



MORRILL PUBLIC LIBRARY

431 Oregon Street | Hiawatha, KS | 785.742.3831 | hiawathalibrary.org

POLICY MANUAL

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History of Morrill Public Library

Morrill Public Library was founded in 1882 when E.N. Morrill gave the city of Hiawatha \$2,000 for a library. It opened May 29, 1882 in a room at the Morrill and Janes Bank, 6th and Oregon Streets, with 1,300 books.

In April 1907, the library moved into a new Carnegie building at 5th and Oregon. The Morrill family donated the site for the building as well as \$13,000 toward the building construction. At that point, the library housed 13,000 volumes.

The library received a major bequest in 1948 when George Johannes willed a farm to the library. This gift has been a significant factor in the library's development.

The library became a member of the Northeast Kansas Library System (NEKLS) in 1966. The system offers many benefits to member libraries including library development grants, continuing education opportunities for librarians and trustees, technology support and technical advice in many areas.

In 1967, the basement was remodeled and a new front entrance was constructed. This doubled the floor space of the library.

The library celebrated the nation's bicentennial in 1976 by reprinting Ruley's *History of Brown County*. In 1982, in celebration of the library's first 100 years, the Board of Trustees reissued E.N. Morrill's 1876 *History of Brown County, Kansas*. Patrons who attended the library's centennial open house also received a print of the Carnegie building by local artist Richard Moore.

In 1980, the Morrill Public Library was named as one of the community recipients of the Paul Bruning Trust. In 1986, with the book collection numbering 24,000, the library undertook a major renovation with funds from the Bruning Trust.

Completed in 1993, an addition of 5,840 square feet again doubled the space of the library. The project was financed with bequests, local donations, and a LSCA federal grant.

In 1999, the Trustees authorized a facility-use study to determine the best use of the available space for program areas. At that time, library holdings of more than 35,000 items included books, periodicals, audio cassettes, video cassettes, and music CDs. The library entered into a network agreement with NEKLS to provide direct high speed internet connection.

In December of 2000, a newly renovated Bill and Bernard Martin Children's Library opened, providing an inviting space for kids to learn and grow. In 2001, the Merry Gary Riley Memorial Young Adult Collection was created, featuring a comfy lounge area and an enhanced fiction and non-fiction collection. Also in 2001, technology improvements included creating a media center.

In July of 2008, the library received a new roof that was funded by a bequest from Jean Schaible. M & M Construction of Olathe installed synthetic slate tiles to replace the old heavy slate and stop leaks.

The current collection of over 33,000 items includes DVDs and audiobooks. Over 3,000 people from throughout the area have active library cards.

Vision Statement

The Morrill Public Library is committed to an excellence in service that is responsive to the community's need for convenient, accessible, and relevant library materials and programs for all ages.

Mission Statement

The Morrill Public Library is a center for lifelong learning, providing a variety of resources to meet the community's information, education, and recreation needs.

Governance and Organizational Structure

The library's board of trustees ("board" or "trustees") shall abide by all Kansas statutes, in particular those that apply to public libraries. The library board shall consist of eight members and shall follow the appropriate term limits as set forth in the Kansas statutes. The library shall have library board minutes, which are signed and approved by the board secretary. The minutes shall include the monthly financial report and all financial motions and the vote of the library trustees on each motion. The minutes should also confirm every official action taken by the board.

One of the board's main responsibilities is reviewing, amending, and approving the library's policies.

Duties of the Board and the Library Director

- The Board employs a library director who meets the stated requirements and has the needed skills.
- The Director hires and supervises staff according to policy and utilizes the skills and initiative of the staff members to the library's advantage.
- The Board approves the policy manual making sure that they concur with local, state, and federal laws that relate to the operation of libraries.
- The Director provides the board with recommendations and materials to review and executes the policy manual.

- The Board adopts personnel policies as outlined in the personnel policy section of this policy manual.
- The Director provides input, timely changes, and applies the personnel policies fairly and equitably to all employees.
- The Board provides an adequate salary schedule and benefits for all eligible employees.
- The Director suggests policy improvements needed in compensation, benefits, and working conditions.
- The Board notifies appropriate authorities of vacancies on the board, recommends qualified candidates, as appropriate, and provides new member orientation.
- The Director recommends criteria for effective board members and participates in the selection and orientation of newly appointed members.
- The Board develops criteria for evaluating the library director's performance and reviews the director's effectiveness in library administration.
- The Director provides sample director evaluation tools for the board to review. The director maintains current job descriptions, position appraisals and up-to-date records for all staff members. The director advertises and hires to fill staff vacancies.

Volunteers

In order to achieve the vision and mission of the Morrill Public Library, we view the active participation of citizens as valuable resource to the library. Volunteers will be extended the right to be given meaningful assignments, the right to effective supervision, and the right to recognition of good work.

Morrill Public Library volunteers are defined as persons who volunteer time, energy, and talents on behalf of the library and are not paid by library funds.

The library shall use the services of volunteers to:

- Supplement the efforts of paid library staff
- Serve as a method for encouraging citizens to become familiar with the library and services offered
- Staff or support fundraising activities sponsored by the Board of Trustees or the Friends of the Library

Budget and Finance

Overview

The library budget is a financial expression of the library's objectives. Before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. It is the responsibility of the library board to provide for an adequately funded public library.

The library board has the responsibility to work for an increase in the tax rate when the existing budget is inadequate to meet the library's mission to provide the best possible service to the people in the library's taxing district. The availability of funding from gifts, endowments, and other citizen support should not be allowed to replace local taxes levied for the library. The availability of funding from grants, state aid, or its capital improvement fund should not be allowed to replace local taxes levied for the library.

The library board has authority over the library budget by statute, and the trustees should ensure that funds are allocated according to budget guidelines. The library board should budget to a plan rather than planning to a budget.

The library director should review the library's funding allocations at the end of each month to make sure that the library is getting all the monies that it is legally entitled to under the current mill levy and any other allocation from the local government. Late or missed allocations shall be addressed as quickly as possible.

The contracted accounting firm should assure that a monthly financial report is prepared for the director and library board. This report should include:

- A list of current monthly expenditures
- A list of current monthly income
- A total of current monthly expenditures by budget line item category
- The balance remaining for the fiscal year in each budget line item category

Annual Budget

The library director should initiate a planning process to develop an annual budget to provide for the library's anticipated programs and services based on an analysis of the community's needs and demands.

The library director shall prepare a draft budget for the next calendar year during the month of April in the current year. The drafted budget shall be presented to the board during their annual meeting in April. The board shall review the budget and make any suggestions for change. The budget shall be reviewed again at the May board meeting and shall be voted upon.

After the budget has been approved by the board, the director shall prepare the budget and an accompanying letter to the Hiawatha City Commissioners Board no later than June 1st.

The library shall maintain its eligibility for the Kansas State Aid program. To maintain eligibility, the total amount of property taxes, back taxes, motor vehicle taxes and local ad valorem tax revenue

funds for the coming year must be budgeted to equal or exceed the actual dollars for the preceding year.

Financial Records and Periodic Review

Financial records shall be organized in a logical fashion. Digital accounting records shall be maintained by a CPA's office using accounting software. The board treasurer shall work with the library director to periodically review financial records. The board treasurer and library director will provide any and all documents requested by the accounting firm contracted by the City of Hiawatha for yearly audit purposes.

Petty Cash

The library shall maintain a petty cash fund in order to make change to the public for services rendered (such as copies, fax, prints, etc.). Library staff shall ensure the money received is entered correctly into the cash register. The director or assigned staff member shall reconcile the petty cash fund weekly, keeping accurate and detailed records, and make any necessary bank deposits or withdrawals to keep the petty cash fund in a proper working amount.

The cash register shall be locked during the library's closed hours. Only library staff and library board members shall have access to the petty cash fund.

Fundraising and Donations

The library reserves the privilege of using cash donations and memorials in a manner that will best serve the operation of the library and its service to patrons. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.

Exceptions to the donation and gifts policy may be approved by the director. Any type of gift not mentioned above should be discussed with the library director prior to acceptance. The library director, library staff, or library board shall write thank-you notes to donors, as appropriate. Memorial donations (cash or tangible items) may have either a name plate made for the memorial plaque or a plate made to affix on the donated item (as approved by the director). The library will pay for the expenses to make such plates and plaques, within reason, and as approved by the director. Fundraising will be handled by the director and possibly the Friends of the Library.

Capital Improvement Fund

The Morrill Public Library has established a capital improvement fund by resolution on September 13, 2004 and shall maintain this fund in perpetuity.

All money credited to such fund shall be used by the library board for the purpose of improving, furnishing, equipping, remodeling, making additions or major repairs to the library.

The funds shall not be used for collection and program development, supplies, salaries, or general operations or maintenance of the library.

Operational and Management Policies

Confidentiality of Library Records

Because the library must maintain trust with members of the public, the Board of Trustees of Morrill Public Library shall make every reasonable and responsible effort to see that information about the patron and individual information choices remain confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use, and the questions they ask.

Therefore, the Trustees have adopted the following guidelines concerning the disclosure of information about library patrons. No information will be disclosed regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron)
- a patron's address
- a patron's telephone number
- the library's circulation records and their contents
- the library's borrower records and their contents
- the number or character of questions asked by patrons
- the frequency or content of a patron's visits to the library
- computer use records
- any other information supplied to the library, or gathered by it shall be given, made available or disclosed to any individual, corporation, institution, or government agency without a valid process, order or subpoena.

Upon presentation of such a process, order, or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Parents or legal guardians are permitted access to the records of their minor children through the age of 17. The parent/legal guardian must be accompanied by the child, provide the child's library card, and/or provide other acceptable identification. In the case of telephone inquiries, the child's library card number and verification of the child's address, telephone number, and date of birth are required.

(Also, K.S.A. 45-221 (23) protects the confidentiality of library patron records.)

Intellectual Freedom Policy

The board supports the American Library Association's (ALA) Intellectual Freedom Documents, which include:

- Library Bill of Rights
- Interpretations of the Library Bill of Rights
- Code of Ethics
- Freedom to Read Statement
- Libraries: An American Value

Meeting Room Use

1. Meetings will be scheduled in order of request. Library sponsored programs have precedence over other groups. Organizations with regular scheduled meetings may be required to make other arrangements if library activities are scheduled. The library will give one week's notice.
 - a. Civic organizations, clubs, and other groups can reserve one regular meeting per month up to one year in advance. These groups may also schedule additional meetings up to two months in advance.
 - b. Non-recurring meetings may be scheduled up to six months in advance.
2. The meeting room must be scheduled in advance by telephone or in person.
 - a. The following information is needed at the time of scheduling:
 - i. Name of group
 - ii. Name, title, and phone number of person assuming responsibility for the meeting room
 - iii. Hours of use
 - iv. Purpose of the meeting
 - v. Equipment needed, if any
 - b. A representative of the organization must sign an Agreement of Responsibility.
3. Set-ups and meetings must begin and end during hours the library is open unless a library staff member is attending the event and responsible for securing the building:
 - a. 9 a.m. – 8 p.m. Monday–Thursday
 - b. 9 a.m. – 5 p.m. Friday
 - c. 10 a.m. – 4 p.m. Saturday
 - d. 1 p.m. – 4 p.m. Sunday
4. The meeting room may not be used for commercial purposes. A patron or group using a meeting room may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services. However, exceptions may be made by the Library Director or designee for Library programs or government or charitable sponsored events.
5. Equipment or displays brought in for a meeting should be removed at the end of the meeting. The library cannot assume responsibility for such items.

6. No items may be attached to the meeting room walls or ceiling.
7. Audio-visual equipment is available for use by groups. A TV, VCR, and DVD player are available in the meeting room and an HD projector is available upon request. Damage due to the misuse of the equipment is the responsibility of the group using it.
8. A kitchen is provided for making coffee, tea, or light refreshments. No cooking is allowed. A microwave, coffeepot, pitchers, measuring cups, spoons, and a few other utensils are provided. The kitchen and all equipment/utensils should be left clean after use.
9. The group using the meeting room is responsible for arranging the furniture and equipment to meet their needs and for returning the furniture and equipment to their original position after use.
10. Persons attending meetings who bring children requiring supervision will not leave the children alone in the library reading areas during the meeting.
11. The library is a smoke-free environment and no alcoholic beverages are allowed on library premises unless it is a library sponsored event and has been pre-approved by the Board of Trustees.
12. The group scheduling the meeting room is responsible for any damage to the building, furniture, or the equipment.
13. There is no fee to reserve or use the meeting room.
14. Persons reserving the meeting room must be at least 18 years old.
15. The Board of Trustees of the Morrill Public Library reserves the right to deny use of the meeting room at any time.

Future use of the meeting facilities by a group will be contingent upon the group's adherence to the above policies.

Exhibits and Displays

The Morrill Public Library makes available the use of exhibit and bulletin board space to community groups. The designated space is open to organizations engaged in educational, cultural, intellectual, or charitable activities.

Community groups may schedule the use of the display case in the foyer of the library for a period of time no longer than one month.

Notices of public interest posted on the bulletin board by community groups may remain for a period of three months or until the event has passed. Posted notices should be no larger than 11 in. x 17 in.

Community groups may arrange for special exhibit space by contacting the library director.

Inclement Weather and Closing

The library director will make a judgment call whether or not to close the library early, open late, or be closed all day. Key considerations are staff transportation safety, the ability to keep sidewalks and general library areas in a non-hazardous condition. If there is no electricity, the library will be closed. Staff and patrons are to be considered foremost.

If the library director is not present at the library and the library staff is/are concerned with weather conditions, s/he should contact the library director for a decision on whether to close or not. If the library closes mid-day, a notice should be placed on the front door indicating an early close.

The board president will be notified by the director in the event of the library closing. It is preferred the library director contact a local news station in the event of a closing so that the library can be displayed on a public closings/cancellations list. The director shall also update the library website and any other applicable websites in the event of a closing, if possible.

Public Relations and Library Advocacy

Public relations goals of the Morrill Public Library are:

- to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

The board recognizes that public relations involve every person who has a connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

Patron Behavior

The Code of Conduct is designed to facilitate the mission of the library and to ensure an environment conducive to the full exploration of library materials and services. It applies to all areas of the library including stack areas, meeting room, hallways, stairways, washrooms and the exterior stairways, walkways and parking area.

Be considerate of others:

- Use a quiet voice.

- Use headphones on the computer or your cell phone.
- Use cell phones in a way that does not disturb others. Users should maintain common courtesy with the use of cell phones. Library staff reserves the right to ask patrons to move their cell phone conversations outside.
- Activities should not interfere with another person's use of the library or with the library staff's ability to perform their duties.
- Refrain from foul, rude, obscene language or gestures or any behavior that harasses or demeans others.
- Do not run, jump or fight.
- Be fully clothed including shoes and shirts (bathing suits are not considered suitable clothing).
- Keep aisles and walkways clear; do not leave personal belongings unattended.
- Refrain from soliciting or selling to library staff or patrons.
- Animals permitted only when Kansas and Federal law definitions of a service animal are met.
- Children under the age of nine years should be accompanied by a care provider at all times [see Young Patrons Policy]; accompanied is defined as "within sight." If a child is left unattended in the library, the staff will follow procedures which may involve calling local law enforcement for assistance.
- An acceptable standard of personal hygiene is expected so as not to constitute a nuisance to others.
- Lying down, sleeping, or appearing to sleep inside the library or on library grounds, unless invited to do so in a library sponsored program, is not allowed.

Be considerate of library property:

- Food and drink are not permitted.
- Controlled substances are not permitted on library property.
- Alcoholic beverages are only allowed on library premises as part of a library sponsored event that has been pre-approved by the Board of Trustees.
- Trashcans should be used for litter.
- Smoking and the use of tobacco products is not permitted in the library or within 10 feet of any library entrance, as per Kansas state statutes.
- Damaging, defacing, or misusing library materials, equipment or facilities is not permitted.
- A library phone is available for local calls limited to 5 minutes; ask library staff for assistance.
- Leave skates, skateboards, in-line skates, and any sporting equipment (bats, rackets, balls, etc.) outside the library or with library staff.
- Bicycle racks are provided in front of the library; scooters, tricycles, bicycles and wagons should remain outside.

Library privileges may be denied for the following reasons:

- Damaging library property
- Stealing library materials
- Threatening or physically harming staff or patrons
- Not complying with library policies

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from use of the library facilities. Patrons who fail to follow library procedures will be reprimanded as follows:

- For the first and second violation, a verbal warning will be given. If the patron refuses to comply after a second warning, he/she will be asked to leave the library. If the patron does not leave when asked by the library staff, law enforcement officers may be contacted.
- Further incidents of violating library procedures will cause library usage to be revoked for at least one week.
- Additional violations will cause library usage to be revoked for at least one month.

For children under the age of 18, parents or legal guardians will be contacted if their children have been reprimanded for failure to comply with library policies. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Weapons Policy

It is a class A misdemeanor to carry a concealed weapon in "any public library operated by the State or by a political subdivision of the State" even if the person has a license to carry a concealed weapon. 2006 HB 2118, Section 7, "Weapon includes a handgun, pistol, or revolver."

Possession or display of weapons of any type, including knives, guns, and lawfully registered concealed weapons is not allowed on library property, except by law enforcement officers.

Unattended Children

The Morrill Public Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. The library staff does not have the authority to take responsibility for children in the library.

Therefore, it is library policy that all children under the age of nine must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a

library program, we require the parent/responsible person to remain in the library throughout the program. Responsible person is defined as someone who can take responsibility should an emergency arise who has the authority and responsibility to care for a child by the child's parent or legal guardian.

If an unattended child is noticed, library staff will attempt to locate the parent/responsible person. If no such parent or caregiver can be reached within the hour or the library is closing, local authorities will be asked to intervene. Patrons who are in violation of this policy are subject to suspension of library privileges.

Staff will call the police and notify the supervising librarian immediately if he or she thinks the safety or wellbeing of any child in the library is in jeopardy.

Young Patrons Policy

Children over the age of nine may be left unattended providing their behavior is appropriate for the library and they are mature enough to stay alone. Should the child's behavior become disruptive or cause disturbances for other library patrons, the child will be asked to leave. If the child is unable to go home alone, we will attempt to locate the child's parents to come and get them. If we are unable to locate a parent, we will ask the local authorities for assistance.

Parents are responsible for teaching a child the proper behavior in a library. The library staff welcomes all those who acknowledge their responsibility to maintain an atmosphere conducive to the best use of the library and its services. If a child is causing a disturbance, the parent or caregiver will be asked to correct the problem. If the behavior continues, you may be asked to leave.

Examples of inappropriate behavior include, but are not limited to:

- Eating/drinking in unacceptable areas of the library
- Abusive or obscene language
- Rowdiness
- Disorderly conduct
- Excessive chattiness
- Quarreling
- Loud talking
- Loud speakers on computers
- Vandalism
- Running
- Jumping
- Aimless/restless roaming
- Smoking

- Disturbing other patrons
- Fighting
- Preventing other patron's use of the facilities
- Disruptive behavior outside the library on the steps or walkways

Be aware that when the library closes the doors are locked, lights are turned off, and no one is available to supervise the outside areas. Please arrange to pick up your child before closing time. If a child is still in the library at closing time and we are unable to locate the parents, for the safety of your child, the local authorities will be called to assist in locating a parent.

Facilities and Building Maintenance Policies

Animals in the Library

The only animals allowed in the library are service animals defined under Title II and Title III of the ADA. This is defined as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability” (<https://adata.org/publication/service-animals-booklet>). Exceptions may be approved by the director, such as animals in the library for a featured library program or event.

No-Smoking Policy

To support the health and well-being of our employees and patrons, the Morrill Public Library is committed to providing a smoke-free environment in the workplace.

In accordance with K.S.A. 21-4009 and the Kansas Indoor Clean Air Act (2010 House Bill 2221), the library shall adhere to the following policy:

No smoking is permitted anywhere inside or outside (within a 10-foot radius of any doorway, open window, or air intake) of the Morrill Public Library.

Plumbing Incidents

Staff should periodically check the public bathroom throughout the day in order to prevent any minor bathroom incidents from affecting other patrons and from turning into bigger problems. If a toilet appears to be clogged, library staff should judge the situation in a reasonable manner and decide whether to attempt to unclog the toilet or call a professional. The director should be notified of any problematic plumbing incident.

Materials Selection/Collection Development Policy

Legal Authority

The Morrill Public Library is organized under the laws of Kansas and is authorized under K.S.A. 12-1219 et. seq. to acquire by purchase, gift, or exchange, books, magazines, papers, printed materials, video and audio equipment and materials, computer equipment and software, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services.

The Morrill Public Library will follow the laws of the State of Kansas in implementing this Materials Selection and Collection Development Policy.

The Library Collection Objectives

The Morrill Public Library selects, makes available, and promotes the use of library materials, whatever the format, which:

- Reflect the mission and roles of the library.
- Meet the information needs of the community.
- Meet the recreational needs of the community.
- Supplement formal and informal study.
- Reflect a variety of opinions (minority and majority) on a subject.
- Support economic, cultural, recreational, and civic activities in the community.
- Stimulate understanding and growth.
- Enhance job-related knowledge and skills.
- Increase knowledge of and participation in the affairs of the community, the state, the country and the world.

Responsibility for Selection

The responsibility for the materials selection policy lies with the Library Board of the Morrill Public Library. The Library Board delegates to the Library Director and other staff members designated by the Library Director the responsibility of selection of materials and development of the collection.

General Selection Criteria

Fifty percent of the following criteria must be met if an item is to be included in the collection. The criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase by the Morrill Public Library:

- Examination of the existing materials in the collection on the same object
- Reputation of the author, artists, publisher or producer
- Suitability of subject, style, and reading level for the intended audience

- Current appeal and popular demand
- Present and potential relevance to the community needs
- Availability or scarcity of materials on the subject
- Value of material in relation to durability

Fiction

In addition to the General Selection Criteria above, four of the seven following criteria must be met for fiction to be added to the collection:

- Plausible plot and good plot development
- Effective characterization
- Imaginative writing and originality
- Literary merit
- Accurate description of the particular era or country in which it is set
- Ability to sustain reader's interest
- Significant contribution in a new or special way if a new edition

Children's Materials

The following criteria, when applicable, should be considered when selecting materials for the children's collection:

- Appropriate materials to meet the needs and interests of children from infancy to sixth grade
- Materials of interest to adults concerned with these age groups
- Variety in points of view to enable children to better understand their world
- Materials that reflect cultural diversity
- Materials that reflect the wide spectra of reading comprehension and maturity levels of children served

Young Adult

The following criteria, when applicable, should be considered when selecting materials for the young adult's collection:

- Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school), grades six through twelve
- Materials for recreational, popular and topical reading that may be related to the needs of students, but does not include school textbooks
- Paperbacks are the preferred format for books when appropriate
- Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence from family
- Materials that reflect the wide spectra of comprehension, maturity, and library skills.
- A wide range of subjects, some of which may be controversial

Videos/DVDs

Criteria for the selection of videos and DVDs:

- Balance popular demand with quality by basing purchases on reviews
- Good technical quality
- Need for non-fiction and documentaries to present accurate and up-to-date information
- Need for subject to be appropriate to the video format
- New releases that would be in competition with video stores are not purchased

Computer Software

Criteria for the selection of computer software:

- Need for good documentation that is easy to understand
- Need for user friendly software
- Need for the program to have large enough capacity to hold and process as many records as needed
- Need for good vendor support
- Availability of an 800 phone number for technical support
- Selection to extent possible for compatibility with other software already in use
- Awareness of current copyright laws as applied to digital information, which is an area of law in transition

Computer Hardware

Criteria for the selection of computer hardware:

- Availability of an 800 phone number for technical support
- Onsite warranty preferable. If not possible, local repair is next best option
- Availability to upgrade (drive bays, open slots, RAM upgrade potential) should be viewed as being important as current capabilities
- The Morrill Public Library will purchase the best equipment in terms of performance for the needs they have

Review Sources

Adult

Primary sources for adult materials include, but are not limited to: Booklist, Kirkus Reviews, Library Journal, New York Times Book Review, Publishers Weekly, Science Books and Films, and standard bestseller lists including those appearing in New York Times Book Review and Publishers Weekly.

Children

Primary sources for children's materials include, but are not limited to: School Library Journal, Booklist, Kirkus, and Bulletin of the Center for Children's Books.

Young Adult

Primary sources for young adult materials include, but are not limited to: Booklist, KLIATT (paperback reviews), School Library Journal, and VOYA (Voice of Youth Advocates).

Non-Print Media

Professional review sources include: Halliwell Film Guide, The Motion Picture Guide, Library Journal, Booklist, Video Review, Video Rating Guide for Libraries, Children's Video Report, Librarian's Video Review, Leonard Maltin's Movie and Video Guide, Robert Ebert's Movie Home Companion.

Computer Software

Computer journals and newspapers, PC Magazine*, Byte*, Computer User, Kansas City Computer Journal, MacWorld, MacUser, library professional journals, Wilson Libraries, Computers in Libraries, Library Journal/School Library Journal, Library Directories, Datapro (costly), and on-line sources, Listserves i.e., PACS-L*.

*Recommended as primary sources.

General Limitations, Priorities and Acquisitions

Materials Not Purchased

The following materials will not be purchased: slides, 16mm films, VHS tapes, phonodiscs, music CDs, cassette tapes, textbooks, workbooks, books that are abridged, outlines or synopses.

Replacements and Duplicates

A replacement is an item purchased to replace an identical title previously in the collection. The need for replacement in each case is judged by these factors:

- Number of copies available. If a copy is lost or missing, the library may not replace it if it owns another copy.
- The coverage the library has on the subject. If the library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
- The amount of similar material available. If lots of books are continually published on a subject, the library may replace a missing title with something more current.
- The demand for subject material in that subject area. It may be that the subject is so popular that the library may replace it at once.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library will not replace with a new one.
- Duplicate copies for school assignments will not be ordered.
- If the budget permits, when requests or reserves for a title reaches ten, a duplicate copy will be ordered.

Recommendations from the Public

The Morrill Public Library welcomes suggestions from the public concerning possible purchases for library materials. The Library Director will keep a list of materials recommended. This list will be on file for purchase consideration as funds are available. These suggestions will be considered by the same criteria used for the purchase of other library materials.

Gifts and Tax Exemptions

Gifts or donations of books or other materials are accepted with the understanding that they may be used or disposed of as the library determines appropriate. Determining “appropriate” means using the same criteria set forth in this policy for the purchase of library materials. Gifts that are not added to the collection will be given to the Friends of the Morrill Public Library for resale, or disposed of in a suitable way.

Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Code of 1986 as amended. If a potential donor of books or other non-cash item asks the library for an appraisal, IRS regulations and the Tax Reform Act of 1984 (Section 155a) clearly states that the appraiser must not be the library that receives the items. Donors are required to obtain a formal appraisal if the value of donated property is valued at \$5,000 or more. If a library sells or disposes of a gift of property or materials valued at \$500 or more, the library must file Form 8282 with the IRS within 90 days of the sale or disposal.

Gifts made to the library become the sole property of the library and remain so until they are either added to the collection or until a decision is made by the Library Board as to the appropriate disposition of such items. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.

Maintenance of the Library Collection

Weeding Policy

The Morrill Public Library Board recognizes the need to continuously evaluate its collection in response to the changing nature and needs of its community through the weeding and replacement of its titles. Weeding is a task that takes skill, care, time and knowledge of the materials to be discarded. Weeding is a necessary adjunct of selection since it systematically eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest, or in demand; unnecessary duplicates; and worn out or mutilated copies. The Library Director is responsible for enforcing this weeding policy.

Questions to Ask When Weeding

These are questions to be asked of a general nature. Every title or item requires professional judgment tempered with experience and common sense.

- What was the last date of circulation? Interval of time between circulations?
- Condition? Consider appearance and ability to use.
- How old? Is the information and presentation still accurate?
- Is it reliable? Viewpoints and information changes with time.
- Appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
- Duplicate? Older editions, duplicate of once popular titles should be discarded.
- Appropriate subject of material for this library at this time? Changes in curriculum, community, use patterns.
- What is this doing here? Admit mistakes and get rid of the stuff!!

Guidelines to Use When Weeding

CREW: A Weeding Manual for Modern Libraries produced by the Texas State Library and Archives Commission will be used to instruct the weeding process. Document available at: <http://www.tsl.state.tx.us/ld/pubs/crew>.

Surplus Property

Surplus property is any tangible, personal property owned by the library that is no longer needed for the provision of library services. Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be disposed of without notice.

The Library Director shall coordinate the disposal of surplus property and shall aid the Library Board in determining what should be declared surplus and the best method of disposal. The Director is authorized to declare as surplus, library materials whose unit value is estimated to be less than \$500. Items determined to have been purchased with a value of less than \$500 may be disposed of in an appropriate method determined by the Library Director. The Director will report results to the Board. The Board of Trustees is authorized to declare as surplus, library materials with an estimated unit value of \$500 or more and disposed of in one of the permissible methods listed below.

Permissible methods of disposing of surplus property include: solicitation of written bids, trade-in on new equipment, donation to a non-profit, garage sale or sold for scrap. If the property has been offered in one of the above manners and not been able to be sold, the property may be given away or disposed of. Surplus property sold by the library is sold in “as is, where is” condition without warranty, either express or implied with payment on delivery as expected.

Exceptions: Property of any value may be donated to a tax supported library or library system.

Customer Services

Customer Service is an intrinsic part of the Morrill Public Library's service to its patrons. The library endorses high standards of customer service and supports it through a plan of employee training, leadership development and opportunities for patron input.

During interactions with library staff, patrons can expect to:

- Be acknowledged appropriately
- Be treated courteously and respectfully
- Be valued for their input
- Receive the same high standard of service regardless of age, race, ethnicity, religion, gender, physical limitations, or any other criteria
- Receive prompt and timely service
- Receive knowledgeable service and professionalism from all staff
- Have open access to resources and assistance in their use, and
- Have their privacy and confidentiality respected

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

1. select, organize, and make available necessary books and materials;
2. provide guidance and assistance to patrons;
3. sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults;
4. cooperate with other community agencies and organizations;
5. secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state;
6. lend to other libraries upon request;
7. develop and provide services to patrons with special needs;
8. maintain a balance in its services to various age groups;
9. cooperate with, but not perform the functions of, schools or other institutional libraries;
10. provide service during hours which best meet the needs of the community, including evening and weekend hours;
11. regularly review library services being offered; and
12. use media and other public relations mechanisms to promote the full range of available library services.

Staff Guidelines

Staff members are expected to wear name tags, which shall be provided by the library, while on duty. It is ideal that all patrons be greeted when they come into the library. Staff should make every attempt to welcome patrons and give at least one greeting during the person's visit. Staff should

gauge the patron's demeanor to determine whether s/he needs further assistance; such assistance should be offered.

When answering the phone, staff should identify the Morrill Public Library and either identify himself/herself by name or ask how s/he can help the person on the other line.

When a staff member is working at the front desk, his/her primary jobs are as follows (listed in order of importance):

- greet patrons as they enter the library
- answer the phone
- check materials out
- assist patrons with reference questions, reserve requests, copy and fax services
- assist patrons with computer questions as much as possible
- check materials in
- re-shelve returned materials (DVDs, new books, and magazines)
- maintain awareness of patrons in the library
- maintain the tidiness of library areas (such as children's area, computer desks, etc.)
- other projects, as time permits

If there are a number of patrons waiting for assistance, ask another library staff member to help if one is available. If not, use good judgment in prioritizing service. Generally, assistance should be given first-come, first-served. However, if you are helping a patron with a reference question or another time-consuming task, it may be best to politely ask the patron if you can assist the other waiting patrons for a moment.

It is important to keep the front desk and surrounding area as neat as possible. Personal items should be kept to a minimum and out of the way of patrons and other staff members. Bags, purses, and coats should be kept in the designated areas in the staff workroom.

It is preferred that library staff members eat in the staff workroom, but when a staff member works alone, this is not possible. Staff shall use good judgment with having food and drink at the front desk.

Personal phone calls and personal cell phone usage should be kept to a minimum when on duty. If possible, staff should take personal calls in the staff workroom. Cell phones should be put down and not be in use when assisting a patron. Cell phones should be muted when they are present at the circulation desk.

Copy, Fax, and Printing Services

The following equipment is available for patron use, as indicated below:

Equipment	Fees	Stipulations
Scanner (Savin 3003)	Free	Self-serve
Copier (Savin 3003)	\$0.15/page in black and white \$0.25/page in color	Self-serve
Printer (Savin CLP131)	\$0.15/page in black and white \$0.25/page in color	Library staff will hand the patron their copies since printer is behind circulation desk.
Large-format printer (24 in. maximum width and no limit on length)	\$2.00 per foot	Available by appointment only.
Fax (local and long-distance)	\$1.00 for first page \$0.25 for each additional page \$0.25 per page to receive faxes	Library staff must fax since the machine is behind circulation desk.

The fees and stipulations noted above shall not be waived unless good cause exists, which is at the discretion of library staff.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Programs and Special Events

A “program” is a planned interaction between the library staff or designees and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, the summer reading program, book club discussions, and other special events.

The director will also consider what extra classes may be given at the library. These could include craft, computer, financial, genealogy, or readers’ advisory classes, to name a few.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Library Marquee Policy

The Morrill Public Library's marquee is to be used for library purposes only. City sponsored events will be considered on request with precedence always lying in the needs of library programs.

Reference Services

The Morrill Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information from written or electronic correspondence;
- will assist patrons in the use of the library and teach basic research methodology, when appropriate;
- will assist patrons in obtaining materials through interlibrary loan;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use the library's resources, but consult appropriate online resources as well to find the requested information.

All library staff should be able to provide general reference services to patrons. However, if a question arises in which the staff member cannot provide assistance or knows another staff member can handle better, the patron should be referred to the other staff member.

If library staff are otherwise engaged and cannot provide meaningful reference services at the time of request, staff should politely ask the patron if s/he can make a note of the request and get back to the patron at another time.

Computer and Internet Use Policy

In keeping with the mission of the Library to be a source of information, education, and recreation services for patrons of all ages, the Library is pleased to be able to offer computers available for public use. These computers are equipped with a connection to the internet and also with Microsoft Office for word processing, spreadsheet development, professional presentations, and other personal computing needs. By using the library's computers, the user agrees to abide by the library's computer and internet access policy.

The library provides the following services:

- Basic assistance is available when using library computers. For users requiring more extensive assistance, the library offers computer classes. Also offered are individual computer sessions by appointment.
- Searching suggestions and technical assistance is dependent on staff expertise.
- The library website includes links to recommend tools and resources.

The following rules govern the use of the computers at the Morrill Public Library:

1. User must be a card holder in a library in the NEKLS System.
 - a. Only the user is allowed to use his/her card to access library computers
 - b. Out of town visitors over the age of 18 may obtain a guest pass upon request at the circulation desk.
 - c. Users under the age of 18 must have signed permission from a parent or guardian to use a computer and access the internet.
2. User is initially provided one hour of computer use per day to ensure fair accessibility. This time may be extended by user request at the discretion of library staff.
 - a. User must provide library card in order to extend computer time.
3. Users are responsible for using the computers in accordance with ethical standards of the library:
 - a. User may not alter or delete configurations or files.
 - b. Unauthorized use of computer accounts or access codes by user is prohibited.
 - i. User must have own individual email account.
 - ii. User ordering on the internet must use personal information, i.e.: name, address, telephone number, and personal credit or debit card information.
 - c. User may not impede activities of other patrons.
 - d. User may not violate software license agreements.
 - e. User may not violate network usage policies and regulations.
 - f. User may not violate the privacy of other users.
 - g. No more than two patrons at each computer.
4. User must use computers for legal purposes only. Unacceptable purposes include, but are not limited to the following:
 - a. Destruction or damage to the equipment, software, or data belonging to the library.
 - b. Unauthorized monitoring or disruption of electronic communications.
 - c. Unauthorized use or destruction of data of other users.
 - d. Unauthorized copying of copyright-protected material.
 - e. Harassing, libeling, or slandering others.

ILLEGAL ACTS INVOLVING LIBRARY COMPUTERS OR OTHER LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY LOCAL, STATE, OR FEDERAL OFFICIALS.

The user must follow the policy and guidelines to retain eligibility for use of the library computers. Library staff are under no obligation to monitor library computer workstation usage. However, when a member of the library staff observes a patron using a workstation in violation of the policies, the following consequences may result:

- Immediate termination of the session
- Additional suspension of computer use or other library privileges

- Notification of appropriate law enforcement officials

Internet Access Policy

Free wireless internet access is provided to the citizens of Hiawatha at the Morrill Public Library. As a “hot spot,” patrons may connect to the internet with a wireless laptop, tablet, cell phone, or other portable device from within the Library. Library staff cannot offer technical support for establishing or maintaining a connection and the Library is not responsible for hardware or software damage, or for loss or theft of unattended equipment. The wireless connection is not secure. The wireless network is open and simultaneously connected computers are visible to each other, and therefore vulnerable to other users’ viruses, malware, and hacks. Users are responsible for maintaining up-to-date antivirus software and firewalls. Printing from the wireless network will not be supported. The wireless internet access is unfiltered, but all Library policies concerning legal and acceptable use of computers and the internet apply.

In response to advances in technology and the changing needs of the community, the Morrill Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Hiawatha’s diverse, multicultural community. It is within this context that the Morrill Public Library offers access to the internet.

The Morrill Public Library does not monitor or have any control over the information accessed through the internet and cannot be held responsible for its content. The internet is a global entity with a highly diverse user population and library patrons use it at their own risk.

All internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the internet information selected and /or accessed by their children. Parents, and only parents, may restrict their children, and only their children, from access to internet resources accessible through the library. Parents are advised to supervise their children’s internet sessions. Children under age 18 must have parental permission to access the internet.

To be more specific:

1. The library does not censor your access to materials or protect you from information you find offensive. There is sexually explicit material and other information resources which you may personally find controversial or inappropriate. We suggest that you do not access sexually explicit materials that other patrons might find offensive or inappropriate. If we receive complaints, you will be asked not to view offensive materials. If future incidences arise regarding your viewing of offensive materials, you will be denied internet access.
2. Not all sources on the internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

Guidelines for accessing the internet at the Morrill Public Library:

1. When a patron is accessing the internet, library staff cannot be expected to assist at all times.
2. You MAY NOT use your own software programs on the internet access computer.

MISUSE OF THE COMPUTER OR INTERNET ACCESS WILL RESULT IN LOSS OF YOUR COMPUTER PRIVILEGES.

Internet Safety Policy

Introduction

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

The purpose of the Internet Safety Policy of the 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 Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on December 18, 2019. This policy supersedes all previous Internet Safety Policy statements of the Library and is effective December 18, 2019.

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

Legal Requirements

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

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

Supervision and Monitoring

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

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

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Library director in charge 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 in charge, 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 website and in print in the Library's official policy handbook.

Circulation Services

The Morrill Public Library is a member of Next, a joint service of the Northeast Kansas Library System and 50+ other member libraries. Anyone may borrow from the library freely and without charge.

Library Cards

Borrowers will be issued a library card after providing name, phone number, and a reference. Proof of current address is required. An alternate contact with accompanying information is required (e.g. work, family, friends). Children under 18 years of age must have a parent or guardian sign the application in person. In order to create a library experience, children must be at least first grade age and present to sign their card in order to obtain a card.

Unless otherwise noted, library cards are bearer cards and may be used occasionally by those trusted by the cardholder. They must have the card present to check out. It is responsibility of the cardholder to maintain the card, pay for any materials replacement charges for items borrowed on the card, and to report a lost card.

All library cards expire after one year, but can be renewed by library staff upon the expiration date.

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

Loan Periods, Renewals, and Loan Limits

- Three (3) weeks for books and audiobooks.
- One (1) week for DVDs and magazines.
 - All DVDs and all magazines are loaned for 1 week. There is a limit of 4 DVDs checked out at one time per card. DVDs may only be borrowed by the patron whose name is attached to the card (i.e. they must be present). Friends and family members may not check out DVDs on another patron's card even if they have it in their possession.
- Interlibrary loan materials will follow this library's loan periods, unless a special circumstance by the lending library dictates otherwise.
- All materials may be renewed twice if there is not a waiting list for the item. Items may be renewed by phone, email or in person.
- The library director may establish special loan periods for unique situations, for example for a group book club.
- Patrons are encouraged to borrow materials that meet their needs. Limitations are placed on selected media formats. Non-circulating items in the library include materials marked reference, microfilm, newspapers, current issues of magazines, and rare or historically valuable books.
- Patrons are encouraged to use the online patron catalog to renew and reserve library materials.

Interlibrary Loan/Reserves

Materials that are not available locally through Next may be borrowed from other libraries upon request by patrons with current library cards. Any fees imposed by the lending library will be the responsibility of the patron borrowing the material.

Reserves may be placed by patrons in person, over the phone, or by email. Patrons will be notified by telephone or email when the materials are available. The patron may decide which contact method is preferable. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Restricted patrons may not reserve items until his/her restriction has been removed by either paying for lost/damaged items and/or returning overdue items.

Once reserved items are received at the library, they will remain onsite for check-out for seven (7) calendar days. If the item is not picked up by the patron within seven days, the item will be

returned to the lending library or sent to next patron on the reserve list. Reserved items waiting at the library may be picked up on behalf of other patrons if arrangements have been made and at the discretion of library staff.

Returning Library Materials

An outside book drop is available to patrons. Charges are not assessed for overdue items. Lost or damaged materials are the responsibility of the borrower. The library will assess replacement costs and the borrower will be restricted until those costs are paid. The library upholds KSA 21-5804 that states:

[T]he object of the alleged theft is a book or other material borrowed from a library, it shall be prima facie evidence of intent to permanently deprive the owner of the possession, use or benefit thereof if the defendant failed to return such book or material within 30 days after receiving notice from the library requesting its return.

The library director shall determine when the patron will be notified of KSA 21-5804. Initiation of prosecution is the responsibility of the Board of Trustees.

Claims Returned or Claims Never Had

When a patron claims to have returned an item that is still on his/her account or if a patron claims he/she never had an item showing as checked out on his/her account, library staff shall ask the patron to recheck for the item at home. Library staff should also indicate to the patron that we will look for the item at the library to see if it is perhaps here, but not checked in properly.

If the patron has left and library staff finds the missing item in the library, library staff should contact the patron to let him/her know.

The library director should be notified of difficult situations. The library director will use his/her discretion on how to handle the situation, i.e. charge for the item or forgive the item.

Lost or Damaged Materials

If a patron loses materials checked out on his/her card, the patron will be responsible for the replacement costs of those items.

If materials are damaged so as to be judged by the library as being unsuitable for the placement back into the collection, the patron must pay the replacement costs. The library will see to the final disposition of the damaged materials, and the damaged materials will not be provided to the patron once payment has been received.

The library will do its best to obtain the most accurate replacement cost to the lost or damaged materials and provide that information to the patron. However, the replacement cost is to be determined by the library and will not be negotiated.

Sometimes patrons wish to replace lost or damaged materials on their own and provide the new material to the library. Only through arrangement with the library director can replacement materials from patrons be deemed acceptable. The library director retains the right to reject replacement materials and require payment for the lost or damaged items.

Generally, if a patron finds a lost item after payment to the library has been already been made, the library will not accept the returned material or refund the payment made. The patron may keep the material since s/he has already made the appropriate payment for it. The final decision in such matters is reserved for the library director.

Items that have been borrowed from another library that are lost or damaged shall follow the above procedures with the following exceptions:

- Library staff will contact the lending library for replacement costs.
 - Any money collected for lost or damaged items shall be forwarded by the library director to the lending library.

Overdue Materials and Restricted Patrons

After an item is overdue by 30 days, the patron's library card will be restricted systematically. The library staff shall monitor overdue item reports and contact patrons by letter to make notice of overdue items. After an appropriate time period has passed, which is determined by the library director, an invoice for overdue items will be sent to the patron.

If the patron is a minor, the invoice shall be sent to the minor's guarantor, who should be recorded in the Next system. Once an invoice has been sent to a minor, the library staff should place a manual restriction and note on the guarantor's library account (if one exists) until the items have been returned or appropriate payment has been made. Consideration to restricting other minors of the guarantor should also be considered at that time.

Next Consortium Policies

The Morrill Public Library shall abide by any approved policies set forth by participation in the Next consortium, which is administered by the Northeast Kansas Library System (NEKLS). A few of the primary policies are listed below:

- Any Next library patron may pay fines at any participating Next library. In such situations, it is the policy of the Next consortium that the collecting library shall retain fines.

- Any Next library patron may pay for lost or damaged items at any participating Next library; the collecting library shall be responsible for returning the money to the owning library for lost or damaged items.
- It is up to the owning library for invoicing other libraries for lost or damaged items. If a library receives an invoice, they must pay. Any compromises are up to the discretion of the owning library.

The Morrill Public Library shall not remove any restrictions in the Next system for non-Hiawatha patrons unless all fines have been paid.

Borrowing Materials by Library Board and Staff

The same borrowing privileges and patron policies will apply to the library board and staff.

Personnel Policy

The information contained in this personnel policy applies to all employees of the Library. It is presented as a matter of information and should not be interpreted as a contract between the library and any employee.

Board Responsibilities

The library board of trustees expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means

Amendments or new policies will be effective on dates determined by the board. Only the board, in consultation with the director, has the authority to change any policy. This policy supersedes all previous personnel policies.

It is the responsibility of the board to hire a library director who meets the stated requirements and has the needed skills. Guidance for the director is communicated by a job description and a well-written and maintained policy manual based on local, state, and federal laws that relate to employment practices.

The library board shall provide an effective orientation for a new director to assure that the s/he understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, and c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings.

The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

Director Responsibilities

The director shall establish all other employee positions and all wage and benefit levels for such positions. It is the responsibility of the director to hire and supervise staff according to policy and utilize the skills and initiative of the staff members to the library's advantage. It is appropriate for the director to provide recommendations and materials for review and inclusion in the personnel policies. The director should suggest improvements needed in compensation, safety, and working conditions. It is the responsibility of the director to recommend appropriate opportunities and specific needs for training.

The director shall communicate library policies, including the personnel policies, to library staff and ensure that such policies are adhered to.

Equal Employment

The Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the Library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by applicable law.

Non-Harassment

The Library maintains a policy of non-harassment. The Library will not tolerate any form of harassment based upon race, color, religion, gender, age, national origin, or disability. The Library will not tolerate sexual harassment in any form. Any employee who violates this policy will be subject to disciplinary action and possible dismissal with cause.

Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs, illegal intoxicants, controlled substances, or any alcoholic beverage by employees at any time on library premises, in vehicles on the library's business, or while on library business is prohibited. Violation of this policy will result in disciplinary action that will include termination.

Injury

Library employees must promptly report any injury that occurs on the job as required by Worker's Compensation regulations.

United States Citizenship

The Library intends to hire only U.S. citizens or those who have valid permits to work in the U.S.

Nepotism

It is the policy of the library that persons who are of immediate relation to current library employees shall not be employed in the library unless the library board has reviewed and approved the proposed employment. Further, it is in the best interest of the library that members of the immediate family of board members or the library director not be considered for employment with the library.

Child Labor

The library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas Statutes.

Posted Notices

Notices relating to federal, state or local regulations will be posted in a conspicuous place in the staff area of the library. It is the responsibility of each employee to read these notices.

General Employment Information

Classification of Employees

- Library director: A full-time salaried position regularly scheduled on an annual basis for 40 hours in a standard workweek of seven days.
- Full-time employee: An hourly position regularly scheduled on an annual basis for 40 hours in a standard workweek of seven days.
- Regular part-time employee: A position regularly scheduled on an annual basis for less than 40 but not less than 20 hours in a standard workweek of seven days.
- Part-time employee: A position in which the employee works less than 20 hours in a standard workweek of seven days.
- Full-time and regular part-time employees are eligible for employment benefits. Part-time employees are not eligible for employment benefits.

Job Description

The Library Director and/or Library Board will develop job descriptions which may be updated and revised annually. Job descriptions must contain “essential functions” which generally describes the fundamental nature of the job where a limited number of employees are available among whom the performance of the job can be distributed and requires specialized expertise.

Application Procedure

An official form must be filled out by the applicant. Forms are available at the library. Forms shall include information regarding residence, training, experience, references, and other pertinent information. Applications will be held for 60 days.

Applicant Interview

Based on Job Description Contained in Job Advertisement

These guidelines have been prepared to help the Library Director and/or Library Board of the Morrill Public Library conduct fair and objective interviews. The interview should provide as much information as possible about an applicant's potential to perform the duties of a particular position.

Employee Appraisal

Based on Job Descriptions

The director will evaluate employee performance annually in October. The library board shall also evaluate the library director's performance annually upon the anniversary of his/her hire date.

The Library Director and/or the Library Board will use the following criteria in employee performance appraisals:

- 1) Importance of employee appraisal.
 - Effective performance appraisals can increase productivity, strengthen employee-employer relations and can help employees reach their full potential.
- 2) Characteristics necessary in appraisals.
 - Format and purpose should be easily understood by all. Performance standards must be established in advance, work-related, and measurable. Factors unrelated to the job must be eliminated. Written forms should be used annually. A formal appraisal interview should be conducted.

Promotions

Promotional appointments shall be available to all employees who meet the required training and experience in the job description. Positions will be filled on the basis of merit. Positions may be filled from outside the organization. Position will be posted and employees may file an application for a posted position.

Employment Relationship

Employees of the Library are “employees at will.” Either the Library or the employee may terminate the employment relationship at any time either with or without cause and also with or without advance notice.

Resignation

Resignations should be submitted in writing to the board or director as appropriate. A one-month advance is expected for the director and two-week notice is expected for all other personnel. The termination date—the final work day or the end of any accumulated leave to be taken—shall be stated in the letter of resignation.

Discipline and Termination

The library director has the authority to discipline or dismiss employees for violation of personnel policies. Use of alcohol or illegal drugs while at work, willful damage of property, continuous poor relations with peers or the public are examples of dismissal with cause.

An employee of the library may be dismissed for any action or behavior that causes the library’s image or operation to be diminished. Use of alcohol or illegal drugs while at work, misuse of funds, willful damage of property, gross neglect of duty, continuous poor relations with peers or the public, incompetence, or unapproved absences from work are some examples of dismissal for cause.

Normally, termination would be a final step which would follow:

1. a substandard performance appraisal
2. verbal and/or written warnings
3. suspension

While notice of intent to terminate can be expected, the library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

Grievance Procedure

An employee may file a written complaint to the Board of Trustees within five (5) working days if any complaint is not resolved through ordinary dialog.

A grievance committee of three, comprised of the Director (unless he/she is filing the complaint), a Trustee, and a fellow employee, volunteer, or other Trustee selected by the filing party shall meet to consider the situation. The committee will present a written report to the Board of Trustees. The

Board will make the final decision and written report including the decision will be placed in the personnel file of all involved in the grievance.

The existence of these procedures does not indicate there is any contractual right to these procedures.

Confidentiality of Employee Personnel Records

The Library complies with the right to privacy provisions and Kansas open record statutes, which specify that only hire date, term of employment, position and verification of salary with range can be disclosed. All requests for information about current or former employees should be referred to the library director.

Staff Attitude and Conduct

The image of the library is conveyed through the attitudes, appearance, personal conduct, and working relationships of the staff. As a service organization, employees of the Library are expected to be courteous, cooperative, and communicative when assisting the library users or working with other employees. It is the responsibility of each individual to make every effort through open and positive communication to solve problems that should arise. The library director is available to assist in finding solutions to problems if necessary.

Tardiness and Absences

The library is a public service institution and every effort is made to maintain regular schedule hours for the public. All employees should make every attempt to report to work on a timely basis. If employees are unable to report to work, the employee is responsible for contacting the director by telephone to indicate anticipated absence from work or late arrival to work and the reason. If an employee is unable to report to work, the absence may be charged as vacation leave, or the employee may elect to take this time off without pay or may possibly make up the missed hours within the pay period, at the discretion of the director.

An absence of an employee without authorization and prior notice shall be cause for disciplinary action or dismissal.

Inclement Weather

The director shall be authorized to close the library to protect the safety and welfare of library employees and patrons. In this event employees will receive full pay, and no vacation or personal leave allowances will be affected.

The library director will make a judgment call whether or not to close the library early, open late, or be closed all day. Key considerations are staff transportation safety, the ability to keep sidewalks and general library areas in a non-hazardous condition. If there is no electricity, the library will be closed. Staff and patrons are to be considered foremost.

If the library director is not present at the library and the library staff is/are concerned with weather conditions, s/he should contact the library director for a decision on whether to close or not. If the library closes mid-day, a notice should be placed on the front door indicating an early close.

The board president will be notified by the director in the event of the library closing. It is preferred the library director contact a local news station in the event of a closing so that the library can be displayed on a public closings/cancellations list. The director shall also update the library website and any other applicable websites in the event of a closing, if possible.

Use of Computers

Computers, computer files, email, internet accounts and software furnished to employees are either library property or are licensed to the library for business use only. The library prohibits the use of computers in any ways that are disruptive, offensive, or harmful to morale.

Email accounts associated with the library may only be used for official business correspondence and should be treated the same as correspondence sent on official library letterhead. Library email accounts may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

The director has the right to access, read and respond to any mail or documents on any email account associated with the library or found on library computers. Failure to comply with this policy may result in disciplinary action or dismissal.

Compensation

Compensation for employees shall be determined by the existing rate of pay for that position. Salaries and wages are determined on a year-to-year basis after an annual performance evaluation. The determination of salaries and wages on an annual basis does not imply that employees have annual contracts of employment.

New hires are not considered permanent employees until successfully completing a three-month period. A performance evaluation is conducted at the end of the period.

Employees are required to keep accurate time records noting hours worked, vacation, and sick leave taken. Paychecks are issued within the first five days of the month following the payroll period.

Deductions will be made for mandatory Federal and State payroll taxes and KPERS contributions when appropriate.

Retirement Plan

The library participates in the Kansas Public Employees Retirement System (KPERS). After one year of employment, all employees who are regularly scheduled to work 1,000 hours or more are required to participate in the program.

Employee contributions to KPERS are based on a percentage of gross salary, which is set by the state. The Library also contributes a percentage to the plan.

Library personnel are covered by Social Security.

Work Schedule

Requests for changes in the work schedule of staff or volunteers shall be made in writing to the library director.

Vacation Leave

Library director:

After one year of employment	10 days
After five years of employment	15 days
After ten years of employment	20 days

Full-time employees:

After one year of employment	5 days
After five years of employment	10 days
After ten years of employment	15 days

Regular part-time employees:

These employees shall earn vacation leave prorated on the number of hours worked based on a forty-hour week.

After one year of employment	5 days
After five years of employment	10 days
After ten years of employment	15 days

The library director must schedule vacation leave. Adequate notice must be given to facilitate scheduling. If requests for vacation leave conflict, the matter will be resolved by seniority. However, to be eligible for seniority, the vacation request must be filed with the director by March

31. If it is not filed by March 31, vacation leave will be granted on the basis of “first come, first served.”

Vacation leave must be used by December 31 and does not accumulate.

Paid holidays falling in a vacation period will not be counted as vacation.

An employee may take allotted vacation after 6 months of continuous employment.

Vacations will be calculated from the anniversary date for the first year. Following the first year, vacation time will be figured on a calendar basis.

An employee will not be paid for any unused vacation leave upon termination of his/her employment with the library.

Sick Leave

All full-time and regular part-time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other incapacities, occurring either on or off the job. Sick leave may be used for doctor or dentist visits.

Sick leave may be used as dependent for a member of the immediate family who is ill. Dependent care leave may be used for doctor or dentist visits. The immediate family is defined as spouse, children, step-children, parents, grandparents, siblings, or equivalent in-laws of the employee. A maximum of five sick leave days annually are allowed for dependent care leave.

Full-time employees shall earn one working day of sick leave for each full month of service. Regular part-time employees shall earn sick leave pro-rated on the basis of a forty-hour work week.

Employees may accrue no more than 60 days of sick leave. Days earned over 60 can be converted to vacation days for every 3 accumulated sick days over 60.

To insure adequate library coverage, the employee must give the library director as much notice as possible.

An employee shall not be paid for any unused sick leave upon termination of his/her employment with the library.

An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

An employee may draw on his/her accumulated sick leave after one month's employment.

Any requests for exceptions to the sick leave policy must be presented to the library director.

Family and Medical Leave Act of 1993 (FMLA)

Full-time and regular part-time employees are entitled up to a total of 12 weeks of leave during any 12-month period of one or more of the following reasons:

- Birth of a child
- Placement of a child for adoption
- Caring for a spouse, child, or parent with a serious health condition
- A serious health condition of the employee

A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The employee must provide a doctor's certification of the serious health condition.

Employees must have worked at least 12 months and a minimum of 1,250 hours in the last 12 months to be eligible. An employee can take the 12 weeks of leave intermittently for a serious health condition. The employee and the library director must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

If the employee has accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. The employee must use all paid leave before taking unpaid leave except in the event of birth, adoption, or foster placement.

Employees are required to give the library director 30 days' notice, or as much notice as is practical.

Bereavement Leave

Full-time and regular part-time employees suffering a death in the immediate family will be granted up to 3 days leave with pay plus 2 days travel time if appropriate. The immediate family is defined as spouse, children, step-children, parents, grandparents, siblings, or equivalent in-laws of the employee.

Holidays

The following are holidays observed by the Morrill Public Library:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Easter Sunday

- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

The library will close early for the Halloween parade, Thanksgiving Eve, and New Year's Eve.

When New Year's Day, Christmas Day, or Independence Day falls on a Saturday, the preceding Friday will be declared a holiday. When New Year's Day, Christmas Day, or Independence Day falls on a Sunday, the following Monday will be declared a holiday.

Full-time employees shall receive 8 hours pay for each holiday, and part-time workers shall receive hourly pay based on the number of hours they are regularly scheduled to work that day. The regular schedule excludes any shifts scheduled in a rotation and any temporary changes, such as extra hours during summer reading or a schedule changed to accommodate health care.

Civil Leave

An employee will be given necessary time off with pay for jury duty. The employee will assign the juror's fee to the library.

An employee will be given necessary time off with pay for 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.

A military leave of absence will be granted when an employee serves in the uniformed services of the United States or the State of Kansas in accordance with the federal and state military leave laws.

Per Kansas Statute 25-418, Kansas law allows any registered voter to leave work for a period of up to two (2) hours to vote. If the polls are open before or after the work shift, however, the voter may only take such time off that, when added to the amount of time before or after work that the polls are open, it does not exceed two (2) hours.

Continuing Education

Staff members are required to participate in at least two (2) continuing education opportunities per calendar year. Participation in these opportunities will be counted towards each employee's yearly

evaluation. These may be events sponsored by the Kansas State Library, School of Library and Information Management at Emporia State University, WebJunction Kansas, the Northeast Kansas Library System, or other approved providers.

Programs sponsored by these institutions plus professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social education will be sponsored and all expenses paid at the discretion of the board and/or director.

Participation in paid CE events must have advance approval by the library director.

Library staff will be paid their regular salary/wages while participating in continuing education.

Library staff will be reimbursed for CE expenses as outlined:

- Registration
- Mileage according to the federal rate of reimbursement
- Meals
- Overnight accommodations

Requests for reimbursement must be accompanied by the appropriate receipts and should be submitted for payment as soon as possible after returning from such travel.

When library Trustees, Friends, or volunteers are requested to participate in continuing education, they shall be reimbursed at the same rate as library staff.

Overtime/Compensatory Time

Compensatory time may be given to non-exempt employees in lieu of monetary overtime worked in excess of 40 hours in a work week at the rate of 1½ hours for every hour worked in excess of 40 in the work week. Compensatory time must be used within the following seven day period it was granted. (FLSA) 20 U.S.C. 102 et. Seq.

Acknowledgment of Reading Personnel Policy by Employee

Each library employee shall receive a copy of the personnel policy and confirm with signature that s/he has read it. The director shall maintain these forms within employee files.

Emergencies and Disasters

Purpose of Emergency Procedures

Detailed emergency management procedures minimize damage to library facilities, equipment, and materials. When advance warning is possible, these procedures enable personnel to protect and recover library property quickly and efficiently. After fires, earthquakes, and tornados where there is no forewarning, the procedures speed the rescue and recovery of library resources.

Emergency management also includes the control of such minor incidents as extended power failure and leakage within the building structure. The library director has ultimate responsibility for emergency management.

Emergency Telephone Numbers

A list of the following information should be kept in a prominent place by each telephone:

Library Phone Number and Address: 431 Oregon; 785-742-3831
Emergency: Ambulance, Fire, Police: 911
Hiawatha Police Department (non-emergency): 785-742-2156
Hiawatha Fire Department: 785-742-7417
Brown County Sheriff (non-emergency): 785-742-7125
Hiawatha City Hall: 785-742-7417
NEKLS: 785-838-4090
Library Director: 816-383-0364

Medical Emergencies

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

1. If a medical emergency, call 911.
 - a. Describe the person's condition: bleeding, burned, broken bones, etc.
 - b. State the library name and address and injured person's location in the library.
 - c. Give your name.
 - d. Do not hang up. Let the emergency personnel end the conversation. They may want to ask questions.
2. When handling an injured person, use rubber gloves if blood or other bodily fluids are present.

3. Call the library director if s/he is not onsite.

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

Evacuation Procedures

1. In an emergency situation, staff will telephone 911 immediately to alert the emergency response personnel.
2. Whenever a building must be evacuated immediately, library staff should remain calm and direct patrons to appropriate exits, assertively and without delay. Staff will monitor emergency exits to prevent backups or blockages.
3. Staff will check all specific areas (including such “hidden” places as the restrooms and storage areas and the library stacks for remaining patrons or those who require special assistance.
4. Staff and patrons will proceed as quickly as possible, but in an orderly manner.
5. Take with you: your car keys, purse, cell phone, etc., but leave behind any large or heavy objects.
6. Library staff will leave the building only after all members of the public have been safely directed outside.
7. Once out of the building, move away from the structure and assemble in an organized manner, if possible. Keep all roadways free for emergency vehicles.
8. If the director is not currently at the library, call him/her for notification of what is happening at the library.
9. When emergency response personnel arrive on the scene, the library staff should inform the emergency response personnel of any rescue priorities and the floor plan of the facility.
10. Library staff onsite shall cooperate with rescue operations as directed by the emergency response personnel.
11. Staff witnessing the emergency should retain detailed notes in order to file an accurate incident report after the disaster/incident.
12. Staff on the scene may re-enter the facility only upon authorization by the emergency response personnel and only as instructed by the library director.
13. Staff will document the incident with photographs and a narrative report, if possible.
14. The director will communicate with the library board and township board as appropriate

Power Loss

1. Quickly locate flashlights and battery-powered radios. Monitor weather bulletins as appropriate (and follow procedures for specific natural emergencies).
2. Remain calm and announce yourself to other staff and patrons.
3. Provide necessary assistance to staff and patrons.
4. If possible, open blinds, etc. on windows to let in light (and if weather-appropriate).

5. If in an unlit area, proceed with caution to an area equipped with emergency lights. Take with you: your car keys, purse, cell phone, etc., but leave behind any large or heavy objects. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.
6. Evacuate if instructed to do so.

Flooding and Water Damage

1. In case of water damage, notify the director.
2. If there are electrical appliances or electrical outlets near a leak or standing water, use extreme caution until the power is turned off. If the flood covers a large area, power should be shut off and restored only by an electrician. When there is any possible danger, evacuate the area, following the Evacuation Procedures in this policy.
3. If you know the source of the water and are fully confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously. Do not troubleshoot an uncertain situation. Safety of staff and patrons is the top priority.
4. Be prepared to use good judgment and emergency supplies to help protect materials in jeopardy.
5. Take only those steps needed to avoid or reduce immediate water damage. Suggested activities include covering large objects with plastic sheeting and moving small or light objects out of the affected area if you are confident that you can do so safely. After water is stopped, begin the drying process immediately. (In 48 hours, mold will start to grow.)
6. The library director will contact the library board and township board (and possibly NEKLS) about the situation.

Fires

1. Regular Training for Staff:
 - a. Staff should become familiar with the location of all fire extinguishers in the building and should have a basic knowledge of how to use a fire extinguisher.
2. Collection and Equipment Rescue Priorities:
 - a. Director computer
 - b. Original artwork
 - c. Kansas history and genealogy materials
 - d. Microfilm of local newspapers, census and historical documents
3. In the event of a fire:
 - a. Follow the Evacuation Procedures in this policy, if appropriate.
 - b. Report all fires to the library director, regardless of their size.
 - c. Although staff can extinguish small, self-contained fires with appropriate extinguishers, large spreading fires should be handled only by the Fire Department. Use common sense. Never endanger yourself and always be sure there is an exit for your escape. Do not attempt to extinguish chemical fires.
 - d. Do not break windows. Oxygen feeds a fire.

- e. If it is safe to do so, disconnect electrical equipment that is on fire.
- f. Do not attempt to save possessions or collections at the risk of personal injury.
- g. Do not return to the library until emergency response personnel allow you to do so.

Ice and Snow Storms

The library may close early by decision of the director. See the Inclement Weather Policy for more information.

Thunderstorms and Tornadoes

1. When a “tornado watch” is announced for Brown County, locate flashlights and a battery-powered radio.
2. When a “tornado warning” is announced for Brown County (or other areas in our path), TAKE COVER. Direct patrons to the library’s cover area, which is the STAFF WORKROOM and both RESTROOMS. ENTRYDOORS SHOULD REMAIN UNLOCKED.
3. Stay away from exterior walls and glass.
4. Use telephones only for emergency purposes.
5. Do not leave secure areas until instructed by senior staff.
6. In helping patrons move to the designated cover area, be polite but firm. Warn them calmly of the danger. If patrons refuse to comply, leave them. We cannot prevent anyone from leaving the library if s/he chooses to do so.
7. Once the storm has passed, library staff should assess any damage that has occurred, and if appropriate, contact emergency personnel.
8. Staff will document the incident with photographs and a narrative report, if possible.
9. The director will communicate with the library board and township board as needed.

Emergencies and Disasters

COVID-19 Pandemic

Definitions

You are considered a **close contact** of an individual if any of the following situations occurred with a person who tested positive for COVID-19 (even if they did not have symptoms):

- Had direct physical contact with the person (e.g., hug, kiss, handshake).
- Were within 6 feet of the person for more than 10 minutes.
- Had contact with the person’s respiratory secretions (e.g., coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, food or towels or other personal items).
- Stayed overnight for at least one night in a household with the person.

Symptoms refers to COVID-19 related symptoms developed after close contact with an infected person occurs or symptoms that a health care provider has indicated may be related to a COVID-19 infection. Current known symptoms are as follows:

- Fever (100.4 or higher)
- Chills
- Muscle and body aches
- Fatigue
- Headache
- Sore throat
- Lower respiratory illness (cough, shortness of breath, etc.)
- New loss of taste or smell
- Diarrhea
- Nausea/vomiting

Staff Illness and Quarantining for COVID-19

If a staff member is being tested because they are experiencing symptoms:

- Staff member must quarantine at home until they receive their test results.
- If results are negative, they may return to work after they have been symptom free for 24 hours without use of fever-reducing medication.
- If the results are positive, they must quarantine at home for 10 days* from the day of their test. They may return to work after their quarantine as long as they have been symptom free for 24 hours without use of fever-reducing medication.

Staff members should refer to “COVID-19 Flowchart for Employees” for what to do in other scenarios related to quarantining, isolation, and close contacts.

Library Closure

The director will contact local health officials to discuss closure options. If the library is unable to staff the building due to multiple staff members falling ill or quarantining at the same time, the library will close to the public.

Courier Service

- The courier coordinator for NEKLS libraries needs to be informed of any potential delays or temporary pauses to the courier service for libraries who have to close their building due to staff member(s) testing positive for COVID-19. The director will contact NEKLS as soon as possible after being notified of positive test results as per NEKLS policy.
- In the event health officials allow the library to remain open, the director will still contact NEKLS as soon as possible to discuss options for the courier service and any other pertinent information.

Compensation

All employees who were exposed will be excluded from work for 14 days* from most recent date of close contact. These employees will need to monitor their symptoms and contact their primary care provider if symptoms develop. During this time, employees will be paid according to the Families First Coronavirus Response Act, including employees who do not otherwise qualify for sick leave. The Director and employees may discuss the possibility of work from home. If work from home is approved, hours will need to be tracked and submitted to the Director.

*Or as otherwise specified by health officials.

Bomb Threats (by phone)

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
3. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.
4. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search.

Explosions and Random Acts of Violence

1. Remain calm and avoid “heroic” behavior. Stay alert: one event can follow another. There may be more danger yet to come.
2. For your protection, consider crawling under a table or desk. Remain there for at least 60 seconds, but be mindful that detonation delays may vary and are unpredictable.
3. Stay clear of windows, mirrors, glass display cases, overhead fixtures, glass doors, filing cabinets, bookshelves, and electrical equipment.
4. If evacuation is appropriate or ordered by emergency response personnel, follow the Evacuation Procedures in this policy. Avoid known problem areas where there are gas lines, fire hazards, etc. Once out of the building, keep as far away from the structure as possible.
5. Do not use matches or lighters. Sparks may trigger explosions.
6. Avoid using telephones and hand radios, which may emit hazardous sparks or signals that could trigger other bombs.
7. The director will communicate with the library board and township board as needed.

Rodent and Insect Infestation

When rodent or insect infestation is noticed, attempt to do the following:

1. Isolate the rest of materials from the collection
2. Identify the type and extent of infestation
3. Consider the options for pest management including routine extermination by a professional exterminator.

Preparing to Return to the Library after a Disaster

1. The fire captain, or some disaster professional, must declare the building safe to enter. Fires and flooding can cause structural damage to buildings.
2. While the building is being inspected, answer the following questions:
 - a. Does an insurance agent need to evaluate damage before recovery begins?
 - b. Determine who will photograph and record the damage (for library records and insurance purposes).
 - c. Who and what are needed to secure the building?
 - d. Will utilities need to be turned off? Or repaired?
 - e. Who needs to be notified of the disaster?
 - i. Director: Erin Verbick 816-383-0364
 - ii. Board President: Chad Bachman 785-741-0367

First-Aid Kit and Disaster Kit

The following equipment needs to be kept in the library at all times:

1. First aid kit
2. Disaster kit
3. Flashlight with extra batteries
4. Radio that is battery-operated, with extra batteries
5. Fire alarms
6. Fire extinguisher

Dry chemical extinguishers will smother any type of fire, including electrical and chemical, by coating the burning area with a powder that cuts off the supply of oxygen. This powder should be vacuumed away from library materials once the fire is out. This type of extinguisher should not be sprayed on a person unless s/he is actually on fire and there is no other alternative.

Insurance

Information on the quantity and value of library materials covered by the library's insurance policy should be kept up to date and reviewed on an annual basis.

Trustee Bylaws

Membership

The board of trustees of Morrill Public Library, in accordance with Kansas statutes, shall consist of seven members appointed by the mayor of Hiawatha. By virtue of his office, the mayor is an additional member with the same powers as appointed members. Board members must be residents of the city of Hiawatha and will not receive compensation.

Terms of Appointment

Appointments to the board of trustees are for staggered four-year terms beginning May 1. After two consecutive terms, a person is eligible for re-appointment after one year has elapsed.

Vacancies

Vacancies are filled in the same way as four-year appointments. A person appointed to serve out an unexpired term is eligible to be appointed for one more full term.

Attendance

A member of the board who has missed four consecutive meetings may be asked to resign.

Regular Meetings

The board of trustees has the responsibility of determining when the board shall meet. All meetings shall be open to the public, except as authorized by Kansas Statute 75-4319.

An agenda, the minutes of the previous meeting, and the financial reports shall be prepared by the library director and delivered to board members in advance of each regular meeting.

Special Meetings

Special meetings may be called at the request of the president of the board and/or the library director, or upon written request, of the majority of the members for the purpose of discussing urgent matters. Advance notice by telephone or mail shall be given to board members. Such notice shall state time and place of the meeting and the business to be transacted. In accordance with Kansas statutes, no business other than that stated in the notice shall be transacted at the special meeting.

Officers

Officers of the board of trustees shall be president, vice-president, secretary, and treasurer. They shall be elected annually at the May meeting and take office June 1. All officers will serve for one year, with the option of being re-elected the following year.

Duties of the President

The president shall preside at the meetings, appoint all committees, authorize calls for special meetings, and generally perform the duties of a presiding officer. The president, with the secretary, shall sign all checks and other documents approved by the board.

Duties of the Vice-president

The vice-president shall fill the office of president in the absence of the president.

Duties of the Secretary

The secretary shall keep a complete and accurate record of all board meetings. The secretary's minutes are the official record of board action and should include: the purpose of the meeting, the time, the place, those present, and the approval of the minutes of the previous meeting, a complete record of official action taken by the board, communications, the financial reports, all other business transacted, and record of adjournment. The secretary shall have custody of the minutes and other records on permanent file at the library; write official letters of the board; and notify the mayor of any vacancies on the board. The secretary, with the president, shall sign all checks and other documents approved by the board.

Duties of the Treasurer

The treasurer shall sign checks and other documents with the president or the secretary in the absence of the secretary or the president. The treasurer shall review the monthly financial reports prior to the monthly board meeting. In addition, an annual financial report shall be presented to the board at the January meeting. An audit shall be made each year. The treasurer must be bonded, with the bond filed at the office of the city clerk.

Quorum

A quorum for the transaction of business shall consist of four members of the board.

Order of Business

The order of business at regular meetings of the board shall be as follows:

1. Call to order
2. Minutes of the previous meeting(s)
3. Financial reports
4. Library director's report

5. Committee reports
6. Unfinished business
7. New business
8. Adjournment

This order of business may be changed at any meeting with the consent of the board.

Rules for Parliamentary Procedure

The library will conduct all business according to *Robert's Rules of Order, Newly Revised* where they are not in conflict with the policies that are adopted by the board. The library board meetings will be conducted under the *Robert's Rules of Order* "Special Parliamentary Procedures for Small Boards."

Trustee/Library Director Relationship

The board of trustees shall formulate and adopt all policy. The library director shall be charged with administering the policy and supervising the staff.

Responsibilities of the Library Director

The library director shall be considered an ex-officio executive officer of the board and shall have charge of the administration of the library under the direction and review of the board. The director shall be responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public and the operation of the library under the financial conditions set forth in the annual budget. The library director shall attend all board meetings, except those at which his appointment or salary is to be discussed or decided. The library director shall give an annual report at the February meeting.

Responsibilities of the Board of Trustees

1. The trustees accept voluntarily their appointment to the library board, their individual obligations to attend regular and special meetings of the board, and serve on special committees and task groups as needed.
2. The trustees assume personal responsibility for acquainting themselves with the general trends of library development in order that the best type of library service may be given through the local library to fulfill the needs of the community.
3. The board of trustees will attend at least one continuing education event annually.
4. The board of trustees employs a competent and qualified library director, secures funding to provide an adequate staff, and provides good working conditions.
5. The board of trustees determines and formulates the policy of the library, promotes the library program in the community, and secures adequate funds to carry on the library work satisfactorily.

6. The board of trustees assists the library director in preparation of the annual budget and defends it when necessary.
7. The board of trustees responds to petitions, suggestions, and complaints that are presented in writing by members of the public.

Amendments

These by-laws may be amended at any regular meeting of the board by a majority vote of the members present. Written notice of the proposed amendment shall be mailed to each member of the board at least two weeks prior to the meeting at which the amendment is to be voted upon.

Approved by the Board of Trustees Morrill Public Library

President

Date

Appendices

The Board of Trustees of the Morrill Public Library adopts the following statements.

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 these 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 abridge 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 18, 1848. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The Freedom to Read Statement

The freedom to read is essential to our 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:

- I. 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 of 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 mark 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.

- II. 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.
- III. 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.
- IV. 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 group without limiting the freedom of others.
- V. 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 individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

- VI. 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.
- VII. 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The Freedom to View

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:

- I. 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 guarantee of freedom of expression.
- II. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- III. 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.
- IV. 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.
- V. 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 January 10, 1990, by the ALA Council

Statement on Labeling

An Interpretation of the Library Bill of Rights:

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Labels on library materials may be viewpoint-neutral directional aids designed to save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the material. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Many organizations use rating systems as a means of advising either their members or the general public regarding the organizations' opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the Library Bill of Rights. When requested, librarians should provide information about rating systems equitably, regardless of viewpoint.

Adopting such systems into law or library policy may be unconstitutional. If labeling or rating systems are mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the Library Bill of Rights”). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009.

Diversity in Collection Development

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: “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.” Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library’s service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or

selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008.

Challenged Materials

Libraries: An American Value states, “We protect the rights of individuals to express their opinions about library resources and services.” The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged materials. Selection of online resources, including Web sites, should also be governed by this collection development policy and be subject to the same procedures for review of challenged materials. This policy reflects the Library Bill of Rights and is approved by the appropriate governing authority.

Challenged materials should remain in the collection during the review process. The Library Bill of Rights states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all challenged expression before it can be suppressed.¹ A hearing is a part of this procedure. Materials that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal,* to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990; January 28, 2009, by the ALA Council.

*“Extra-legal” refers to actions that are not regulated or sanctioned by law. These can include attempts to remove or suppress materials by library staff and library board members that circumvent the library's collection development policy, or actions taken by elected officials or library board members outside the established legal process for making legislative or board decisions. “Legal process” includes challenges to library materials initiated and conducted pursuant to the library's collection development policy, actions taken by legislative bodies or library boards during official sessions or meetings, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body.

1. *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963)

Expurgation of Library Materials

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agents, or its parent institution (if any) when done for the purposes of censorship. Such action stands in violation of Articles I, II, and III of the Library Bill of Rights, which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation denies access to the complete work and the entire spectrum of ideas that the work is intended to express. This is censorship. Expurgation based on the premise that certain portions of a work may be harmful to minors is equally a violation of the Library Bill of Rights.

Expurgation without permission from the rights holder may violate the copyright provisions of the United States Code.

The decision of rights holders to alter or expurgate future versions of a work does not impose a duty on librarians to alter or expurgate earlier versions of a work. Librarians should resist such requests in the interest of historical preservation and opposition to censorship. Furthermore, librarians oppose expurgation of resources available through licensed collections. Expurgation of any library resource imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008.

Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services 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, non-print, 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.¹ 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. See also *Access to Resources and Services in the School Library Media Program* and *Access to Children and Young Adults to Non-print Materials*.

1. 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 (7th Cir. 2001).

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