

Silver Lake Public Library – Policy

Trustee Policy

I. Need for Trustee Policy

Trustees are volunteers for the library who usually have full-time jobs of their own. It is the responsibility of the director and the board to make sure that new trustees are given the information they need to be an effective board member. The new trustee needs to understand:

- the ethical responsibilities of trustees
- the orientation of a new trustee
- the continuing education and training opportunities for trustees

II. Ethics Statement for Silver Lake Library Trustees

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

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

It is incumbent upon a trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

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

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

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

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

III. Orientation of Trustees

All trustees of the Silver Lake Library will go through the following steps of orientation:

- A. The library director will go over the following information with trustees so they know how the library is:
 - organized and governed
 - funded and budgeted
 - operated day-to-day
 - structured to serve the needs of the community
 - linked to other resources and libraries

- related to the board of trustees
- B. New trustees will meet with existing trustees to learn the following about the board:
 - type of board [advisory or governing]
 - officers and committees
 - meeting location and schedule
 - responsibilities and expectations
 - goals, long-range plans and projects in progress
 - accomplishments
 - relationship to the library director
- C. All new trustee board members will be given a kit that includes:
 - list of board members with names, addresses, phone numbers and position
 - by-laws of the board
 - minutes of previous year's board meetings
 - staff list, with position descriptions
 - library policy manual
 - library long range plan
 - most recent annual reports
 - statistical reports on circulation and services
 - current budget and financial reports
 - local laws and contracts pertaining to the library
 - community analysis
 - Statement of Substantial – to be completed and filed
 - Loyalty Oath/Affirmation form – to be completed and filed

IV. By-laws

By-laws will be reviewed once a year and updated if needed. By-laws are included as part of this policy.

V. Board Training

It is becoming increasingly critical for library board members to have training in board development, group dynamics, effective meetings, funding issues, library policy, advocacy, community partnering, technology planning and other topics.

It will be the goal of the Silver Lake Library Board to seek special training on one or more of these or other pertinent issues each year. The library director will make the board members aware of continuing education opportunities available through the State Library, Kansas Library Trustee Association and the Northeast Kansas Library System that will enable them to meet this goal. Special training sessions on a specified topic decided upon by the director and/or board may be planned and should be attended by all board members and administrative staff.

Silver Lake Public Library Policy

Trustee By-laws

Article I. Name and Authorization

This organization shall be called the Board of Trustees of the Silver Lake Library, existing by provision of K.S.A. 12-1222 with powers and duties as provided in K.S. A. 12-15 and K.S.A. 12-25 of the Laws of the State of Kansas.

Library Board of a Township Library [The Kansas Public Library Handbook, State Library of Kansas, 1998]

The township library board must consist of five (5) members appointed by the township trustee, with the approval of the clerk and treasurer acting as the governing body of the township (K.S.A. 2-1222). The township trustee shall be an ex-officio member of the board which means that by virtue of the office of position the township trustee is a member. No person holding any other office in the township government shall be appointed as a member of the library board while holding such office. All appointed members of a township library board must live within the township limits.

Terms of township library board members must be staggered. The members first appointed shall be appointed as follows: one (1) member appointed for a term expiring the first April 30 following date of appointment; one (1) member appointed for a term expiring the second April 30 following the date of appointment; one (1) member appointed for a term expiring the third April 30 following the date of appointment; and two (2) members appointed for a term expiring the fourth April 30 following the date of appointment.

Thereafter, upon the April 30 expiration of the terms, successors will be appointed in a like manner to fill the vacancies created, and each member will serve a term of four (4) years. No person who has been appointed for two (2) consecutive four-year terms to the library board shall be eligible for further appointment to the board until two (2) years after the expiration of the second term (*see opinions of the Attorney General ...*). Vacancies occurring on the board shall be filled by appointment by the township trustee with approval of the clerk and treasurer for the unexpired term. *Attorney General Opinion 73-368* states that when the governing body of a municipality contracts with an existing public library for library services, the contracting municipality is not entitled to representation on the library board of the existing library.

Article II. Meetings

The Library Board shall meet on the 2nd Monday of the month at 6:00 pm at the library unless otherwise approved by the Board. The regular meeting in February shall be the annual meeting. Written notice, including agenda, of each regular meeting shall be sent to each member of the board not less than three days prior to such meeting date.

Special meetings shall be called by the President or upon request by a majority of the board members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the board at least two days in advance of such meeting and no other business other than that stated in the notice shall take place. (K.S.A. 12-224 and K.S.A. 12-1243).

All meetings of the Library Board shall be subject to and in conformity with the Kansas Open Meeting Act (KOMA), K.S.A. 75-4317 et.seq.

The agenda for the board meetings shall include:

1. Roll call and adoption of meeting agenda
2. Reading of minutes of previous meeting
3. Correspondence and communication
4. Financial Report and approval of checks written
5. Director's report
6. Committee reports
7. Unfinished Business – Discussion and voting
8. New Business – Discussion and voting
9. Adjournment

If a member of the Library Board fails to attend three (3) consecutive regular board meetings without valid excuse, the Board may vote to request that the member resign from the Board. A letter will be sent requesting the member consider resignation. A new member can be appointed upon receipt of the resignation.

Article III. Quorum

Silver Lake Library is a township library with a five member Board of Trustees [plus the Township Trustee], therefore, four members shall constitute a quorum for Library Board meetings.

Article IV. Officers

Officers shall be elected at the first meeting of the fiscal year. Board officers shall be as follows: President, Vice-president, Secretary and Treasurer. In the event an elected officer cannot fulfill their duties, the president will appoint a board member to fulfill the office.

Duties of Officers:

President: Assist the library director with drawing up an agenda for board meetings. Preside at meetings, guide discussions and ensure coverage of all topics. Sign checks along with the Secretary and Treasurer. (Facsimile signatures are legal, but one original signature must appear on every check.)

Vice-president: Presides at meetings in the absence of President.

Secretary: Is responsible for the recording of the minutes of each meeting. The minutes shall be distributed in writing at the next meeting, corrected if necessary and approved. The secretary's name shall appear on the minutes of each meeting and will sign checks along with the President and Treasurer.

The minutes shall include:

- The purpose of the meeting (regular or special), time, place and those attending
- Complete record of actions taken by the Board. All motions must be recorded as stated and show whether adopted or rejected. Only that information recorded in the minutes can be considered official.
- Record of adjournment. No business may be legally transacted following adjournment.
- The secretary should also keep a note of when members arrive and leave during the meeting in order to prove the existence of a quorum during the entire meeting.

Treasurer: The treasurer works with the library director in receiving and depositing all tax funds from the municipality, grants, endowments, gifts and memorials given to the library and maintains regular reporting of those accounts to the Board. The treasurer will be responsible for writing and signing checks each month and will work with the library director on paying of bills, monthly and quarterly reporting to IRS and annual financial report and audit. The treasurer must be bonded in an amount fixed by the board and approved by the governing body of the municipality (K.S.A. 12-1226.)

Article V. System Representative

The Board shall appoint a representative to the Northeast Kansas Library System. That representative shall be responsible for attending the annual System Assembly and shall act as liaison between the system and the Library Board.

Article VI. Committees

Regular and special committees shall be appointed as needed. Committees shall consist of at least three members, and they shall be appointed by the President and confirmed by the Board. The charge for any regular standing committees shall be stated in the by-laws.

Budget Committee – Treasurer, library director, Township Trustee and another board member (optional) appointed by the President. The following schedule should be followed: March – discussion; May – recommended budget submitted to Board for approval; June – budget submitted to the township board.

Article VII. Board Responsibility

The Board has the responsibility of making and directing the library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property and equipment.

Article VIII. Trustee/Director/Staff Relationship

The Board shall select a Director who shall be the administrative officer under the direction and review of the Board. He/she shall be responsible for the employment and direction of the staff, the operation of the Library under the financial conditions set forth in the annual budget and for such responsibilities as are delegated to him/her by the Board. The Director shall attend all regular board meetings and special board meetings.

Article IX. By-law Changes

These by-laws may be repealed, amended or revised at any regular meeting of the Board by a majority of those present. The proposed repeal, amendment or revision shall first be submitted in writing at a previous regular meeting of the Board and sent to those not present. Notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

Article X. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board, except where those rules may be in conflict with these by-laws.

Article XI. Board Resolutions

The Board will maintain a file of official documents that are accessible when needed and publicly available.

Silver Lake Public Library Policy

Library Director Succession Policy

In the event the Library Director is not able to fulfill the duties of the position, the Board of Trustees shall implement this succession plan.

1. The Library Director shall immediately notify the Board of Trustees President when circumstances prevent the continuation of employment on a permanent basis. Should the Library Director be dismissed by the Board of Trustees for failure to perform the duties as described in the Library Director Job Description the same procedure shall apply.
2. The Board of Trustee President will call an immediate meeting of all other Board members to notify them of the circumstances which led to the opening of the Library Director's position. The Board, upon the agreement by the majority, shall implement this plan. A search committee comprised of Board of Trustees members – not to reach a number constituting a quorum of the Board – shall be formed. A Chairperson shall be appointed by the Board President, or the President may serve as the Chairperson, if agreed upon by the majority vote of the Board. The Board shall set the minimum job requirements for the Library Director, as appropriate for the **Silver Lake Public Library**.
3. The Board President will contact **NEKLS** at the earliest possible time to make them aware the Board has initiated a search for a replacement. The **Silver Lake Township Board** shall also be notified at the earliest possible time.
4. The daily operation of the Library shall fall to the most qualified Board member, or when/if possible one of the Library Staff, with full Board support. All financial decisions normally made on a daily/weekly/monthly basis shall be the responsibility of the Board member, or when/if possible one of the Library Staff, and the Board Treasurer

Procedures

- a. Job posting should be made immediately. Help wanted advertisements shall be placed on the Library's website, Facebook page, with the KLA online Job Bank and library listservs. Job requirements shall be listed. The listing shall run for 2 (two) weeks. Should no applications be received after 2 (two) weeks a second round of ads should be run.
- b. All applicants shall complete a job application and submit a written resume. Those with the stronger qualifications shall be first to be interviewed by the search committee.

- c. The search committee shall review the applications and job specific qualifications. Upon the decision of the search committee time shall be set for personal interview(s).
- d. Multiple rounds of interviews may be necessary to find a qualified applicant for the position.
- e. After the personal interview(s) the search committee shall send the name of the applicant and supporting documentation to the Board of Trustees for approval.

5. All applications and resumes are to be kept on file for a minimum of two years.

6. Offer of the Library Director position should be made to the best qualified applicant upon suggestion of the search committee and formal approval of the Board of Trustees. This process may require several non-scheduled Board meetings. A record of all meetings shall be kept and submitted to the Board Secretary if he/she is not present.

7. Notice of hire shall be submitted to the **Silver Lake Township Board** and **NEKLS** immediately upon acceptance of the offer by the applicant.

8. The Board of Trustees shall support, ensure adequate training, and assist with all transitional efforts of the new Library Director. Contact with **NEKLS** will ensure the new Library Director is supplied with information necessary to the continued smooth operation of the Library.

Silver Lake Public Library – Policy

Personnel

- I. Employment
 - A. Authority
 1. The Board of Trustees in partnership with administrative staff has the responsibility for formulating personnel policy. The Library Director is responsible for developing procedures in order to implement the policy.
 2. 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.
 3. 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. Professional courtesy would expect the Library Director to give 30 days notice and other staff members give two weeks notice before leaving the their positions.
 - B. 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. Reasonable accommodation will be made for disabled employees.
 - C. 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, 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.
 - D. The Library is designated as a no-smoking institution in accordance with K.S.A. 1-4009.
 - E. The use possession, sale, transfer, or purchase, or being under the influence of illegal drugs or illegal intoxicants or 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.
 - F. Library employees must promptly report any injury that occurs on the job as required by Worker’s Compensation regulations.
 - G. The Library intends to hire only U.S. Citizens or those who have valid permits to work in the U.S.
 - H. The Library intends to comply with the Child Labor Laws if employing minors between 14 and 16 years of age.

- I. The Library intends to utilize volunteers in service to the Library. Volunteers are defined as persons who volunteer time, energy and talents on behalf of the library and are not paid by library funds.
- J. Any two or more immediate family members will not be employed by the Library concurrently unless approved by the Trustees. Immediate family members of a Trustee will not be hired or appointed without the approval of the remaining board members.

II. Employees

A. Classification of Employees

1. Library Director: A salaried position regularly scheduled on an annual basis for 35-40 hours in a standard workweek of seven days.
2. Regular part-time employee: a position regularly scheduled on an annual basis for less than 40 but not less than 15 hours in a standard workweek of seven days.
3. Part-time employee: a position in which the employee works less than 15 hours in a standard workweek of seven days.

B. Full-time and regular part-time employees are eligible for vacation and sick leave. Part-time employees are not eligible for these benefits.

C. 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.

D. 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.

E. 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.

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

G. The Library Director has the responsibility of conducting annual job performance reviews with each employee. The Board of Trustees have the responsibility of conducting an annual job performance review for the Library Director

H. Grievance Process

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

2. 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 prepare a written report to the Board of Trustees. The Board will make the final decision and a written report including the decision will be placed in the personnel file of all involved in the grievance.
3. The existence of this process does not indicate there is any contractual right to this process.

III. Compensation

- A. Compensation for employees will be determined by the existing rate of pay for that position. Salaries and wages are determined on a year-to-year basis; however, this does not imply that employees have annual contracts of employment.
- B. New hires are considered permanent employees after completing a two month probation period followed by a successful job performance review.
- C. Employees are required to keep accurate time records noting hours worked, vacation and sick leave taken. Employees are required to turn in their signed time record on the last working day of the pay period. Paychecks are issued within the first five days of month following the pay period.
- D. Deductions will be made and financial records kept for all mandatory Federal and State payroll taxes.
- E. Vacation Leave
 1. Full-time and regular part-time employees: 1 week vacation after first year of employment; 2 weeks after two years of employment; 3 weeks after eight years of employment.
 2. Actual vacation time will correspond to the hours normally worked during the regular work week.
 3. Vacation will be calculated from the anniversary date for the first year; vacation time will be figured on a calendar basis for following years.
 4. Request for vacation time must be filed with Library Director in advance to facilitate scheduling.
 5. Vacation time must be used within the calendar year and does not accumulate.
 6. Paid holidays falling in a vacation period will not be counted as vacation.
 7. An employee shall not be compensated for unused vacation pay upon leaving employment of the Library.
- F. Sick Leave
 1. Full-time and regular part-time employees are entitled to sick leave pay at the rate of one day per month, pro-rated according to their typical hours per workday – 4, 6, or 8 hours.
 2. Sick leave with pay may be used for absences resulting from illness, injuries, accidents or other incapacities occurring either on or off the job.

3. Sick leave may be used for doctor visits.
 4. An employee may accrue no more than 20/30/40 hours sick leave based on their typical hours per workday.
 5. An employee shall not be compensated for unused sick leave pay upon leaving employment of the Library.
 6. An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.
- G. Family and Medical Leave Act of 1993 [FMLA]
1. Full-time and regular part-time employees are entitled up to a total of twelve weeks per twelve months of unpaid, job-protected leave for one or more of the following reasons:
 - a. Birth of a child
 - b. Placement of a child for adoption
 - c. Caring for a spouse, child or parent with a serious health condition
 - d. A serious health condition of the employee
 2. Any requests for FMLA time should be made to the Library Director with 30 days' notice if possible.
- H. Bereavement Leave
1. Employees suffering a death in the family will be granted up to five (5) days leave with pay.
 2. Family is defined as spouse, child or other relative residing in the employee's household, parents and parents of spouse, grandparents, grandchildren, brothers, sisters, aunts, uncles, spouses of brothers and sisters of employee and spouse.
- I. Holidays
1. The Holiday schedule shall be set by the Trustees at the December meeting for the following year.
 2. Possible holidays are:
 - New Year's Day – January 1**
 - Martin Luther King Jr. Birthday – Third Monday in January
 - Presidents Day – Third Monday in February
 - Memorial Day – Last Monday in May**
 - Independence Day – July 4**
 - Labor Day – First Monday in September**
 - Veteran's Day – November 11
 - Thanksgiving Day – Fourth Thursday in November**
 - Friday after Thanksgiving
 - Christmas Eve Day – December 24**
 - Christmas Day – December 25**
 - New Year's Eve Day – December 31
- [**Bold indicates set Holidays**; others are at the discretion of the Board on an annual basis]

3. When a holiday falls on Saturday or Sunday, the Friday before or the following Monday may be designated as the work holiday.
 4. The Library Board may designate other days as special holidays on a one-time basis.
- J. Civil Leave
1. An employee will be given necessary time off with pay for jury duty. The employee will assign the juror's fee to the library.
 2. 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.
 3. A military leave of absence will be granted when an employee serves in the uniformed services of the United States of the State Kansas in accordance with the federal and state military leave laws.
- K. Continuing Education
1. The Board of Trustees encourages library staff to participate in CE activities within the limits of the annual budget.
 2. Participation in CE events must have advance approval by the Library Director.
 3. Library staff will be paid regular salary/wages while participating in CE activity.
 4. Library staff will be reimbursed for CE expenses as outlined:
 - a. Registration
 - b. Mileage according to current rate paid to KS employees
 - c. Meals
 - d. Overnight accommodation
 5. When Trustees, Friends or volunteers are requested to participate in CE activity, they shall be reimbursed at the same rate as library staff.
- L. Overtime/Compensatory Time
1. In lieu of paying an eligible employee at the time-and-a-half rate for overtime worked, the employee will be granted compensatory time off at the rate of one and a half hours off for each hour of overtime worked.
 2. The maximum amount of accumulated compensatory time allowed is 24 hours. The time must be noted on the time sheet when earned and when used.
 3. The Library Director is responsible for scheduling compensatory time.
- M. Inclement Weather
1. The Library Director has the discretion of determining when to close the library in the event of severe weather conditions.
 2. Staff will be paid for their scheduled hours that the library closed due to severe weather conditions.

Silver Lake Public Library – Policy

Service

Customer Service Values

Service to library customers is based on the values of the organization rather than merely on rules and procedures. Service policies are based on the mission of the Library and these values:

Empowerment Staff members are encouraged to make decisions that will result in success for library customers. This means that anyone, not just a supervisor, can make an exception to policy or procedure if it provides quality customer service and is consistent with our organizational values. Customers like to have their problems solved by the first staff person with whom they deal. Staff members should feel confident and comfortable in solving individual problems. On the other hand, there are times when it helps to ask the advice of a colleague or supervisor, and such a team approach to problem solving is encouraged. Difficult or ongoing problems should be brought to the attention of the Library Director.

Consistently Apply Values With staff members making decisions there is concern about consistency. In a values-based service, it is important to consistently apply the values of fairness, respect and quality. Through the procedural details of how a situation is handled might vary, library customers should feel that staff members consistently listen carefully and try to meet their individual needs. The needs of the individual should be balanced with the overall needs of library customers throughout the community.

People-Oriented Service The focus is on the customer. Library users have human concerns that go beyond their need for access to information or reading materials. Users want to feel welcome and need to know that staff members care about their needs and concerns.

Making Sense to Our Customers and Ourselves Library policies must make sense to library customers. Staff members should be able to explain library policies with the confidence that the policies are just and reasonable. The reasons behind a policy should be easily understood by public and staff.

No Hassles Whenever possible staff members should remove barriers to successful library use. This is true of library policies and procedures and should be equally true of individual customer transactions with the library.

Flexibility and Accommodation Flexibility means that staff members should change their service style and approach based on the customer's needs, personality and disposition. The library cannot create a policy and procedure to cover every possible course of action in any given situation. Though standard procedures may call for one course of action, a particular situation may call for a creative non-standard solution.

Learning and Growing Staff members are capable of learning and growing and will make mistakes as these concepts are applied. This is accepted as part of the process of growth.

Library Service Hours

Library hours are:

9 am – 6 pm Monday through Friday

9 am – 1 pm Saturday

Closed Sunday

April – October

Tuesdays 9:00 am – 8:00 pm

The library will close to observe the following holidays:

New Year's Day – January 1

Memorial Day – Last Monday in May

Independence Day – July 4

Labor Day – First Monday in September

Thanksgiving Day – Fourth Thursday in November

Christmas Eve Day – December 24

Christmas Day – December 25

Other days may be designated as holidays at the discretion of the Trustees.

Lending

The Silver Lake Library is a member of NExpress, a joint service of the Northeast Kansas Library system and other member libraries. Anyone may borrow from the library freely and without charge.

Borrowers will be issued a library card after providing name, phone number and proof of current address. Children under 17 years of age must have a parent or guardian sign the application card.

Customers 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.

Customers may reserve materials that are unavailable at the time of the request. Customers will be notified by telephone, email or mail when materials are available. Materials must be picked up within one week of notification unless other arrangements are approved.

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

An outside Book Drop is available to customers. 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 21-3702 that states:

Failure to return library materials within thirty (30) days following the overdue notice will constitute intent to deprive the library of public property and constitute grounds for prosecution for misdemeanor theft.

The library director shall determine when the customer will be notified of KSA 21-3702. Initiation of prosecution is the responsibility of the Board of Trustees.

Electronic Information Access

In keeping with the mission of the Library to be a source of information, education, and recreation services for customers of all ages, the Library has computers available for public use. The computers have Microsoft Office software and high-speed Internet connection. Wireless connectivity is also available for customers who have their own laptop computers or other mobile devices.

Users must comply with the United States Copyright law, United States and Kansas Obscenity statutes, and all other applicable laws. The Library uses technology protection measures to filter content in accordance with the Children's Internet Protection Act. The Library will ask the filtering service to unblock erroneously blocked web sites upon any request by a minor. The Library will disable the entire filter upon any request by users 17 or over, for any lawful purpose.

Library as Meeting Place

The community may make use of the library as a meeting place for activities of a civic, cultural or educational nature and for the discussion of current public questions. Arrangements must be made with the Library Director for use of the library. Library programs are given preference in scheduling the use of the Library.

Exhibits, Displays and Bulletin Board Use

Exhibits and displays in the Library will be determined by the Library staff. Bulletin board space is available for the convenience of library customers. Library staff will monitor postings in order to keep information appropriate and updated.

Confidentiality of Library Records

In order to maintain trust with members of the public, the Library will make every reasonable and responsible effort to assure that information about the patron and the individual patron's information choices, remain confidential.

Customer Code of Conduct

The Silver Lake Library strives to provide the highest level of service to all library users. The Customer Code of Conduct is set in place to protect the right of library customers to enjoy a safe environment, conducive to the use of library materials and services. Failure to comply with the Customer Code of Conduct may result in expulsion from the library and/or library privileges being withheld.

- No person shall engage in conduct that violates the law. The library will uphold all federal and state laws and local ordinances in regard to public behavior.
- Customers shall respect the rights of other customers and staff and not engage in behavior so as to unreasonably disrupt another customer's use or an employee's use of the library or disrupt the operation of the library.

- Customers are required to take personal responsibility for their welfare, the welfare of their children and personal property, and to comply with library policies for use and conduct.
- Children seven years old or less may not be left unattended in the library.
- Firearms are not allowed in the Library or on the Library grounds: Kansas Statute 75-7c10. Possession of any weapon on library premises is not permitted; local law enforcement will be called immediately.

Library Bill of Rights

The library adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association and adopted by the Library Board and is included as part of this service policy.

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Interpretations of the Library Bill of Rights can be found on the American Library Association website <http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/interpretations/default.cfm>