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Williamsburg Community Library **History of the Library**

The Williamsburg Community Library began as a dream of several local leaders Kenneth Messick, Dennis Norton, Charles Gilkey, Sam Schnider, Jim Reedy, and Cliff McCurdy. It became a reality in December 1983.

The first few years the library received budget money from the city council, fund raising efforts and donations. The bulk of this money was spent on collections. In 1990, videos were added and in 2005 an audio CD section. Artist Randall Bennett (1975 Williamsburg High School graduate) donated the copyrighted logo for use by the library.

The first librarian, Donita McMillian, was appointed in 1984. Directing library services from 1986-2008 was Eloise Bennett. Jenny Milliken served as Director 2009-2010. Nancy Stover served from 2010 to 2012. Dealy Sims served from 2012-2017. Shae Crowley is the current director and began her term in 2017 having served as assistant director from 2012-2017.

Planning and fund-raising, including memorial donations, for the construction of a new library building gained momentum each year. By 2004 the building fund had reached \$85,000 and was the basis for seeking a community Development Block grant from the Kansas Department of Commerce. On February 1, 2005, Williamsburg Mayor Charles Gilkey received notification from Governor Kathleen Sebelius that the city of Williamsburg was awarded a KAN-STEP grant (CDBG Grant) for \$371,005. This comprised 60% of construction costs. The remaining 40% was provided by library funds and the labor value of the work of USD #287 school vocational building class taught by Troy Ifland and the work of many community volunteers.

Ground breaking ceremonies for the new library were held on June 5, 2005, with construction beginning July 5, 2005. The library is located at 107 S Louisa, site of the former railroad station, and named Santa Fe Park. Leadership for the new library was provided by the Community Building Committee, Architect Hans J Fischer, ALA Lawrence, Kansas; KAN-STEP Certified Administrator Bob Hosack, APA Chanute, Kansas; Kansas Library Board of Directors, and the Library Staff, with overall construction supervised by our own Master Builder David Link. Official opening ceremonies were held Saturday, May 27, 2006.

Williamsburg citizens approved establishing the library as an official legal library, accepted by the Kansas state library, by public ballot in April 2007. Moving the collection and furnishings to the new building commenced in July 2007.

STATEMENT OF PURPOSE

The purpose of the Williamsburg Community Library is to provide materials and services to patrons in the community for educational and recreational purposes.

Williamsburg Community Library Mission Statement:

We welcome and support all people in their enjoyment of reading and the pursuit of lifelong learning.

We strive to inform, enrich, encourage, and empower through equal access to ideas and knowledge through books, computer access, programs and other resources.

We provide and promote open and equal access to the resources and services of Williamsburg Community Library to meet the informational, educational and cultural needs of the community.

We believe in the freedom to read, to learn, to discover, and to grow.

Objectives:

1. To provide materials and resources to the community that entertain and inspire.
2. To offer a community space for people and information to come together.
3. To offer programs that create library awareness and consciousness.

1. Service Policy

Physical Facilities:

The Williamsburg Public Library is located at 107 South Louisa, Williamsburg Kansas. The Library staff and volunteers strive to keep the library clean and in good repair.

Library Hours

Monday	10am-5pm
Tuesday	10am-5pm
Wednesday	10am-5pm
Thursday	12pm-6pm
Friday	12pm-6pm
Saturday	10am-12pm
Sunday	CLOSED

Holiday Closings:

The Williamsburg Community Library observes all established Federal holidays. Holidays will be paid when they fall on regular working days. An employee will not be paid for holiday's that fall outside of the normal operating days of the library. Established Federal Holidays are:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Library Services Offered

Available material may be loaned to anyone with a library account in good standing. It is the policy of this library that no one shall be denied the right to check out a music CD or movie video according to its rating.

Any person checking out library material will be responsible for any charges incurred for lost or damaged items. The library will not be held responsible for the content of any CD or video checked out of this library. It will not be the responsibility of the library to deem what is appropriate for younger children to watch. It will be the responsibility of the child's parent/guardian to deem what is appropriate.

Library Card Registration

Any person wishing to acquire a Williamsburg Community Library card must be at least 17 years of age. If the individual is 16 years of age or under, the identifying information of a parent or guardian is required.

Lending Library

Borrowing Library Materials

Individuals who have a valid Williamsburg Community Library card in good standing may borrow from the library collections available. Fees due from lost or damaged items must be paid before checking out materials. This includes fees from other libraries within our consortium. Children under the age of 18 are linked to the account of a parent or legal guardian, therefore the parent or guardian will also be prohibited from checking out materials until the account of said child/children has been rectified. It is the policy of Williamsburg Community not to charge late fees, but late fees from member libraries may still be charged and must be paid.

Interlibrary Loan [ILL]

Items may be placed on hold from across the state of Kansas for use by our patrons.

Reading Programs

The Library hosts a summer reading program, after school activities, school visits and spring programs each year. The library director or designee appointed by the director shall be in charge of these programs.

Unattended Children Policy

Children under the age of 18 are welcome at the Library, but must adhere to the Patron Behavior Policies, or said child/children will be asked to leave and unable to return without supervision. Children under the age of 8 years of age must be accompanied by an adult or caregiver. Children are not to be dropped off or left unaccompanied unless attending an age appropriate program and are to be picked up by parent or caregiver when the program is concluded.

Complaints:

Persons wishing to file a complaint about the Williamsburg Community Library may do so by contacting the Library Director. If the Director is unable to resolve or explain the issue, she/he will then advise the Board of the issue. If the person wishes to speak to the Board, they may request their complaint to be added to the agenda of the next Board meeting. Persons wishing to file a complaint about the library director should contact the current library board chair. If a patron wishes to file a complaint about another library employee, the individual should contact the Library Director.

Library Material Challenge

It is the policy of the Williamsburg Community Library to consider the complaint of any patron who may challenge library material.

American Disabilities Act [ADA] Plan

The Williamsburg Community Library embraces the primary goal of the American Disabilities Act [ADA] of 1990 to eliminate discrimination against people with disabilities. The Library's ADA Plan can be found in Appendix C (page 10-7) of this manual.

3. Resource Collection Policy

Collections

The Library Board has determined that the Director is responsible as part of his/her job description the responsibility of maintaining and purchasing materials for the library collections. Collection suggestions are welcome.

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

Library Bill of Rights

We subscribe to the "Library Bill of Rights" found at Appendix A. (Page 10-1)

The Freedom to Read

We subscribe to "The Freedom to Read" statement. This statement is found within our library policy (found at Appendix B Page 10-2).

Commented [D1]:
Commented [D2R1]:

Gifts: Books, movies and other items

We accept donated books, DVDs, music CDs, and videos. A Donated Library Material Form [found in the Forms section of this manual Page 11-3] may be requested at the time of the donation. If patron wishes to have a value put on the form, the Donor must set the value.

Withdrawal and Discard [Weeding]

In order to maintain new, fresh and informative collections within the library, the staff continuously evaluates the collections and weeds old, uncirculated and outdated materials.

4. Public Relations Policy

News Releases

News releases are sent to the local newspaper. They may also be reported on the Library website, Facebook, City of Williamsburg website, NEKLS website, and other locations.

Human-interest stories

Human-interest stories are sent to the local newspaper and may also be sent for publication in the NEKLS newsletter.

Media Requests

The Library Board Chairman shall serve as contact person for the media and will respond to media requests for information and interviews.

Schools/Library Relationship

The Library recognizes the importance of a cooperative association with the public school. We will participate with schools and other organizations to sponsor programs.

Displays

Informational displays may be displayed with approval of the Library Director.

Special Events

As budget permits, special events may be hosted by the Library.

Community Service Hours

The Williamsburg Community Library will offer community service hours. The Library Director will have the option to offer community service hours on a person by person basis. The Director or a Board member must supervise any and all hours.

Library Meeting Room Usage

Facilities

A meeting room that can accommodate up to 15 persons is available to the public from 8am-10pm. This meeting room is equipped with wireless internet access and an audio-visual unit complete with a large screen.

Meeting Room Policy

It is understood that there will be no access to the library, library materials or patron computers during the event. All doors will be locked with exception to the meeting room and restroom.

A designated representative must sign a waiver accepting responsibility should any damage be incurred during the event or in the case the building key is lost. The building key must be returned in person by the designated representative.

Clean-up is the responsibility of the hosting party and it is expected that the room will be left in the condition it was received. Any trash must be removed and disposed of in the trash receptacle located in the front of the building. A site inspection will be conducted by the director or a representative when the event has concluded and building key returned.

Meeting Room waiver form is located in the forms section at the back of this document.

5. Personnel Policy

Employment with the library will not be influenced by race, color, religion gender, age, national origin, disability, veteran status or any other basis prohibited by law

Paid Personnel

The Williamsburg Community Library shall have no more than three [3] paid personnel. The Board of Trustees will be responsible for the hiring of the Library Director. The Library Director will be responsible for the hiring of no more than two [2] additional personnel.

Personnel appointment

The Board of Trustees hires and terminates the Director. The Director hires and terminates other employees and assigns their duties. A terminated employee has an opportunity to appeal to a grievance committee/Board, which has the ability to reinstate an employee.

Volunteers

Volunteers are welcome, but must be approved by the Volunteer Liaison. Volunteers are expected to utilize their time assisting with library chores such as dusting shelves, shelving books, pulling holds, cutting out projects for story time among others.

Performance Review

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

Job Descriptions

Library Director

The Library Director will advise the staff of their duties, hire and terminate employees, fill out all required paperwork, keep the web page and social media up to date and has the authority to assign these duties to a volunteer or staff. The Director also has the responsibility to check library email, list services, and make the agenda for monthly Board meetings. He/she will give terminated employees proper paperwork to appear in front of the grievance committee. He/she will buy all Library materials, as needed. He/she will be responsible for keeping the Board appraised of the actions and/or events at the library, and will be expected to attend monthly Board meetings. The Director will attend all workshops possible and have a general knowledge of computers. He/she will be responsible for or designate to another Story Hour and all other reading and/or craft programs in the library.

The Library Director will act as the Freedom of Information Officer with regard to information requests submitted under the Kansas Open Records Act and shall be appointed annually in April at the annual meeting.

This employee must have a high school diploma or GED. Part of this job may involve lifting heavy objects. This employee must be at least 18 years of age and have a general knowledge of and interest in libraries.

The Library Director must be certified by the State Library of Kansas or the Apple Course as specified by NEKLS. The Library Director will have one [1] year from the date of hiring to complete this certification requirement.

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

This position is classified as a full-time position.

Assistant Director

The Assistant Director is responsible for and knowledgeable regarding all aspects of library operations and fills in when the Director is unavailable. Duties are assigned as the Director sees fit.

This employee must have a high school diploma or GED and must be 18 years of age, have a general knowledge of and interest in libraries.

The assistant director position is classified as a part-time position.

Bookkeeper

The bookkeeper is responsible for payroll, bill paying, reconciling bank statements and providing monthly and quarterly reports. This position is classified as part-time.

Volunteers:

The Director or Library Assistant will find an appropriate job for volunteers.

Full-time and Part-Time Classification:

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

Library Pay Scale

Library Director

The Library Director will be paid according to the NEKLS standard pay scale. The Director will be paid an hourly rate for librarian and up to two [2] hours per week of administrative time on a bi-monthly basis. He/she will be offered two [2] extra hours of pay each week from June 1st to August 15th for the Summer Reading program. The Board will take into consideration schooling, degrees and continuing education [CE] credits when setting and raising the hourly rate for the Library Director. The Board will strive to pay the Library Director higher wages as they accumulate more training [e.g. CE hours]. The Board will give the Library Director an official evaluation annually. The Board will give the Library Director a yearly cost of living raise based on the annual evaluation and will strive to meet the NEKLS pay scales, as the budget allows. The cost of living raise will become effective with the first paycheck of the next pay period.

The Library Director will be paid holiday pay when a holiday falls on their normal workday.

The Library Director will be paid to attend monthly board meetings in addition to any other meetings that affect the library.

Annual and Sick Leave

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

Library Director

After having been employed by the Library for at least one [1] full year the Library Director shall be entitled to annual paid vacation to the equivalent of one [1] week of his/her normal working and administrative days. After being employed for five [5] years, the Library Director shall be entitled to two [2] weeks. The Board Chair shall be informed when the Library Director will be on leave, training, or other Library business. All vacation time must be taken within the calendar year. Vacation time cannot be carried over from year to year, and accrued vacation time will not be paid upon resignation or termination

After having been employed by the Library for at least one full year, the Library Director shall be entitled to paid sick days annually to the equivalent of three [3] normal working and administrative days. Sick leave days may not be carried over from year to year. Accrued sick days will not be paid upon the Library Director's resignation or termination.

Other Leave

Bereavement

An employee experiencing a death in the family will be granted days with pay as follows. Days eligible for pay will be days that the employee usually works for the library. Bereavement leave will be prorated according to the actual time an employee has been employed.

If working at least 20 hours a week, an employee will be granted leave with pay. If normally working less than 20 hours a week, employees will be allowed leave and not have it counted as an unexcused absence.

Bereavement leave applies to the death of spouse, child, parent, and parent of spouse, grandparents, grandchildren, brothers, sisters, aunts, uncles, brothers and sisters of spouse.

Civil Leave

An employee shall be paid necessary time off with pay for his/her days when an employee usually works.

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

Family Leave

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

Paid Holidays

Federal holidays shall be paid holidays for employees that have been employed for at least one [1] full year and are working at least twenty [20] hours a week, provided that the day is one they would normally work.

Time Sheets

Time ends on the 15th and the last day of the month. Timesheets are due to the Bookkeeper when the pay period ends.

Employee Complaints

Employees who wish to register complaints must do so with the Library Director. The Library Board of Trustees will have final say in resolution of employee complaints. The Board of Trustees is able to reinstate employees.

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

Review of Programs

Programs will be reviewed and data presented to the Board the month immediately following the conclusion of the program.

Continuing Education

An employee attending a CE program or workshop will be compensated for attendance. Employees shall be paid mileage according to current federal standards while driving to and from these events. Employees time will accrue from the time of departure until the employees return to the library. Fees for the program or workshop will be paid by the library. Per Diem will be paid in the amount of \$12.00 per meal. All receipts must be presented for compensation.

Tobacco, Alcohol and Drugs

Public libraries in Kansas are legally designated as non-smoking institutions under **K.S.A. 21-4009**. No employee or volunteer may use, possess, sell, transfer, purchase or be under the influence of any drug or alcohol or controlled substances unless prescribed by a licensed physician or nurse practitioner, while on library property or conducting library business. Violations will lead to disciplinary action and possible termination.

Patron/Employee Privacy

The Williamsburg Community Library believes in the patrons/employees right to privacy; we ensure that patrons/employee records are protected from "Search and Seizure" until such time as a court order is presented, as stated in K.S.A. 45-221 §23 of the Open Records Act.

Ethics Policy

The Williamsburg Community Library follows the "Code of Ethics of the American Library Association" as found at Appendix G (Page 10-16) of this manual.

Confidentiality Clause

Library employees will not discuss patron's information, questions, or anything to do with patrons with others unless the issue requires Board attention then it will only be discussed with the Board of Trustees in executive session.

Injury

Any injury that occurs on the job, however slight, should be promptly reported to the Director. If the Director is injured, he/she should inform the Board Chair.

Employee/Volunteer Fringe Benefits

Employees and volunteers will be allowed a few fringe benefits provided by the library. Fringe benefits for employees and volunteers apply to employees and volunteers only. Employees and volunteers will be allowed to print, copy or fax at no cost.

Emergency Procedures

Please refer to the emergency procedures posted in the library.

Library Keys

The Library Director, Assistant, Board members, Mayor and Volunteer Liaison shall have keys to the library. Volunteers will not have a key.

Closings

Holiday Observances

Williamsburg Community Library will be closed in observance of all Federal Holidays.

Inclement Weather

Williamsburg Community Library will be closed in the case of inclement weather including but not limited to ice and snow events. These closings will be posted on the library website and social media pages. Local news sources will be informed.

Utility Outages

Should the library need to close due to utility outages we will post these closings on the library website and social media pages. Local news sources will be informed.

Pandemic/Emergency

The library will post as much information as possible to our website and social media pages in the event we are forced to close in a pandemic or emergency situation. Local news sources will be informed. Detailed information will be posted at the library and shared with the City of Williamsburg and local news outlets. Due to the ever-changing details of a pandemic or emergency situation it is impossible to structure a permanent policy. All guidelines put forth by the State of Kansas, Franklin County and local government will be followed. See Appendix H.

6. FINANCIAL POLICY

Collection Materials Budget

12% of the budget will be spent on library collections per the Directors discretion.

Designated Fund

The Williamsburg Community Library will keep a Designated Fund. This fund will be used to hold monies for improvement to the library from monies collected from donors. Board approval must be authorized for use and money will be transferred to the library checking account for the approved purpose.

Insurance

Insurance is purchased from an insurance agency within Franklin county. Bonding for the Director, Bookkeeper and Board Treasurer will also be purchased from an agency within the county. The building insurance is the responsibility of the City of Williamsburg.

Gifts [other than books]

All monetary gifts are very much appreciated. Monetary gifts that are given for a specific request will be honored. The Board is responsible for designated funds unless otherwise specified by family of deceased or individual.

Petty Cash

Monies received from printing, copies, book sales, faxes, postage, book replacement fees and fines will be designated as "Petty Cash". This money will be kept in a locked cash box in a locked cabinet in the Director's office. No more than \$25.00 will be kept in the drawer at a time. All excess funds will be deposited into the library checking account.

Financial Audit

The Williamsburg Community Library financial records will be audited by an outside individual if deemed necessary by the board and or bookkeeper. Per Nekls standards.

Reimbursements

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

Fax and Copies

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

Black & White Copies	\$.10 cents per sheet
Color Copies	\$.25 cents per sheet
Faxes	\$1.00 for first page and .50 cents for subsequent pages.

7. Patron Behavior

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

1. 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.
2. No profane, obscene or offensive language.
3. Patrons shall respect the rights of other patrons and Library staff and shall not engage in behavior so as to unreasonably disrupt another patron or employee's use of or operation of the Library.
4. Patrons are required to take personal responsibility for their welfare, the welfare of their children, and their personal property.
5. Do not stand over other patrons while they are on the computer or looking at reading materials or otherwise willfully annoy another patron.
6. If a patron or patron's charge defaces or damages library materials they will be expected to pay for them.
7. Please read computer rules, Internet rules, and library rules to make sure you know what is acceptable in the library.
8. The Williamsburg Community Library does not allow smoking, possession of drugs, alcohol or concealed weapons on the library premises. If a patron is caught with alcohol, drugs or concealed weapons, law enforcement may be notified.

You will be asked to leave for violation of any of the above by the Library Director or staff. If the Patron refuses to comply the Library Director or Staff may notify Franklin County Sheriff's Department.

8. Library Computer Policy

Patrons should close all open windows when your computer session or time is up. Do not turn computer off. During periods of high computer use sessions will be limited to 30 minutes. The only exception to this rule is if the patron is using their personal computer, tablet, etc.

No obscene sites.

It is prohibited to save your session to the computer hard drive. If you wish to save a document you must provide your own external device.

If more than one person is seated at a computer, they must not block the shelves or the walkway. It is prohibited to observe a patron's computer session unless you have been specifically invited by the patron.

You may print items only if you can pay for them. Printouts are 10 cents (\$.10) for black and white copies and .25 cents (\$.25) for color.

When printing you must use the paper available. If your project requires special paper the staff must assist you.

Please be mindful of your time. Computer sessions are to be for 30 minutes in duration during peak times.

If you have trouble with a computer, notify staff immediately. Do not try to resolve the issue yourself. Failure to follow this policy may result in loss of computer privileges as specified below.

Not following the rules can cause your computer privileges to be revoked. A period of one [1] week for the first violation, the second violation will be handled on a case-by-case basis.

INTERNET POLICY

Williamsburg Library offers Internet access to patrons from computer terminals in the library. Personal devices may also connect to the library internet. Information available through the Internet may enrich, broaden, and complement the existing print and audiovisual collections of the library. Library staff members do not regularly monitor information accessed and cannot guarantee the validity or accuracy of information found while connected to library internet service. Williamsburg Community Library does strongly advise patrons not to give out personal information over the web to unsecured sites. Library users are advised to exercise judgment and discrimination to evaluate the usefulness and reliability of material found on the Internet. Users are expected to use the Internet in a manner consistent with the standards of the community. Parents are responsible for their children's Internet sessions.

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

Summary: This document contains the policies of the Williamsburg Community Library for public use of the library's Internet access computers.

Policy: The library is a forum for all points of view and 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. Users must comply with the United States copyright law, United States and Kansas obscenity statutes, and all other applicable laws.

The Internet is a global electronic network that provides access to ideas, information and commentary. The Williamsburg Community Library provides public access to the Internet in keeping with its mission as a forum for access to public information.

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

1. The library affirms the rights and responsibility of parents or guardians to determine and monitor the children's use of library materials and resources. Parents and guardians, not the library or library staff, are responsible for the information selected and accessed by their children. The library staff is not responsible for the use of the Internet by children. Parents or guardians who bring small children into the library must be responsible for them. While using a computer you must monitor your children as well. Patrons must take into consideration if a child can appropriately operate a computer without becoming frustrated. We have toys available suitable for younger children and a nook for play.
2. Using library computer workstations in an inappropriate manner, as defined herein is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner, resulting in any or all of the following consequences:
 - A. Immediate termination of the Internet session.
Additional suspension of computer uses or other library privileges.
Notification of appropriate law enforcement officials.

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

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

Specifically:

- A. Patrons shall not access or exhibit obscene material on library computer workstations. Disseminating or exhibiting obscene material is a crime in the state of Kansas. See K.S.A. 21-4301 as amended.
 - B. Patrons shall not access material or computer-generated images deemed harmful to minors. See K.S.A. 21-4301a and K.S.A. 21-4301c, as amended.
 - C. Patrons shall not use the library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates sexual exploitation of a child. See K.S.A. 21-3516, as amended.
4. All patrons are prohibited from sending electronic mail, instant messages, or chat room messages that violate any local, state or federal laws. Violators of this prohibition are subject to the consequences described above. Because of limited staff and technical resources, chat, email, and commercial transactions are not a service priority. Library staff will not aid with those activities.
 5. Patrons are responsible for any careless and/or abusive treatment of computer hardware and software. Misuse of computer equipment and Internet access may result in the consequences described above. Misuse includes, but is not limited to:
 - A. Activities causing damage to library computer equipment, software programs, and data.
 - B. Activities deemed unlawful according to local, state and federal law.
 - C. Unauthorized access to secure data, including "hacking." Violations will be immediately reported to appropriate law enforcement officials.

6. Violation of individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited.
7. Persons violating this prohibition are subject to the consequences described in section II above. Library staff will not disclose library customers' use of the library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law.
8. The library will comply with federal legal requirements for technology protection measures (filtering software) ... This technology is not reliable and the library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked.
9. "Unauthorized disclosure, use and dissemination of personal information regarding minors are prohibited." [Minors may not send personal information to unsecured sites.]

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

Library Devices

Android Tablets

The library tablets will have the same rules as all other patron computers and are for use only in the library.

Wireless Network Policy

Williamsburg Community Library staff is not able to provide technical support for the wireless network, nor are they responsible for assisting patrons with training and use of software.

Wireless users should be aware of inherent security issues that exist in a wireless environment. A computer on the wireless network will be open to possible unauthorized access from other parties on the Internet. As with all Internet transactions, it is recommended that users submit secure information [such as credit card numbers] only to websites using SSL Encryption.

Patrons using personal computers or devices inside the library, while accessing the library network must abide by all state and federal laws pertaining to the library computers, including but not limited to:

- A. Accessing or exhibiting inappropriate matter, including obscene matter, matter harmful to minors, or materials containing sexual exploitation of children.
- B. Hacking, spamming, or otherwise attempting to gain access to insecure data or servers.
- C. Illegal activities.

Patrons are expected to abide by the Williamsburg Community Library computer and internet policies.

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

9. TRUSTEE POLICY

Time and Place of Regular Meeting:

Regular monthly meetings will be held at the Williamsburg Community Library. Monthly meetings will be held on the third Tuesday of the month at 6:00 p.m., unless otherwise changed by the Board. The regular meeting in April shall be the annual meeting.

Special Meetings:

The Board Chair of the Board of Trustees will call special meetings, as needed. The Board Chair will contact board members by phone or e-mail if a special meeting is required. No business other than that stated in the notification shall be transcribed at such meeting. Special meetings will be posted on the Library front door.

Election of Officers:

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

Elections are to be held for the following officers:

Board Chair
Vice-Chair
Secretary
Treasurer

Annual Reports:

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

General Duties of the Trustees

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

Board Chair:

The Board Chair should conduct regular monthly board meetings and call special meetings, if necessary. He/she will check the agenda before each meeting. This position will be one [1] of two [2] required signatures on the library checking and savings accounts. The Board Chair will be responsible for making sure other Board members know when and where meetings are to be held.

Vice-Chair:

The Board Vice-Chair will fill the duties of the Board Chair in his/her absence. This position can be a signature on the library checking and savings accounts.

Secretary:

The Board Secretary will keep an accurate record of the business taking place at each meeting and to provide the minutes at the next meeting for Board approval. As need arises, he/she will check back and answer questions. He/she will correspond with others as directed by the Board of Trustees.

Treasurer:

The Board Treasurer will report to the Board at each regular meeting on the library's financial status. This position will be one [1] of two [2] required signatures on the library checking and savings accounts. The treasurer will make transfers as deemed by the Board of Trustees.

Committees

Budget Committee

Chair
Vice Chair
Treasurer
Director

The budget committee should meet in April and have a copy of proposed budget ready for the city in May. (revised 2020 due to mil cap imposed by city)

Planning Committee

All Board Members
Director

Book Challenge Committee

Director
1 board member
1 outside person if needed possible city council member that is not related to any of the above

Quorum

Five members will constitute a quorum for the transaction of business which shall include the Mayor of the City. In the absence of the Board Chair and Vice-Chair, the members present shall elect a temporary Board Chair.

Board Meetings

Board meetings are open meetings. Computers and check out services are not available for public use during meeting. Any citizen may speak at the board meeting if they ask ahead of time to be put on the agenda, or if they have been invited to speak to the board by a Board Member or the Library Director. Board meetings are public meetings but should not be discussed outside of the Library. Any persons asking questions may obtain a copy of the minutes when they are available and attend future board meetings. No agenda item can be tabled more than two times. The library will follow Roberts Rules of Order when conducting their meetings.

Review of Policies

Library policies will be reviewed every 3 years and/or as needed changes arise.

Ethics Policy

Trustees shall observe ethical standards with absolute truth, integrity and honor.

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

It is incumbent upon any trustee to disqualify himself/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. Trustees must be open to ideas other than their own. They must remain unbiased at all times.

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

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

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

The Williamsburg Community Library Trustees follows the “Code of Ethics of the American Library Association” as found at Appendix G (Page 10-16) of this manual.

Trustee/Librarian Policy

Trustee – Librarian and staff relationship

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

Professional meetings:

The Board of trustees will appoint a representative to attend both the NEKLS spring and fall conferences.

Williamsburg City Council:

At least one member of the Williamsburg Community Library Board of Trustees will be present at the normal monthly City of Williamsburg council meetings.

Board of Trustees

Board Chair: Sharon Woods	Term Expiration – 2022 2 nd term
Vice Chair: Elston Horne	Term Expiration – 2021 1 st term
Treasurer: Bruce Rockhold	Term Expiration – 2024 1 st term
Secretary: Virginia Cook	Term Expiration – 2022 1 st term
Board Member: Lori Clifton	Term Expiration – 2023 1 st term
Board Member: Amy Jones	Term Expiration – 2024 1 st term
Board Member: Ralph Stover	Term Expiration – 2024 1 st term
Board Member: vacant	

Trustee Responsibilities

The Board consists of eight [8] members. At least four [4] members from within the city limits of Williamsburg and three [3] members can be from Williamsburg township and the Mayor of the City of Williamsburg.

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

Board members shall attend monthly Board meetings. Board members who miss more than two [2] consecutive meetings may be replaced by a majority vote from the rest of the Board. Exceptions may be if said Board member is ill, a family member has passed away or is seriously ill, or a family event will take him/her out of town.

Board Members are encouraged to attend the annual Trustee meeting held by NEKLS.

Each Board member will be expected to review and discuss the yearly budget, employee salaries, and the monthly budget. Trustees should review all forms and paperwork handed out at the monthly meeting. Each Trustee should have a copy of the Williamsburg Community Library Policy manual. Said policy manual will be reviewed yearly.

Board Member Fringe Benefits:

Board members will be allowed fringe benefits provided by the library. They will be allowed to print copy or fax at no cost.

Board Member Trustee Certification:

Members of the Williamsburg Community Library Board of Trustees will maintain Trustee certification. Certification training may be obtained by completing trustee training workshops, WebJunction internet training, and other approved continuing education sessions through NEKLS. Trustee certification will be obtained within twelve [12] months of Board appointment.

APPENDIX A

LIBRARY BILL OF RIGHTS

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

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

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

APPENDIX B

THE FREEDOM TO READ

The freedom to read is essential to 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:

1. *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 make the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *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.

3. *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.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

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 cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; 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.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, 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 Educations Publishers Institute to become the Association of American Publishers.

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

A Joint Statement by:
American Library Association
Association of American Publishers

APPENDIX C

Williamsburg Community Library ADA Plan

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

Section 1: DISCRIMINATION ON THE BASIS OF DISABILITY PROHIBITED

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

Section 2: PROVISION OF AIDS, BENEFITS AND SERVICES

- A. The library shall provide an individual with disabilities an opportunity to participate in and benefit from programs or services equal to that afforded by others.
- B. Services provided to individuals with disabilities shall be as effective as those provided in the most integrated setting appropriate.
- C. Organizations shall use eligibility criteria and methods of administration that do not have the effect of discriminating on the basis of disability.
- D. Organization shall make reasonable modifications to policies and practices where necessary to avoid discrimination on the basis of disability unless an organization can demonstrate that making modifications would fundamentally alter the nature of the services provided.

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

Section 3: PROGRAM ACCESSIBILITY

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

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

Section 4: COMMUNICATION

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

- A. The Williamsburg Community Library, with advance notice will make every effort to provide services where necessary to an individual with a disability an equal opportunity to participate in or benefit from the service, program, or activity being offered.

B. The Williamsburg Community Library will provide signs at inaccessible entrances directing users to an accessible entrance.

Section 5. NOTES REGARDING OTHER ADA REGULATIONS

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

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

APPENDIX D

Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

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

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

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

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

Children and young adults unquestionably possess **First Amendment** rights, including the right to receive information through the library in print, 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.

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

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).

APPENDIX E

Freedom to View Statement

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

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

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

Endorsed by the ALA Council January 10, 1990.

APPENDIX F

Access for Children and Young Adults To Non-print Materials

An Interpretation of the Library Bill of Rights

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

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

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

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

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

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

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

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

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

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

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

[ISBN 8389-7351-5]

APPENDIX G

Code of Ethics of the American Library Association

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

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

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

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

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

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

Adopted January 22, 2008, by the ALA Council

Williamsburg Community Library Pandemic Re-Opening Action Plan
April 24, 2020/revised August 2020/revised January 2021

Appendix H
Williamsburg Community Library
Pandemic Re-opening Schedule

This plan will be updated as needed by utilizing specific resources and local community recommendations including guidelines from ALA, KLA and NEKLS. Timeline determined by the directives and recommendations from all resources in addition to the availability of recommended cleaning and disinfecting supplies.

- Center for Disease Control <https://www.cdc.gov/>
- Kansas Department Health and Environment <https://www.coronavirus.kdheks.gov/>
- Franklin County Health Department <https://www.franklincoks.org>

PHASE 1 LIBRARY STILL CLOSED through May 12th

Some staff working in library on limited basis: handling mail; handling returns; taking care of fiscal, personnel and statistical tasks; adhere to ***Daily Actions** for cleaning work areas.

PHASE 2 LIBRARY OPEN WITH LIMITED SERVICES beginning May 13th

Some staff working in the library on a limited schedule with some modifications: extra precautions including enforced social distancing; no inter library loan service; in-library services include holds pickup, copies and fax access; Kids Café Summer Meals Program resumed. NO public access computer use; NO browsing the stacks; No Restroom use. Admittance to lobby only 1 person at a time; adhere to ***Daily Actions** for cleaning work AND public areas.

PHASE 3 LIBRARY OPEN WITH ADDITIONAL SERVICES/ Pending until March 22, 2021

Staff working in the library according to regular schedule with some modifications; extra precautions including enforced social distancing; limited computer use time, appointments may be scheduled; open stacks; no Library programs; no toys; adhere to ***Daily Actions** for cleaning work AND public areas.

PHASE 4 LIBRARY OPEN BUSINESS AS USUAL/Pending TBA

***Daily Actions**

- Employees should wash hands regularly and/or use alcohol based hand sanitizer that is available throughout the building.
- Employees should routinely clean work areas.
 - If cleaning supplies are needed, please inform library director.
- Public areas are cleaned regularly by staff.
 - High traffic public areas should be cleaned several times a day with disinfectant cleaning solutions. This includes computers, keyboards, desks, tables, play areas, etc.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCE FORM

AUTHOR: _____

TITLE: _____

FORMAT: _____ PUBLISHER: _____

PUBLICATION DATE: _____

Request initiated by: _____

Address: _____ City: _____

Zip Code: _____ Phone: _____

Is this request made on behalf of?

_____ Yourself

_____ Relative _____
[Relationship to]

_____ Organization _____
[Name of Organization]

Have you read/ viewed this title in its entirety? _____

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

Is there anything positive about the resource? _____

Please state the reason for your request _____

Action Requested: _____

Have you read the Williamsburg Community Library Resources Selection Policy? _____

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

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

Date: _____ Signature of Patron: _____

Date: _____ Received by Staff Member: _____

Decision of Director:

Keep book on shelf

Remove book from shelf

Move book to another part of the library

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

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

DONATED LIBRARY MATERIAL FORM

We have accepted the following number of titles at the Williamsburg Community Library:

Value asked by the Donor:

\$ _____

Name of Person receiving:

Date:

Library Stamp

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

**Williamsburg Community Library Meeting Room Usage
Agreement and Terms**

Date: _____

Name: _____ Phone # _____

Organization / Purpose: _____

Organization/Group is: For Profit Not for Profit Non-Profit

Meeting Date and Time: _____ # of people expected: _____

Meeting is One-Time or Repeating occurrence? If repeating, what frequency? _____
(Circle One)

Other than the room, what other set-up / services will be needed:

Will food and drink be served?

It is agreed that the person and/or organization arranging the use of the room is totally responsible for the participants utilizing the room at their event. Their behavior and well-being is your total responsibility and the Library will not be held liable for any incident, what so ever.

NO ALCOHOL or GAMBLING is allowed on premises NO SMOKING is allowed inside the building.

A security deposit of \$75.00 is to be paid to the library by meeting room participant in advance of the meeting. The full security deposit will be refunded within five business days after meeting is completed and room is left in the condition as originally found with no damage or extra clean-up needed. Security deposit will be used as needed to clean or repair any damage and the balance (if any) returned upon completion. Any additional damage not covered by the security deposit will be your responsibility to pay immediately.

Other than the security deposit, there is no specific fee for use of the room. However, we hope that you will agree that use of the room is worthwhile and be able to make a donation to the Library for upkeep and service of the facilities.

Yes, I am making a donation of : \$ _____ to the Williamsburg Library.

No, I do not want to make a donation to the Library at this time.

Agreed to:

Organization Representative:

Signature _____ Date _____

Williamsburg Community Library Representative:

Signature _____ Date _____

Please enjoy the Library facilities. Let staff or volunteers know of any further needs in advance or at time of your event. We also appreciate your feedback if there is anything we could have done to make the use of the room and your event better. Note: This policy is subject to change at any time.

Williamsburg Community Library
Meeting Room Floorplan

