guardian serving as guarantors for minor children accounts) corporation, institution or government agency without a valid process, order or subpoena. The Richmond Public Library adopted the NExpress Libraries "Patron Privacy and Confidentiality Statement" on November 19, 2015 (found at Appendix H).

**Loyalty Oath**

Pursuant to K.S.A. 75-4308, employees shall be required to subscribe in writing to the oath set out in K.S.A. 54-106. This document should be notarized in order to attest to both their authenticity as well as the identity of the parties signing it. Once completed, these documents should be signed and dated, and stored with personnel files in a secure location.

**Confidentiality Clause:**

Librarians will give as much assistance as possible to patrons in library, while not ignoring other patrons or responsibilities. Library employees will NOT discuss patron's information, questions, or anything to do with patrons with others (except a parent/guardian serving as guarantors for minor children accounts).

**Injury:**

All injuries that occur on the job, however slight, should be promptly reported to the Director. If the Director is injured, she/he should inform the Board Chair.

**Continuing Education Rewards:**

Library staff and Board members will be acknowledged for certificates awarded for continuing education and certification by the State Library of Kansas. The acknowledgments will be based on the Library's budget.

**Emergency Procedures:**

In the event of an emergency, please refer to the emergency procedures sheets. The emergency procedures sheets are located in the following places:

- the daybook on the front desk
- the employee's handbooks
- the Library Board Chair's policy manual, and
- on the back wall by the thermostat in the adult section.

**Library Closings:**

The Library may be closed at the discretion of the Library Director with notification to the current Board Chair.

**Library Keys:**

The Library Director and employees shall have a key to the front door. Volunteers shall be given a key the day before they are to work in the absence of the Library Director or other employee. The key shall be returned the next business day after return of the Library Director.

The Library Board Chairman shall have a key to the front door of the library in case of emergency. Other members of the library board shall not possess their own library key.

The Library Director and the Board Chairman shall have a key to the portable safe. The safe is maintained by the Board Chairman. Other members of the library board shall not possess their own key.

The Library Director and Board Treasurer shall have a key to the library office safe. Other employees or members of the library board shall not possess their own key to the office safe.

The Library Director shall have a key to the east side back door. A spare shall be maintained in the office safe.

The Library Director shall maintain a log of all library keys.

## **EXPECTATIONS OF RICHMOND PUBLIC LIBRARY EMPLOYEES AND VOLUNTEERS**

1. Employees and volunteers will be courteous.
2. Employees and volunteers will keep track of the daybook.
3. Employees and volunteers will keep the library neat.
4. Employees and volunteers will check books in and out.
5. Employees and volunteers will put books on shelves in the right order and will straighten the shelves.
6. Employees and volunteers will keep an eye on patrons and provide assistance as needed.
7. Employees and volunteers may allow patrons to watch videos on the television in the adult section as long as they are not being rowdy.
8. Keep others away from computer when someone is using it unless patron wants to share.
9. If an employee or volunteer does not know what to do, call Director.

Connie Weber [785-835-6470 cell# 785-418-6795] if she's not home call current board chair [number will be in book on desk.]

# **TRUSTEE POLICY**

## **BYLAWS**

### **Time and Place of Regular Meeting:**

Regular monthly meetings will be held at the Richmond Public Library. Monthly meetings will be held on the second Thursday of the month at 6:30 p.m., unless otherwise ordered by the Board. The regular meeting in May shall be the annual meeting.

### **Executive Sessions:**

If the Board needs to discuss personnel or privacy issues during a meeting, the Board will go into executive session. Executive sessions may be called within any regular or special meeting in accordance with K.S.A. 75-4319 provided NO binding action shall take place during said executive session and provided the purpose of the executive session is stated. Motion shall include justification, subject to be discussed, additional parties to attend, and length of session.

### **Special Meetings:**

The Chairman of the Board of trustees will call special meetings, as needed, and shall be called by the Chairman upon written request of a majority of the board members. The Chairman will contact board members by phone if a special meeting is required. Written notice stating the time and place of any special meeting and the purpose for which called shall, unless waved, be given each member of the board at least two [2] days in advance of such meeting, and no business other than that stated in the call shall be transacted at such special meeting. [K.S.A 12-1243]

## **BYLAWS (CONTINUED)**

### **Budget Meeting:**

The budget meeting should be a special meeting in April. The library should present a copy of the preliminary budget to the city council at the May City Council meeting.

### **Election of Officers:**

The annual meeting will be held in April of each year. Election of officers will be at the regular April meeting.

Elections are to be held for the following officers:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer
- System Representative

### **Loyalty Oath:**

Pursuant to K.S.A. 75-4308, members of the board of trustees shall be required to subscribe in writing to the oath set out in K.S.A. 54-106. This document should be notarized in order to attest to both their authenticity as well as the identity of the parties signing it. Once completed, these documents should be signed and dated, and stored in a secure location.

### **Annual Reports:**

Annual reports are given at the January meeting and filed with City Clerk. State reporting is done with the Statistical Report filed each year; NEKLS has access to this report.

## **BYLAWS (CONTINUED)**

### **GENERAL DUTIES OF TRUSTEES:**

Each Trustee is expected to attend monthly meetings, attend special meetings, read and vote on agenda items, keep up to date on the Library policy and the goings on at the library. Trustees will be courteous, literate, have a willingness to learn and use common sense. Trustees must be at least 18 years of age and be a willing advocate for the Library.

#### **Chairman:**

The Board Chairman should conduct regular monthly board meetings and call special meetings, if necessary, sign and attest the minutes of each Board meeting. He/she will check the agenda before each meeting. The Board Chairman will vote at monthly meetings when needed to meet quorum requirements. This position will be one [1] of two [2] required signatures on the library checking and savings accounts. The Board Chairman will be responsible for making sure other Board members know when and where meetings are to be held. If the System Representative is unable to attend the NEKLS System Meeting, the Board Chairman will attend and vote in his/her place.

#### **Vice-Chairman:**

The Board Vice-Chairman will fill the duties of the Chairman in his/her absence. This position may be one [1] of two [2] required signatures on the library checking and savings accounts, if the Chairman or Secretary is unavailable. This member is expected to vote at all Board meetings.

#### **Secretary:**

The Board Secretary will keep an accurate record of the business taking place at each meeting and to read the minutes at the next meeting for Board approval. As need arises, he/she will check back and answer questions. He/she will correspond with others as directed by the Chairman. This position will be one [1] of two [2] required signatures on the library checking and savings accounts. This member is expected to vote at all Board meetings.

## **BYLAWS (CONTINUED)**

### **Treasurer:**

The Board Treasurer will be responsible for reconciling all checks/check ledgers, bank statements, and bills by initialing bank statements and paid bills monthly. He/she will report to the Board at each regular meeting on the library's financial status. The payroll will be paid no later than the 16th of each month. This member is expected to vote at all Board meetings. In the absence of the Treasurer or when he/she is unable to serve, the Chairman or Vice-Chairman may perform the duties of the Treasurer. This member is expected to vote at all Board meetings.

### **System Representative:**

The Board System Representative will attend meetings as a representative of the Richmond Public Library, when needed. This Board member will try to attend the NEKLS System Meeting held by NEKLS each year, this Board member, as System Representative, will vote at the NEKLS System Meeting. If the System Representative is unable to attend the NEKLS System Meeting, the Board Chairman will attend and vote in his/her place. This member is expected to vote at all Board meetings.

### **Board Member:**

There will be two Board members who will not hold a special office. These two members are expected to show up and vote at all Board meetings.



## **BYLAWS (CONTINUED)**

### **Committees**

#### **Planning Committee:**

- Chairman
- System Rep
- 2 Library employees

#### **Publicity Committee:**

- 2 Library employees
- 2 Library Board members
- 1 Outside person [if needed, someone from the friends group?]

#### **Book Challenge Committee:**

- Director
- 1 board member
- 1 outside person if needed

### **Quorum:**

Five (5) members will constitute a quorum for the transaction of business. In the absence of the Board Chair and Vice-Chair, the members present shall elect a temporary chair.

## **BYLAWS (CONTINUED)**

### **Order of business:**

- Call to order
- Minutes read
- Monthly Expenses Report
- Librarian's Report
- Old business
- New business
- Other business
- Adjournment

Board meetings are open meetings. Computers and check out services are not available for public use during meeting. Any citizen wishing speak at the board meeting must ask ahead of time to be put on the agenda, this must be done no later than the Thursday prior to the meeting, said citizen will have [5] five minutes to speak. If an agenda item is tabled it must be discussed the following month. No agenda item can be tabled more than two times.

The library will follow Roberts Rules of Order when conducting their meetings.

### **Annual review of policies:**

Library policies will be reviewed as needed changes arise.

### **Annual review of total program:**

The total library program will be reviewed in January of each year for the previous year. Review shall include summer reading program, spring programs, Open house, and any other program the library hosts.

## **BYLAWS (CONTINUED)**

### **Destruction of Records:**

The Richmond Public Library shall follow the provisions of K.S.A. 12-120 and K.S.A. 12-122 regarding destruction of library records.

The Library Director shall have the responsibility of sorting and determining records to be destroyed. He/she may request assistance from other library employees or Board of Trustee members but final determination rests with the Library Director. Records that are to be destroyed will either be shredded or burned.

### **Financial audit:**

The Richmond Public Library financial records will be audited or at least reviewed by an accountant at least every two years in April.

### **Ethics Policy:**

Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.

Trustees must promote a high level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

No Board member shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

## **BYLAWS (CONTINUED)**

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups of individuals.

Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

## **TRUSTEE/ LIBRARIAN POLICY**

### **Trustee – Librarian and staff relationship:**

Trustees are to be honest and straightforward. All issues and problems should be discussed at the regular monthly meeting.

### **Professional meetings:**

At least one [1] librarian and one [1] trustee will attend the NEKLS Spring conference. At least one [1] librarian should try to attend the Summer Reading workshop. Librarians will attend other workshops as the need arises. A majority of the Board of Trustees shall try to attend the special trustee meeting each summer.

### **Ethics Policy**

The Richmond Public Library follows the “Code of Ethics of the American Library Association” as found at Appendix G of this manual.

### **Mileage and Lunches:**

Library employees driving to and from NEKLS approved workshops and events will be offered mileage. Employees and trustees will be reimbursed for meals if they have a receipt. Meal costs should not exceed \$25.00 per person, per meal. Whenever possible, meals should be charged on the library credit card, with a receipt. Trustees driving personal vehicles may be offered mileage to these workshops and events. Mileage will be the same guidelines that NEKLS uses; as long as it does not exceed the library budget, if not then the board will set its own reimbursement for mileage. Employees will be offered mileage for going to other library-oriented places, such as going to bookstores or getting supplies for the library. The director will be offered a set mileage each month for trips to Ottawa or Garnett; trips elsewhere will be paid by miles.

## **Reimbursements:**

Reimbursements by the library must have a receipt and description of the item that is being reimbursed. If no receipt is available, there will be no reimbursement.

## **Richmond City Council:**

At least one member of the Richmond Public Library Board of Trustees or employee of the Richmond Public Library will be present at the normal monthly City of Richmond council meetings.

## **RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

The Board consists of seven [7] members. At least four [4] members from within the city limits of Richmond and three [3] members can be from rural Richmond area. Said area is defined as Richmond and Ohio Townships. In addition to the appointed members, the Mayor of the City of Richmond shall be and *ex-officio* member of the board with the same powers as appointed members. The Mayor of the City of Richmond is responsible to appoint new members to the Richmond Public Library Board of Trustees.

Board members are allowed to serve two [2] consecutive terms each. A term consists of four [4] years. Exception to this rule will be if a Board member resigns before his/her term is up a new Board member will be appointed to take his/her place and finish their term. Once a new Board member has completed the unfinished term, they can then be appointed to two [2] consecutive terms. A Board member who has served two [2] terms may be appointed to the Board again after having been off the Board for a period of one [1] year.

Board member's general duties are to attend monthly board meetings; hire and supervise the Library Director; be an advocate for the library; be involved in establishing the Library Strategic Plan; and attend community events. Board members must remember they make decisions for the library as a whole, no one member has more power than another member.

A majority of the Board shall try to attend the Trustee meeting held by NEKLS every summer. At least one Board member will attend the NEKLS System Meeting. [This will usually be the System Representative.] If the System Representative is unable to attend the NEKLS System Meeting, the Board Chairman will attend and vote in his/her place.

Each Board member will be expected to review and discuss the yearly budget, employee salaries, and the monthly budget. Trustees should review all forms and paperwork handed out at the monthly meeting. Each Trustee should have a copy of the Richmond Public Library Policy manual. This may be taken home or kept at the library. Said policy manual should be revisited at least once a year to see if any changes need to be made.

### **Board Member Trustee Certification:**

Members of the Richmond Public Library Board of Trustees will seek to obtain training as required by NEKLS and/or the State Library.

### **Library Keys:**

The Library Board Chairman shall have a key in case of emergencies. Other members of the library board shall not possess their own library key.



# **FINANCIAL POLICY**

## **Library Expenditures:**

The Library Director will be responsible for purchasing library materials and supplies. She/he will have use of a Visa and Wal-Mart credit card issued to the Library. If a purchase is over \$200.00, the Library Director must first have approval from the Board of Trustees.

## **Interim Payment of Bills:**

Monthly bills may be paid between board meetings to ensure the timely payment. Only bills for utilities, credit card, book vendors, CE training and monthly salary payments may be paid without prior Board approval. No check written without prior Board approval can exceed \$1,000.00 with the exception of monthly salary checks. All checks will require two signatures. Board members authorized to sign checks are the Board Chairman, Board Vice-Chairman, and Board Secretary.

## **Collection Materials Budget:**

The Richmond Public Library will spend at least 13 percent of their annual budget on collection materials.

## **Checking Account:**

The Richmond Public Library will keep a checking account at a bank determine by resolution to pay library expenses.

## **Library Savings Account:**

The Richmond Public Library will keep a general savings account at a bank determined by resolution. This fund will be used for improvements made to the library and, if help is needed, to pay monthly bills. Exceptions may be made only if the Board of Trustees votes to approve.

**Capital Improvement Fund:**

The Richmond Public Library will keep a Capital Improvement Fund at a bank determined by resolution. This fund will be used to hold monies for improvement to the library. When needed and at Board approval, money will be transferred to the library checking account for the approved purpose.

**Insurance:**

Insurance is purchased from an insurance agency within our county. Library Board Treasurer's bond will also be purchased from an agency within the county.

**Gifts [other than books]:**

All monetary gifts are very much appreciated. Gifts for special purposes are solicited from local businesses.

Monetary donations made in memorial of a deceased patron will be used to procure an item to be designated with a plaque honoring said person (i.e., In Memorial of XX).

**Regarding annual reports, budgets, Ect.:**

We do not publish. The city council receives a copy of the library budget each year.

**Petty Cash:**

Monies received from printing, book sales, faxes, postage, book replacement fees and fines will be designated as “Petty Cash”. This money will be kept in a bank pouch in the secured drawer. No more than \$30.00 will be kept in the drawer at a time. Funds in excess of \$30.00 will be deposited into the library checking and/or savings account. [K.S.A 12-171]

Money received and spent from this account will be itemized after each use in a special “Petty Cash” ledger. Each petty cash expenditure must have a receipt.

**Printing, Fax and Copies:**

Patrons may print documents (in black and white) from the computer at the cost of 25 cents per page.

Patrons may makes copies on the copier at the cost of 25 cents per page.

Color printing or copying can only be done with the approval of library staff at the cost of 50 cents per page.

Patrons may send and/or receive faxes at the cost of \$1.00 up to five [5] pages. Each additional page, after five [5] will cost 25 cents per age.

It shall be the policy of the Richmond Public Library that copies and faxes may be made and/or sent from or to the library. There will be a small fee to the library for the use of these services. The fees will be as follows:

Black & White Copies	.25 cents per sheet
Color Copies	.50 cents per sheet
Faxes	\$1.00 each

Patrons who use these services without paying will be subject to losing any or all other library privileges as the director sees fit.

**Fundraising**

When a fundraising event is sponsored by the Library, participants are required to make payment prior to a service being provided or purchases are removed from the fundraising site. All proceeds from the fundraiser will be deposited in one of the Library checking and/or savings accounts.

### **Bereavement Memorials**

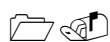
The Richmond Public Library will send flowers/plants or a monetary donation (neither to exceed \$50.00) in the event of the death of a community member at the Director's discretion.

### **Laminating**

Patrons wishing to have items laminated will be charged \$1.00 when laminating sheets are furnished by the library and \$.25 when patron furnishes their own sheets.

## PATRON CODE OF BEHAVIOR

The Richmond Public Library strives to provide the highest level of service to all library users. Rules of conduct are set in place to protect the rights of Library customers to enjoy a safe environment conducive to the use of library materials and services



Failing to comply with library regulations and with instructions or requests made by library staff with respect to library regulations is strictly prohibited.



A patron whose behavior is disruptive to the use of the library by other patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member in charge shall be responsible for handling the problem and may seek assistance from a law enforcement agency, if needed.



A patron shall not engage in conduct that violates federal and state laws and local ordinances in regard to public behavior.



Abusive or obscene language is not allowed in the library.



Patrons are responsible for their personal welfare, the welfare of their children, and their personal property.



Dangerous or disruptive behavior is not allowed. This may include cell phone use, talking loudly, running, or any behavior that is disruptive to patrons or staff.




Playing of audio equipment so that others may hear it is prohibited. The volume on headphones/ear buds should not be turned high enough for other patrons to hear.




Behavior that is abusive to library patrons and/or staff is not allowed.





Destruction, theft, or defacing of library property including tampering with technology systems or computer hardware, software, and data is strictly prohibited.

 Using library computer workstations in an unacceptable manner, as defined in the library's computer rules, Internet rules, and library rules is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the rules, the patron will be deemed to be using the workstation in an unacceptable manner and will be asked to immediately terminate his or her use of the workstation.

 Use of tobacco products is not permitted in the library.

 Alcoholic beverages are not permitted on the library premises except in connection with a library sponsored program.

 Pets are not permitted in the library. Service animals are allowed. Pets are allowed in the library in connection with a library sponsored program.

 The carrying of any weapon as defined by K.S.A. 21-6301 in to the library, except by certified law enforcement personnel, is strictly prohibited. The term "weapons" includes, any pistol, revolver or other firearm concealed on one's person if such person is under 21 years of age, a shotgun with a barrel less than 18 inches in length or any other firearm designed to discharge or is capable of discharging automatically more than once by a single function of the trigger whether the person knows or has reason to know the length of the barrel or that the firearm is designed or capable of discharging automatically, air guns, BB-guns, pellet guns, and the like; simulated weapons; knives, swords, switchblades, razors, and the like – other than small pocket knives, utility knives, and the like with a blade less than four (4) inches in length; clubs, bludgeons, batons, bats, and the like; incendiary or explosive devices of any sort whatsoever; martial arts weapons, including num-chuks, throwing stars, and the like; and any item carried with the intent to go armed, or used to threaten or intimidate another. The term "weapons" shall not include the lawful possession of personal security devices, intended for use by members of the general public, including without limitation, pepper spray, mace, and such other personal defense sprays.

## **Tobacco, Alcohol & Drugs:**

Public libraries in Kansas are legally designated as non-smoking institutions under K.S.A. 21-4009.

The Richmond public library does not allow smoking, possession of drugs, or alcohol on the library premises. If caught in possession of alcohol or drugs on the library premises you will be asked to leave and law enforcement officers may be called. Smoking of cigarettes or e-cigarettes (e-vapor) or chewing tobacco is not allowed inside the library.

## **Use of Television:**

Patrons must ask permission of library staff to use the television. Patrons are not allowed to connect gaming systems (such as, Xbox, Playstation, etc.) to the library television without authorization from library staff.

## LIBRARY COMPUTER POLICY

**No** saving personal information.

Patrons are not allowed to connect gaming systems (such as: Xbox, Playstation, etc.) to library equipment as this may cause damage to the library equipment.

**DO NOT** open programs if you are not sure how to use them. Ask for help.

Please make sure to close **ALL** windows when you are done with **YOUR** computer time. **DO NOT TURN COMPUTER OFF.** Failure to follow this policy may result in loss of computer privileges as specified below.

**F**

**NO obscene** sites.

**NO SAVING** to the computer hard drive. If you need to save, you must provide **your own** device.

**IF MORE THAN ONE PERSON** at the computer, they must not block the shelves or the walkway. If the person using the computer does not want you there, you must sit at the table and wait your turn.

You may print items **ONLY** if you can **PAY** for them. Printouts are 25 cents (\$.25) for black and white copies.

When printing, you **MUST USE THE PAPER AVAILABLE.** Patrons will **NOT BE ALLOWED** to use special paper without approval of the Director.

**PLEASE BE MINDEFUL OF YOUR TIME.** Patrons may use the library computer up to one (1) hour per day. The individual in charge may allow additional time.

If computer system **“LOCKS UPS”**, **NOTIFY** librarian **IMMEDIATELY.** **DO NOT** try to resolve issue yourself. Failure to follow this policy may result in loss of computer privileges as specified below.

**NOT FOLLOWING THE RULES** can cause your computer privileges to be revoked. A period of one [1] week for the first violation. The second violation will be handled on a case-by-case basis.

**Laptop Computer** - The library laptop will have the same rules as all other patron computers. Library employees are allowed to take the library laptop off premises when attending conferences or workshops.

Library public computers will be shutdown **10 minutes** prior to the Library closing.



## INTERNET POLICY

In response to advances in technology and the changing needs of the community, Richmond Library now offers Internet access to customers from computer terminals in the library. This resource fits into the library's mission and the goal of providing educational, informational, cultural, and recreational resources to the community. Information available through the Internet may enrich, broaden, and complement the existing print and audiovisual collections of the library.

Library staff members do not regularly monitor information accessed and cannot guarantee the validity or accuracy of information found. Richmond Public library does not allow patrons to give out personal information over the web to unsecured sites. Library users are advised to exercise judgment and discrimination to evaluate the usefulness and reliability of material found on the Internet. Users are expected to exercise good judgment and to use the Internet in a manner consistent with the standards of the community. Parents are responsible for their children's Internet sessions.

Users of the library's computers will refrain from any illegal use, use which may cause damage to the library's computer hardware or software, be sensitive to other library customers, respect the copyright laws, and abide by the procedures developed by staff to ensure the fair and reasonable use of Internet resources. Library staff members reserve the right to deny access to anyone that they find violating these use conditions.

# **INTERNET SAFETY POLICY**

**Effective date: October 17, 2013**

## **Introduction**

Public access to the Internet and online services have become an integral part of the Richmond Public Library 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 the Richmond 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 Richmond Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on October 17, 2013. This policy supersedes all previous Internet Safety Policy statements of the Richmond Public Library and is effective on October 17, 2013.

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

## **LEGAL REQUIREMENTS**

The Richmond Public Library 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 Richmond Public Library has in place a policy of Internet safety for minors, including 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**

The library has no control over the information on the Internet and cannot be held responsible for its content. Restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Within the above limitations, the Library follows policies and procedures that support maximum safety for minors when accessing the Internet at the library.

- I. Using library computer workstations in an inappropriate manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner, resulting in any or all of the following consequences:
  1. Immediate termination of the Internet session.
  2. Additional suspension of computer use or other library use privileges.
  3. Notification of appropriate law enforcement officials.

Materials on the Internet may be subject to copyright laws. Copyrighted materials may not be copied without permission of the copyright holder unless the proposed use falls within the definition of "fair use." (United States Code, title 17, Section 107)

- II. Patrons shall not access or exhibit inappropriate matter on library Internet workstations. Inappropriate matter shall include obscene matter, matter harmful to minors, or materials containing sexual exploitation of children, as defined by Kansas Statutes and the Children's Internet Protection Act.

Specifically:

1. Patrons shall not access or exhibit obscene material on library computer workstations. Disseminating or exhibiting obscene material is a crime in the state of Kansas. See K.S.A. 21-4301 as amended.
2. Patrons shall not access material or computer-generated images deemed harmful to minors. See K.S.A. 21-4301a and K.S.A. 21-4301c, as amended.

3. Patrons shall not use the library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates sexual exploitation of a child. See K.S.A. 21-3516, as amended.

**III.** All patrons are prohibited from sending electronic mail, instant messages, or chat room messages that violate any local, state or federal laws. Violators of this prohibition are subject to the consequences described above. Because of limited staff and technical resources, chat, email, and commercial transactions are not a service priority. Library staff will not provide assistance with those activities.

**IV.** Patrons are responsible for any careless and/or abusive treatment of computer hardware and software. Misuse of computer equipment and Internet access may result in the consequences described above. Misuse includes, but is not limited to:

1. Activities causing damage to library computer equipment, software programs, and data.
2. Activities deemed unlawful according to local, state and federal law.
3. Unauthorized access to secure data, including so-called "hacking." Violations will be immediately reported to appropriate law enforcement officials.

**V.** Violation of individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited. Persons violating this prohibition are subject to the consequences described in section II above. Library staff will not disclose library customers' use of the library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law.

**VI.** Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose for patrons that are 18 years of age or older.

- VII. The library will comply with federal legal requirements for technology protection measures (filtering software). This technology is not reliable and the library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked.
- VIII. "Unauthorized disclosure, use and dissemination of personal information regarding minors are prohibited." [Minors may not send personal information to unsecured sites.]

## COMPLAINTS

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 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 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.

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Library Board Chairperson

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Library Director

The effective date of the last review of this policy is \_\_\_\_\_.

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

First Review Date: \_\_\_\_\_

Second Review Date: \_\_\_\_\_

## WIRELESS NETWORK & USE OF PERSONAL DEVICES POLICY

Richmond Public Library staff is not able to provide technical support for the wireless network. They will, however, try to assist patrons with training and use of software.

Wireless users should be aware of inherent security issues that exist in a wireless environment. A computer on the wireless network will be open to possible unauthorized access from other parties on the Internet. It is recommended that drive sharing be turned off while using the wireless network. As with all Internet transactions, it is not recommended that users submit secure information [such as credit card numbers].

Patrons using personal computers inside the library, on the library's network must abide by all state and federal laws pertaining to the libraries own computers, including but not limited to:

- Accessing or exhibiting inappropriate matter, including obscene matter, matter harmful to minors, or materials containing sexual exploitation of children.
- Hacking, spamming, or otherwise attempting to gain access to secure data or servers;
- Illegal activities.
- Also must abide by all Richmond Public Library computer and internet policies.

The wireless network access point may be turned on or off outside the library's normal operating hours at the Library Director's discretion.

**Failure to comply with these rules will result in immediate termination of use of the library's network, and /or termination of library privileges. Violations may be reported to law enforcement authorities if deemed necessary.**

Effective Policy Date: June 22, 2017

## APPENDIX A

### LIBRARY BILL OF RIGHTS

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

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 13, 1996, by the ALA Council.



## **APPENDIX B**

### **THE FREEDOM TO READ**

The freedom to read is essential to democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy; that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:



*It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power to a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would make the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.



*Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.



*It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.



*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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one groups without limiting the freedom of others.



*It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individual or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed to making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.



*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; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

✝️👐👐👐 *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, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

*A Joint Statement by:*

American Library Association

Association of American Publishers

## APPENDIX C

### RICHMOND PUBLIC LIBRARY ADA PLAN

The Richmond Public Library embraces the primary goal of the American Disabilities Act [ADA] of 1990 to eliminate discrimination against people with disabilities.

#### Section 1: **DISCRIMINATION ON THE BASIS OF DISABILITY PROHIBITED**

No qualified person with a disability [as defined in the ADA] shall be excluded from participation or denied the benefits of the Richmond Public Library.

#### Section II: **PROVISION OF AIDS, BENEFITS AND SERVICES**



The library shall provide an individual with disabilities an opportunity to participate in and benefit from programs or services equal to that afforded by others.



Services provided to individuals with disabilities shall be as effective as those provided in the most integrated setting appropriate.



Organizations shall use eligibility criteria and methods of administration that do not have the effect of discriminating on the basis of disability.



Organization shall make reasonable modifications to policies and practices where necessary to avoid discrimination on the basis of disability unless an organization can demonstrate that making modifications would fundamentally alter the nature of the services provided.



Organizations may not place a surcharge on people with disabilities to cover the measures required to provide those individuals with nondiscriminatory treatment, such as the provision of auxiliary aids or program accessibility.

### **Section III: PROGRAM ACCESSIBILITY**

The standard of evaluation under Title II of the ADA is program accessibility. Services, programs and activities must be made accessible to the maximum extent possible, but this does not mean that every part of every facility must be architecturally accessible to and usable by individuals with disabilities.

- A. The Richmond City Library is not required to make structural changes in existing facilities where other methods are as effective in achieving program accessibility under Title II.
- B. Methods of achieving program access may include: redesign of equipment, assignment of aides to beneficiaries, home visits.
- C. Modifications of policies, practices, and procedures necessary to achieve program accessibility will be implemented as soon as possible.
- D. All new construction and alteration of existing facilities must comply with the requirements of the ADA.

### **Section IV: COMMUNICATION**

The Richmond Public Library will take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as those with others.

- A. The Richmond Public Library, with advance notice will make every effort to provide services where necessary to an individual with a disability an equal opportunity to participate in or benefit from the service, program, or activity being offered.
- B. The Richmond Public Library will provide signs at inaccessible entrances directing users to an accessible entrance.

**Section V: NOTES REGARDING OTHER ADA REGULATIONS**

The Richmond Public Library receives tax money; therefore, it is subject to Title II of the ADA regulating nondiscrimination on the basis of disability in state and local government services. [29 CFR Part 35] The Richmond Public Library may also be subject to other ADA laws. To the extent that it is an employer or provides public accommodations and services or commercial facilities.

- A. Title I regulates equal employment opportunities for individuals with disabilities. Title I is enforced by the Equal Employment Opportunity Commission.
- B. Title II regulates nondiscrimination on the basis of disability in public accommodations. Title II is enforced by the U.S. Department of Justice. The requirement for existing facilities under Title III is the removal of architectural barriers where removable is readily achievable, i.e., accomplished without much difficulty or expense.



## APPENDIX D

### **Free Access to Libraries for Minors**

#### **An Interpretation of the Library Bill of Rights**

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess **First Amendment** rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: An American Value* states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that *only* parents and guardians have the right and the responsibility to determine their children’s – and *only their children’s* – access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

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See Erznoznik V. City of Jacksonville, 422 U.S. 205 (1975) “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also Tinker v. Des Moines School Dist., 393 U.S. 503 (1969); West Virginia Bd. Of Ed. V. Barnette, 319 U.S. 624 (1943); AAMA v. Kendrick, 244 F.3d 572 (7<sup>th</sup> Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981, July 3, 1991; June 30, 2004; July 2, 2008.

## APPENDIX E

### Freedom to View Statement

The **Freedom to View**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

## APPENDIX F

### Access for Children and Young Adults to Nonprint Materials

#### An Interpretation of the Library Bill of Rights

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.”

The American Library Association’s principles protect minors’ access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA’s *Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights* states:

. . . The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

. . . [P]arents – and only parents – have the right and responsibility to restrict access of their children – and only their children – to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the Motion Picture Association of America (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, Entertainment Software Rating Board (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing (*Expurgation of Library Materials*). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" (*Labels and Rating Systems*), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the *Library Bill of Rights*.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

Adopted June 28, 1989. Amended June 30, 2004, by the ALA Council.

[ISBN 8389-7351-5]

## **APPENDIX G**

### **Code of Ethics of the American Library Association**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.



- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted January 22, 2008, by the ALA Council

## **APPENDIX H**

### **Patron Privacy and Confidentiality Statement NExpress Libraries**

# APPENDIX I

## Library History

In the early 1930s the Richmond Library was established and housed in the J.A. Hutchinson General Store as a reading library. L. P. Jones in 1938 suggested to a group of people, the library be moved to a shelf in his newspaper office. This was accomplished and each person at the meeting donated one book. Mr. Jones served as the town librarian as well as editor of the, Richmond Enterprise. Mrs. Lon Mishler, Mrs. George Deitrich, Mrs. Alfred Sigler, and Mrs. Lee Perkins were the first board Members. Mr. Jones published in his paper that the city of Richmond now had a legal library.

In 1940 the library had to be moved because Mr. Jones was closing the doors to the, Richmond Enterprise. At this time Clive Bastain offered the walls of his barbershop to the board members and also offered to serve as librarian. He not only read every book in the library but also would keep the Books in order by alphabet but also cataloged them. As people would come in for a haircut he would suggest certain books, as he knew everyone and their likes and dislikes. He served not only the local people but also surrounding communities as well as the high school and grade school. This continued until his death, but still remained in the building he had owned through six Barbers who all became part time librarian

The library joined the Northeast Kansas Library System [NEKLS] in 1968. This has allowed us to use interlibrary loan, rotating videos, rotating large print books, and audio books.

In 1969 with assistance of the NEKLS the library moved into a newly renovated building Across from the barbershop. This feat was accomplished with children's' little red wagons and volunteer help. Members of the library board at this time were, Mrs. Martha Chambers, Mrs. J.R. Harnden, Mrs. Alfred Nilges, and Mrs. Charles Schafer. Mrs. Art Rossman. Mrs. Dale Gillouby and Mr. H Marvin Stevens. An open house for the new facility was held 6, June 1970.

- Mrs. Marguerite Roberts became the first paid part time librarian in 1954 until 1972.

In Sept. 1978 the Franklin County Commissioners agreed to give the library \$2000 in revenue Sharing funds for the purchase of the building housing the Richmond Public Library today. In February 1988 the restroom was added to the library.

Through the years the purpose of the library has been to supply the citizens of Richmond and the surrounding area with reading materials for pleasure and information.

The need for space through the years, the growth of the city, and the need for special collections of books, as well as a computer and video shelves, caused the library to look into expansion. In 1999 the City Of Richmond purchased the old café building for a New City Hall and then gave the library a long-term lease on the kitchen area. This space almost doubled the library in size.

The undertaking of the new space for the library was quite a big deal. We had Roy Bird, assistant state librarian visit with the trustees and advise them about the project. Then N.E.K.L. provided the services of Hans Fischer, an architect to draw up plans for the project. Keith McMahon then took charge of the complete refurbishing of the area. The floor had to be cleaned, then the new carpet laid, in both rooms, walls was straightened, a new lowered ceiling was put in. Keith and his sons volunteered all this work. The walls were then painted by some of the then members of the Board of Trustees.

Once the room was refinished it was time for the shelving. Bob Cooper assisted by Gene Vining made shelves. R.L. Harris and some of the members of the Board of Trustees then sanded the shelves. The trustee's also then stained the shelves. The lumber for the shelves was purchased from our own lumberyard here in Richmond, Thompson Lumber. Bob Cooper then attached the shelves to the wall.

Many people in the community gave monetary gifts to provide materials for the expansion. Our former residents, Alumni of the Richmond High School, spread the word.

We continue to receive many gifts of books and video's from the community. These gifts are always welcome and appreciated.

As of January 2002 we own over 3,000 books, more than 200 videos and over 40 audio books and several magazines. In January we also the time we submitted an application for the Gates Grant to get a new computer for the library. In July of 2002 the library received a content server, computer and laser printer from the Gates Grant program.

In 2003 the library added DVDs to their collection.

In February 2004 the library added more shelving. The Friends of the Richmond Public Library also bought new carpet for the original half of the library. The library also now has a small refrigerator and microwave for librarians to use.

In June of 2004 the library purchased a new Dell computer

In August of 2004 the library received music CD's from a nation wide lawsuit. All libraries were recipients of these CD's. As a result the library now has a CD collection of over 30 music CD's.

January Of 2005 the library purchased a second dell computer. We have put this on the adult side of the library.

July 2008 the library purchased a new paperback book rack to try and give the library more room. A couple new [or used] shelves were also added. The library was also given two metal book racks.

April 2009 the library added a small laptop computer to the library. This computer is for adults only to use. Also this year Ken Manwarren donated an older laptop to the library.

April of 2010 someone stole the older laptop computer from the library. It was never found. May of 2010 the library purchased a new Eeebox computer and NEKLS refurbished one of the older Dell computers for us. In 2010 the library added some more racks, one for DVD's, one for VHS and the other went for books. We also added a magazine rack. All of these were free from other libraries. In June the library received some unexpected money for the State Library of Kansas and the board decided to use the money on some much needed upgrading at the library. In October – December 2010 the library upgraded the old fuse box with a new breaker box; we also changed the lighting in the older room of the library. The old big fluorescent lights were replaced with 6 new smaller shop type lights. A power pole for the computers was added so that all the computers could be put in one room side by side.

A computer station table was also built by Rick Weber and placed in the library in May of 2011. The new table will hold up to 6 computers. May 2011 we received some unexpected money from the Friends of Johnson County Library. This money will be used to help the library with supplies or much needed repairs. The library started some major weeding of books and other library materials in 2011. This weeding process is the first step in the library getting automated.

In 2011 the Friends of the Library received a grant to help buy new windows for the front of the library. In October 2011 the windows arrived and Tony Wittman and Rick Weber put them in. The board also decided to replace some of the old paneling while the windows were being put in, and since we are putting in new paneling by the windows it was also decided to put in a book drop slot. The inside slot was done in 2011 and hopefully in the spring of 2012 the outside of the book drop will be done and functioning. Donna Thompson painted the wood on the outside of the library for us.

In February 2012 the Richmond Public Library was one of the first in our area to have an eReader workshop. The workshop came about because the price of eReaders is coming down and more patrons are getting them and needed help using them.

The End of March and beginning of April 2012 Rick Weber and Ken Manwarren volunteered the time to update our bathroom. We put in new linoleum, redid the walls and fixed some old water lines. Some of the materials needed for the bathroom were donated by Donna Thompson, Rick Weber and Barbara Lane.

# REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCE FORM

AUTHOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

FORMAT: \_\_\_\_\_ PUBLISHER: \_\_\_\_\_

PUBLICATION DATE: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

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

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this request made on behalf of?

\_\_\_\_\_ Yourself

\_\_\_\_\_ Relative \_\_\_\_\_

[Relationship to]

\_\_\_\_\_ Organization \_\_\_\_\_

[Name of Organization]

Have you read/ viewed this title in its entirety? \_\_\_\_\_

What is your objection to the resource? [Please be specific; i.e. cite pages.]

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Is there anything positive about the resource? \_\_\_\_\_

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Please state the reason for your request \_\_\_\_\_

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Action Requested: \_\_\_\_\_

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Have you read the Richmond Public Library Resources Selection Policy? \_\_\_\_\_

Are you aware of the judgment of this resource by literary critics or area subject specialist?  
[Please provide names of reviewers and citations for reviews, if known.]

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Can you recommend resourced of comparable literary quality or another title that would convey the same perspective of the subject treated?

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Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_

Decision of Director:

Keep book on shelf\_\_\_\_

Remove book from shelf\_\_\_\_\_

Move book to another part of the library\_\_\_\_

If you do not agree with this decision you may request that the Library Board takes a look at the book. Their decision will be final.

Please be aware that no book shall be removed from the shelves until a decision has been made.

Richmond Public Library. Collection Development and Resource Access Plan for the Richmond Public Library:  
June 2004

## **DONATED LIBRARY MATERIAL FORM**

We have accepted the following number of titles at the Richmond Public Library:

Value asked by the Donor:

\$\_\_\_\_\_

Name of Person receiving:

Date:

Library Stamp

Material donated to the Richmond Public Library will become property of the library to be used or sold as the library sees fit.



### **Emergency Telephone Numbers:**

Police/Sheriff/Fire/Ambulance	911
Director's Phone Numbers	785-835-6470 – home 785-418-6795 – cell
Board Chair's Phone Numbers	785-835-9982 – home 785-433-2881 – cell
County Health Department	785-229-3530
Electric Company (KCP&L)	888-544-4853
Gas Company (Kansas Gas Service)	888-482-4950
Water Company (City of Richmond)	785-835-6425
Telephone Company (CenturyLink)	800-788-3600
Insurance Company (Dornes Ins.)	785-835-6161
Plumber (Plumbing & Heating, Unlim)	
Electrician (Dale Kratzberg)	
Glass Replacement (Suffron Glass)	
Richmond City Hall/Clerk (Marla)	785-835-6425
City Maintenance (Doyle) (Jake)	785-448-9645 785-418-6161
NEKLS System Support	

In case of emergency situations, remove jump/flash drives from director's computer.

A seriously ill or injured person should not be moved unless it is absolutely necessary. They should be reassured. They may be covered with a blanket or coat to help treat shock. An ambulance should be summoned at once. Emergency personnel should be given the victim's name (if known), the address and exact location of the victim, the victim's condition and the caller's name. The medical personnel may have additional questions.

If a person is irrational due to psychiatric illness or drug use, staff should speak gently and calmly and avoid argument. They should also avoid touching the person or violating their personal space. The police should be telephoned as soon as possible and given the person's name, symptoms and exact location.

**In Case of Serious Injury or Accident:**

1. Observe person's condition.
2. Call 911
3. Describe person's condition: bleeding burned, broken bones, etc.
4. Give the following information:
  - Library name: Richmond Public Library
  - Library address: 107 E. Central, Richmond, KS
  - We are located: on the main street between Beachner Grain and City Hall.
5. **DO NOT** hang up.
6. If the person is bleeding, use rubber gloves.
7. If possible, call the person's immediate family or guardian.

**SERIOUS INJURY/ILLNESS**

If there is a fire, the absolute first action to be taken is to notify the people in the building of the emergency. An orderly evacuation of the building should proceed. If handicapped people are in the building, they should be evacuated first. All occupants should be directed outside and away from the building. If the fire is small, a fire extinguisher may be used, but fire extinguishers should not be considered a significant firefighting aid.

**In Case of Fire:**

1. Evacuate patrons.
2. Call 911 and/or City Hall
3. Give the following information:  
Library name: Richmond Public Library  
Library address: 107 E. Central, Richmond, KS
4. We are located: on the main street between Beachner Grain and City Hall.
5. Shut-off heating and air conditioning and trip main breaker, if possible.
6. Notify Library Director – Connie Weber  
Library Board Chair – Barbara Lane
7. Remain in vicinity until all clear is issued.

**In Case of Fire in Surrounding Structures:**

1. Evacuate patrons.
2. Call 911 and/or City Hall
3. Give the following information:  
Library name: Richmond Public Library  
Library address: 107 E. Central, Richmond, KS  
We are located: on the main street between Beachner Grain and City Hall.
4. Open doors and turn heating/air conditioning fan on, if possible.
5. Notify Library Director – Connie Weber  
Library Board Chair – Barbara Lane
6. Remain in vicinity until Director or Board Chair arrives or all clear is issued.

**FIRE**

1. Turn off water, if possible.
2. Call: City Hall 785-835-6425  
Library Director 785-835-6470 or 785-418-6795  
Library Board Chair 785-835-9982
3. Cover shelves with plastic sheeting from emergency in-house cache.  
In-house cache is located in back room between library and City Hall.
4. Do not let water collect on sheeting.
5. Do not let stacks remain covered for more than 48 hours after leak is repaired/stopped.
6. When water is stopped, begin drying area immediately.

## **ROOF LEAKS OR PIPES BREAK**

In the event of flooding in the building, staff should STAY OUT of the affected area and keep library patrons away from it with barriers. No one should enter a flooded area until the electricity has been turned off.

1. Call Library Director at 785-835-6470 or 785-418-6795.
2. Turn off electricity. If necessary call electrician. Do not enter flooded building until electricity is turned off.
3. When possible:
  - a. Turn off heat.
  - b. Turn on air conditioner, even in winter.
  - c. Open all doors and use fans, as soon as possible, to maximize air circulation.

## **FLOODING**

Entry doors should remain unlocked during a tornado warning.

**1. During a Tornado Warning:**

- A. Turn off all computers
- B. Move patrons to back room by City Hall
- C. Take battery powered radio and flashlight.

**2. During a Tornado Watch:**

- A. Monitor weather reports. Listen to local weather station.
- B. Make decision as situation develops.

**3. If an adult refuses to cooperate with instructions above:**

- A. Call 911
- B. Call Director of Library to help, if weather permits.

**4. If a child refuses to cooperate with instructions above:**

- A. Take child by the hand and bring them to the back room.
- B. Call parent or local relative to come get the child, if weather permits.

## **TORNADO**

If a Bomb like object is discovered:

1. Call Library Director
2. Call 911

If receiving a Telephone Bomb threat:

- A. Listen closely to conversation.
- B. Tell the person that people may be harmed.
- C. Ask questions about the device, where it is located, the reason it was planted and the time of detonation.
- D. Notice the following features for the “Bomb Threat Checklist”

**Time of Call:** \_\_\_\_\_

**Caller's Age:** Adult Juvenile Age \_\_\_\_\_

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Voice:** Soft; High pitch; Deep voice; Raspy; Pleasant; Intoxicated

**Accent:** Local \_\_\_\_ Not Local \_\_\_\_ Foreign \_\_\_\_

**Speech:** Fast; Slow; Distinct; Distorted; Stutter; Nasal; Slurred; Lisp

**Language:** Excellent; Good; Fair; Poor; Foul

**Manner:** Calm; Angry; Rational; Irrational; Coherent; Incoherent;  
Deliberate; Emotional; Righteous; Laughing

**Background Noises:** Office machines; Factory machines; Bedlam;  
Trains; Music; Animals; Quite; Voices; Airplanes; Street traffic; Party

E. Immediately after call:

- A. Call Library Director
- B. Call 911
- C. Fill out Bomb Threat Checklist above