

ATCHISON

LIBRARY

POLICY MANUAL

Atchison Library Policy Manual

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1. Material Selection and Collection Development Policy

Legal Authority:

The Atchison Library is organized under the laws of Kansas and is authorized under K.S.A. 12-1219 *et.seq.*

...to acquire by purchase, gift or exchange, books, magazines, papers printed materials, slide pictures, films, projection equipment, phonograph records, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services;...

The Atchison Library will follow the laws of the State of Kansas in implementing this Material Selection and Collection Development Policy.

Mission Statement:

The Mission of the Atchison Library, a tax-supported community resource, is to provide informational, educational, and recreational services, materials and programs to users of all ages.

Library Collection Objectives:

The Atchison Library selects, makes available, and promotes the use of library material, whatever the format, which:

1. Reflect the mission of the library.
2. Meet the information needs of the community.
3. Meet the recreational needs of the community.
4. Supplementing formal and informal study.
5. Reflecting a variety of opinions, both majority and minority, on subject.
6. Supporting economic, cultural, recreational, and civic activities in the community.
7. Enhancing job-related knowledge and skills.
8. Increasing knowledge of and participation in the affairs of the community, the state, the country and the world.

Responsibility for Selection:

While the overall responsibility for the materials selection policy lies with the trustees of the Atchison Library, the Board delegates the Library Director and other staff members designated by the Director the responsibility of selection of materials and development of the collection.

Criteria:

General Selection Criteria

The criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase by the Atchison Library:

1. Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed.
2. Reputation of the author, artist, publisher or producer.
3. Suitability of subject, style, and reading level for the intended audience.
4. Current appeal and popular demand.
5. Present and potential relevance to the community needs.
6. Availability or scarcity of materials on the subject.
7. Value of material in relation to durability.

Fiction: In addition to the General Selection Criteria above, the following criteria are often used for acquisition of fiction:

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

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

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

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

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

Non Print Materials: Criteria parallel those listed for General Selection Criteria but should also consider:

1. Artistic merit and reputation of artist.
2. Quality of interpretation and technique of the artist.
3. Ability to be understood and articulated in an interesting manner if spoken word.
4. Presentation of quality images, color reproductions, compositions, if visual media.

Videos: Criteria for the selection of videos:

1. Balance popular demand with quality by basing purchases on reviews.
2. Good technical quality.
3. Need for non-fiction and documentaries to present accurate and up-to-date information.
4. Need for subject to be appropriate to the video format.

Computer Software: Criteria for the selection of computer software might include:

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

Video Games: The following criteria, when applicable, should be considered when selecting materials for the video game collection:

1. Materials will be selected based on reviews and professional recommendations of individuals and groups dedicated to gaming initiatives in Libraries. Other factors will include currency and quality. Recommendations from patrons will be considered.
2. Games considered will only include those with these ESRB (Entertainment Software Rating Board) ratings: EC (Early Childhood), E (Everyone), E10+ (Everyone 10 and older), T (Teen), M (Mature). The collection will not contain games with a rating of AO (Adults Only).

Review Sources:

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

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

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

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

Acquisition

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

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

1. Number of copies available. If a copy is lost or missing, the library may not replace it if it owns another copy.
2. The coverage the library has on the subject. If the library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
3. The amount of similar material available. If lots of books are continually published on a subject, the library may replace a missing title with something more current.
4. The demand for subject material in that subject area. It may be that the subject is so popular that the library may replace it at once.
5. The availability of a particular title. If a title is out-of-print and expensive to replace, the library staff may decide not to buy it.
6. Many libraries have a policy that when the budget permits, a duplicate will be ordered when requests for the title reach a certain number.

The Atchison Library welcomes suggestions from the public concerning possible purchases for library materials. The director will have the patron fill out a form giving as much information concerning the materials as is known. This information will be on file for purchase consideration as funds are available. These suggestions will be considered by the same criteria used for the purchase of other library materials.

Gifts and Tax Exemptions:

Gifts or donations of books or other materials should only be accepted with the understanding that they may be used or disposed of as the library determines is appropriate. Determining "appropriate" use means using the same criteria set forth in the policy for the purchase of library materials. Gifts that are not added to the collection will be given to the Friends of the Atchison Library for resale.

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

Gifts of items other than materials or money, not covered by written policies, should be considered by the librarian and the library board.

The library should have the privilege of using cash donations in a manner that will best serve the operation of the library and its service to the patrons. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy should be used to determine if the purchase is appropriate for the library.

It should be specified that gifts made to the library become the sole property of the library and remain so until they are either added to the collection or until a decision is made by the library administration about their appropriate use.

Interlibrary Loan Cooperation

The Atchison Library will cooperate with the Kansas State Library and Regional System of Cooperating Libraries to provide interlibrary loan as an essential service to users.

It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand, should be used by the library to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget.

Fees should never be charged for interlibrary loan (except for late service charges) because this is considered an integral service. Community fundraising can be done to strengthen the interlibrary loan program and to make the public more aware of it.

Maintenance of the Collection

Weeding Policy:

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

Questions to Ask When Weeding:

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

1. What was the last date of circulation? What was the interval of time between checkouts?
2. Is the book in attractive and useful condition?
3. Are the information and presentation still accurate?
4. Is it reliable? Viewpoints and information change with time.

5. Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
6. Is it a duplicate? Older edition duplicates of once popular titles should go.
7. Is it appropriate material for this library at this time?
8. What is this doing here? Admit mistakes and get rid of the stuff!

Guidelines on weeding subject areas in the nonfiction collection are available from the regional library systems and the Kansas State Library.

Note on Weeding Fiction:

The guidelines on weeding nonfiction are comparatively straightforward and have as much to do with the quality and reliability of the information as the physical condition of the material.

The guidelines for weeding fiction are more indefinite. Decrepit materials should be discarded and duplicates of titles that are no longer popular should be placed in the book sale. But many public libraries are too quick to discard good quality fiction because it has not recently circulated. The public would enjoy many of these books if they had a chance to discover them.

Older light classics for adults and children and older genre classics can be given a new life in topical displays. This has the added benefit of giving readers alternatives to the overburdened New Fiction Display. It often gives lifetime readers the joy of re-discovering something that they once enjoyed.

Approved by the Atchison Library Board of Trustees on February 25, 2002; Revised November 22, 2010

MEETING ROOM REGISTRATION FORM

Organization: _____

Contact Person: _____

Address: _____ Daytime Phone: _____

_____ Evening Phone: _____

Date/Time of Meeting: _____

Non-Profit Organization _____ No Charge

For-Profit Organization _____ \$20 per hour, one-hour increments

- Meeting Room is downstairs and can be reached by using elevator. Handicapped parking is located on west side of library through alley.

Signature of Applicant: _____

Date: _____

Signature indicates I have read and will abide by the Atchison Library Meeting Room Policy.

Signature of Library Director: _____

Date: _____

Staff person taking request: _____

Two copies of the above form must be signed by person reserving the meeting room. One copy will be kept on file by the Library; the other copy will be given to the patron.

The Atchison Library welcomes the use of its meeting room(s) for activities of a civic, cultural, or educational nature and for the discussion of current public questions. The meeting room is available to nonprofit organizations regardless of the beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Library-oriented programs will be given preference for use of the room. It is understood that all meetings held will be open to the public should anyone wish to attend. The Library policy prohibiting solicitations also applies to meeting rooms. No products may be sold. For-profit organizations may use the meeting room at a rate of \$20 per hour with a one-hour minimum payable only in hourly increments.

1. No product may be sold, except in payment for materials required for educational or group discussion use.
2. Light refreshments excluding alcoholic beverages, may be served but organizations are required to provide their own utensils.
3. Organizations requiring audiovisual equipment will make their own arrangements; the Atchison Library does not provide these. Although organizations may inquire about availability of a screen and projector.
4. The organization will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility. The organization of group using the room must restore the furniture and room to the order in which it was found.
5. All publicity (e.g., posters, brochures, throw-aways, radio or TV announcements) must carry the name of the organization sponsoring the meeting. The Atchison Library may not be identified as a sponsor.
6. Literature may only be distributed to people attending the meeting and may not be distributed to other patrons of the library.
7. Neither name nor address of the Library may be used as the official address of headquarters of the organization.
8. Youth organizations using the meeting room must have one adult (over 21) present at all times.
9. If a meeting is canceled, the Director should be notified as soon as possible.
10. The Atchison Library is not responsible for lost or stolen articles.
11. No meetings may be scheduled when the Library is closed and Library events take precedent over any other scheduled or unscheduled meetings.
12. No smoking is permitted in the meeting room or any place in the Library.
13. If a hearing-impaired person requests at least one week in advance, the group or organization using the meeting room must provide a signer of interpreter.
14. No group of organization using the meeting room will discriminate on the basis of race, color, national origin, gender, religion, age, sexual orientation or handicapped status in the provision of service.
15. Meeting room cannot be scheduled for non-library use more than one calendar month in advance.
16. Exceptions to these policies are possible only by permission of the Atchison Library Board of Trustees.

Approved by the Atchison Library Board of Trustee's on February 25, 2008.

Atchison Library

Atchison, Kansas

Confidentiality of Library Records Policy

Patron and circulation records are confidential and are not subject to the Kansas Public Records Law KSA 45-215. The information is kept solely for the purpose of collection control, is to be employed for internal library purposes only, and is not to be released to any person or organization, except that individual to whom a particular registration relates. Police requests for patron information will be honored upon presentation of a warrant.

1. This policy recognizes that the Atchison Library's circulation records and other records identifying the names of library users to be confidential in nature. The Atchison Library will protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
2. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Upon receipt of such process, order, or subpoena, the Atchison Library will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted as a Policy by the Atchison Library Board of Trustee's on June 25, 2001

Atchison Library

DONATION OF MATERIALS

The Atchison Library accepts gifts of books and other materials on the condition that the Library has the authority to make whatever disposition is deemed advisable. The Library will not accept materials which are not outright gifts.

The following receipt will be used in the event that the donator needs acknowledgment for tax purposes:

RECEIPT FOR DONATION OF MATERIALS

The Atchison Library wishes to acknowledge the donation of the following:

Number of book(s) or item(s): _____

Dollar Value: _____
(Determined by Donor)

Donated by: _____

Received by: _____

Date: _____

The Atchison Library would like to thank you for your tax deductible contribution. Your continued support is greatly appreciated.

Two copies of the above form must be signed by the donor and an employee of the Atchison Library. One copy will be kept on file at the Library; the other copy will be given to the donor.

Approved by the Atchison Library Board of Trustee's on September 24, 2001

Computer and Internet Use Policy

The Library is providing computers and making the Internet available to the public as an information and educational resource in support of our role as this community's information and lifelong learning center.

Consistent with our mission and the professional principles of public librarianship, this Computer and Internet Use Policy affirms the safeguarding of First Amendment Rights, Intellectual Freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The Library affirms the following principles and user rights as defined in the American Library Association's *Library Bill of Rights in Cyberspace*:

- Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.
- Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- All Internet resources accessible through the Library are provided equally to all library users. Parents or legal guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents, and only parents, are advised to supervise their children's Internet usage.

Computer and Internet Policies

1. In the interest of serving all customers, the Library reserves the right to set time limits on any workstation.
2. A guest pass to use the computer and Internet can be given to out-of-town visitors.
3. Computers may not be reserved in advance.
4. Atchison Library computers do not allow the user to save documents or personal files to the hard drive. All documents that are saved must be saved to a disk or USB key-drive belonging to the user.
5. Library computers designated for public access may be used without charge, but a fee will be charged for each page printed.
6. Library staff is available at the public service desks to provide limited assistance in the use of computers and of the Internet. Staff may limit the amount of time spent in assisting a user in order to provide adequate support of all other library services. Patrons requiring more training than can be given at the public service desk are encouraged to schedule a training session by contacting the Library's in house technician or the Library director.
7. In compliance with CIPA (Children's Internet Protection Act) all Internet access is filtered. Adult patrons may request unfiltered access to the Internet when using

the Library's computers. The Library has 48 hours to acknowledge and honor the request.

8. The Library does not have the ability to give unfiltered access to the Internet for individuals using their own computer.
9. The Library will comply with all state and federal laws applicable to computer use and the Internet.
10. Patrons with unpaid service charges or overdue materials may be denied library computer privileges.
11. Misuse of library computers may result in the suspension or loss of the privilege to use them.
12. Children under the age of sixteen (16) must have a waiver signed by his/her parent/legal guardian in the presence of library staff before he/she may have access to the Internet.
13. Patrons under the age of ten should be accompanied by an adult present in the children's department in order to use the children's computers. Parent/caretaker should supervise children who are non-readers at all times while using a computer.

Acceptable Use of Computers and Internet

1. Only library provided software maybe used on the library's computers. Software owned or supplied by users may not be installed or used on library computers.
2. Users may not alter or attempt to alter the set-up of library computers.
3. Users must save their work on to a removable storage medium.
4. Computer programs are protected by copyright laws and must not be copied for personal use.
5. Users are asked to respect the privacy of other computer users. This includes not representing oneself as another user, not modifying passwords, not trying to gain access to someone else's data or search history, and not "hovering" over others using the computers while waiting for their turn to use them.
6. The Library's computers are set-up for optimal use by a single individual. However, in some cases, it may be important for two or more individuals to sit together at a single computer. Where space is limited, a maximum of two people may sit together at any one computer.
7. All users of the Internet are expected to use this library resource in a responsible and courteous manner, that is consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the library.
8. The Library's Internet access or computers may not be used for the following:
 - sending, receiving or viewing pornography or obscenity as defined by federal, state or local code;
 - sending, receiving or viewing obscene, pornographic, sexist, racist, hate or inflammatory messages;

- unauthorized disclosure, use or dissemination of personal identification information of any other person (regardless of age) unless you are the legal guardian of that person;
 - copyright infringement;
 - uploading or downloading information, programs or viruses from the Internet, floppy disks, CD's, DVD's, or USB devices, for the purpose of illegal use, malicious intent, or to purposely harm any individual or entity;
 - hacking or gaining unauthorized access to or adversely affect another computer, system or network for illegal, malicious or harmful use;
 - sending spam, conducting phishing or other unlawful or fraudulent e-mail communication;
 - sending, receiving or viewing any other material or information that is considered illegal by federal, state, or local code.
9. Anyone engaging in these or other inappropriate or illegal uses of the Library's Internet access will be asked to cease their inappropriate behavior and/or asked to leave the Library premises. Inappropriate use of the Library's Internet access may be the cause for the revocation of his or her computer privileges, library privileges, and/or the use of the library system and its facilities. The Library Director, at her discretion, has the ability to determine appropriate action determined on the severity and nature of the situation. Illegal or criminal activity will be reported to the appropriate legal authorities.

Safety on the Internet

1. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.
2. Users are cautioned that ideas, points of view and images can be found on the Internet which are controversial, divergent and/or inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the Internet. Because the Internet is a vast and unregulated information network, it enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive or disturbing.
3. Because the library computers on which the public can access the Internet are located in public areas which must be shared by library users of all ages, backgrounds, and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Library staff cannot consistently and effectively monitor the public's use of the Internet. Yet the

Library reserves the right to ask individuals to discontinue the display of information and images which cause disruptions.

4. Users are cautioned that security in the electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use and; therefore, should be considered public.
5. Parents and/or legal guardians are responsible for the Internet information selected and/or accessed by their children. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

Disclaimer

1. The Library is not responsible for any damage done to computer users' disks, data, hardware or software by any virus, which may leave or has been contacted on or through library equipment. Although the Library has installed virus protection software on its computers, it is always possible for a new virus to appear. Protection cannot be guaranteed.
2. The Library is not responsible of any damage done to computer users' disks, data, hardware or software as a result of the malfunctioning of library hardware or software.

Approved by Atchison Library Board, November 22, 2010

Continuing Education Policy

The Atchison Library Board supports the guidelines in Measurements of Quality, Public Library Standards for Kansas, 1992, which states, "Library boards should be committed to the continuous development and improvement of personnel and should include continuing education expenses within library budgets."

The Atchison Library encourages an atmosphere that supports employee's continuing education, professional enrichment and development. Employees are encouraged to attend meetings which will help them advance in their knowledge of their work. Attendance at one professional seminar or workshop approved by the Library Director is required for all department coordinators each year.

Time with pay, including travel time, shall be pre-approved by the Library Director, to attend conferences, meetings, classes, etc. It shall be the policy of the Atchison Library to pay necessary travel expenses of employees designated to attend such meetings. The Library will attempt to approve continuing education requests subject to the Library's Travel/Meetings/Dues budget.

Unless otherwise agreed upon, when the Library Board or Library Director requests trustees, Friends or volunteers to participate in continuing education, these participants shall be reimbursed at the same rate as Library staff.

A record of staff attendance at meetings, conferences, workshops and other continuing education seminars will be maintained by the employee's supervisor.

The Library Board encourages staff to participate in LEEP (Library Employee Education Program), sponsored by the Kansas State Library, the Emporia State University School of Library and Information Management, and the Northeast Kansas Library System. Programs sponsored by these institutions plus college courses, professional conferences, community sponsored programs and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social issues of concern to libraries are eligible for LEEP credit.

After completion of each recognition level as outlined in A Continuing Education Plan for Kansas library Personnel, the participating staff member will be awarded a bonus of \$50. The payment of a bonus is contingent upon the availability of funds.

LEVEL 1	30 hours of CE credit
LEVEL 2	60 hours of CE credit
LEVEL 3	120 hours of CE credit
LEVEL 4	200 hours of CE credit
LEVEL 5	400 hours of CE credit

- LEVEL 6 600 hours of CE credit for non-M.L.S. staff (30 of which must be “Basic Library Management: instruction)
- LEVEL 7 600 hours of CE credit for M.L.S. staff (50 of which must be available for college credit)

Each LEEP enrollment form must be signed by the Northeast Kansas Library System Consultant and forwarded to the Kansas State Library. Continuing education hours will be determined by the Northeast Kansas Library Systems Consultant and will be included on the enrollment form.

Approved by the Atchison Library Board of Trustee’s on February 25, 2002

Service Policy

Respect for Human Diversity

The Atchison Library maintains a policy for appreciation of and respect for the human diversity which may characterize the people we serve and the people with whom we work. Library employees will respect differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristic of human diversity.

Library Lending

A. WHO MAY BORROW

Anyone may borrow from the library freely and without charge. Children under 16 must have their parents or legal guardian's signature on their application.

Registration Requirements

1. All patrons must have a form of current identification in order to apply for a card. The following are considered appropriate forms of identification:
 - Drivers license with current address.
 - School ID with proof of address.
 - Military ID with proof of address.
 - Voter Registration card, if accompanied by a picture ID.
 - A utility bill, lease agreement, or mail that is not hand-addressed will be acceptable if accompanied by a picture ID.
2. All new patrons shall be given a brochure with a copy of the circulation policy at the time of registration.
3. All questions on the registration form must be answered.
4. Effective January 30, 1998, Atchison Library will only offer individual cards.
5. In certain circumstances, the library issues special patron cards for organizations or individuals with special needs. These cards allow for longer checkout periods and no fines.

B. LIMITS ON BORROWING

Patrons of the library are encouraged to borrow materials that meet their needs. There is no limit on the total quantity of materials checked out, consistent with the needs of other patrons. However, these limits exist:

Video recordings: seven (7) per cardholder

Occasionally, temporary limits may be imposed, such as limits on resources for a particular school assignment.

The library does not loan reference materials that are specifically marked reference. Overnight loan of some reference materials is left to the discretion of the librarian. Books behind the circulation desk as indicated by a blue dot are non-circulating. Rare or historically valuable books may be designated non-circulating.

Current issues of periodicals, serials, and the microfilm collection do not circulate.

C. LENGTH OF LOAN PERIODS AND SERVICE CHARGE SCHEDULE

MATERIAL	LOAN TIME	SERVICE CHARGE SCHEDULE	MAXIMUM FEE PER ITEM
Books	21 days	\$.10 per day	\$3.00
New Books/Audiobooks	7 days	\$.10	\$3.00
Book/Cassettes Audiobooks	21 days	\$.10 per day	\$3.00
Movies	7 days	\$.10 per day	\$3.00
Children's Books	21 days	\$.10 per day	\$3.00
Interlibrary Loan	21 days	\$.10 per day	\$3.00
Audio/Visual	Overnight or as needed	N/A	N/A

Patrons with unpaid service charges of \$10 or more will be denied checkout privileges and will not be able to place holds on items from their patron accounts.

D. OVERDUES

Cardholders will be charged overdue fees only for days the library is open. Overdue items will not be renewed.

Patrons will be notified with a reminder by phone or email when items are ten days overdue. Second notices will be sent after thirty-five days via email or mail. Checkout privileges will also be denied after thirty-five days. Items will be considered lost when they are ninety days overdue. The user's account will be charged for replacement and a bill will be sent via email or mail. If a patron pays the replacement charge, and then finds and returns the item within six months of initial checkout, the library will return the replacement charge minus a \$10 service fee.

E. RENEWALS

Patrons may request a renewal by phone, in person, or online. Most materials may be renewed. However, new items or items on hold for other patrons may not

be renewed, except by library staff. Please contact the library with requests for renewal of interlibrary loans.

F. Placing Holds on Materials

Library patrons may place holds on materials currently in circulation that are unavailable at the time of the request. This includes materials from other libraries participating in the NExpress Shared Catalog. The patron will be notified by email or telephone when the material becomes available. If the material(s) has not been picked up within seven (7) days of notification, the item(s) will go back into circulation.

G. LOST OR DAMAGED MATERIALS

When a library or interlibrary loan item is reported lost, the borrower will be charged the replacement cost of the item. If, within six months of settlement of the charges the patron finds and returns the items to the library, charges will be refunded minus a \$10 service fee.

Any unusual damage to library materials will be charged to the library borrower. If the replacement cost cannot be found, the cost of a similar item will be used.

II. Service Hours

The library will be open:

Monday through Thursday 9:00 am to 8:00 pm.

Friday and Saturday 9:00 am to 5:00 pm.

The library will be closed in observations of the following holidays:

New Year's Day

Martin Luther King, Jr. Day

President's Day

Easter Sunday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day

Christmas Day

Approved by Atchison Library Board, September 28, 2009

Unattended Children Policy

Prompted by concern for the safety and well being of all patrons, especially our children, Atchison Library has adopted a policy for unattended children. This policy affirms that Atchison Library personnel do not take the place of the parent, act as caregiver or babysitter, nor assume responsibility for unattended children. For your child's safety and for the comfort of all library patrons, we ask that this policy be followed.

All children under the age of 10 must be accompanied by a responsible guardian at least 14 years of age. Parents, or other accountable persons, accompanying children are responsible for their child/ren's behavior during their visit to the library.

The staff cannot be responsible for the safety of your child. Should it come to the attention of the Library staff that a young child has been left alone, we will attempt to locate the parents and explain our concerns. If the parents cannot be located within the hour or if the library is closing, local authorities will be contacted and asked for their assistance in finding them.

These procedures are set for the safety of your child/ren and for the comfort of all those using the library facilities and services. As always, Atchison Library encourages you to bring your children to the library often and allow them to explore and appreciate the world of reading.

Approved by the Atchison Library Board of Trustees June 22, 2009

RESTRICTIONS ON PATRON BEHAVIOR

The Administration and the Board of Trustees of the Public Library of Atchison, Kansas are responsible for determining the rules of behavior necessary to protect all Library users' rights of access to Library facilities and materials, to ensure the safety of users and staff, and to protect Library resources and facilities from damage. The purpose of the Restrictions On Patrons Behavior is to protect the rights of both users and staff and to provide a safe, comfortable, and convenient library environment. Members of the Library Staff have the right to exclude from the use of the Library any individual who violates these rules.

In most cases, one verbal warning will be used to any person or group that violates the rules. A second violation will result in expulsion from the Library and its grounds. However, no warning is required if, in the judgment of Library staff, the behavior in question (a) violates federal, state, county, or municipal laws, or (b) poses an immediate threat to the safety or well-being of other Library users or staff.

Library employees are authorized to enforce these rules. The Library reserves the right to revoke or restrict Library privileges of any patron for behavior contrary to these rules and regulations. In cases where voluntary compliance is not adhered to, the police may be called for assistance.

Examples of unacceptable behavior include but not limited to:

- Abuse/vandalism of library facilities, equipment or material.
- Behavior or language that is offensive to others; including public displays of affections.
- Bringing pets into the library, except as part of programming; ("working" dogs are allowed).
- Use of tobacco or spitting.
- Shirt and shoes must be worn at all times in the library.
- Excessive noise/noise which disturbs others.
- Harassment/physical, sexual, or verbal abuse, in any form, of other library users or library staff.
- Intoxication or possessing alcoholic beverages or illegal drugs.
- Illegal activities within the library or on library grounds.
- Loitering, sleeping or roving through buildings with no apparent intention of using library materials or resources, or following staff members or other library patrons around the building or otherwise engaging in harassing behavior.
- Roller blades, skates, skateboards, scooters and bicycles within the library or on library grounds. Bicycles should be parked in the bicycle rack.
- Smoking in the library, which is officially designated as a smoke-free facility.
- Soliciting.
- Bringing into the building or displaying knives, guns or other dangerous weapons.
- Using restrooms for meetings, or other inappropriate behavior is not permitted.
- Removing any library property from the building without authorization through the established lending procedures.
- Distributing leaflets or posting notices not specifically authorized by the Library Director or his/her designated alternate.
- Using library telephone without specific permission by a member of the library staff.

- Moving any library furniture or equipment from one location to another without authorization by a library staff member.
- The library staff may ask to examine users' briefcases, handbags, and other packages to help assure compliance with the Library's check-out procedures.
- Engaging in any behavior that infringes on the rights of other patrons to use the library and its facilities peacefully and with enjoyment.

It is the intention of the Board of Trustees of the Atchison Library that those who refuse to abide by these rules of behavior may be asked to leave the building or to surrender their rights to use these library facilities for an extended period, if efforts by the Director and his/her staff to reach understanding and agreement with such persons are unsuccessful. The Library Director is directed to create and maintain a system of procedures to accomplish this purpose.

Adopted as a Policy by the Atchison Library Board of Trustees on June 25, 2001, revised January 23, 2006

AUDIO/VISUAL EQUIPMENT CHECK-OUT FORM

Today's Date: _____ Date Due: _____

I, the undersigned, as an authorized representative of :

Organization

Patron Name (Please Print)

Signature of Patron

Patron Address

Patron Phone Number

do hereby agree to be responsible for such property of the Atchison Library, as checked below. It is understood that I shall be responsible for repair fees, replacement costs, as may accrue on this material.

- | | |
|---|---|
| <input type="checkbox"/> Slide Projector w/case | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Video Projector | <input type="checkbox"/> White Screen |

Serial Number or barcode of equipment: _____

Two copies of the above form must be signed by the person checking out the audio/visual equipment. One copy will be kept on file by the Library; the other copy will be given to the patron.

Approved by the Atchison Library Board of Trustee's on April 25, 2011

Surplus Property Policy

All book, video, audiocassette, music, CD-ROM and other library collection materials that are de-accessioned will be given to the Friends of the Atchison Library for sale in the annual book sale or other means of disposal at their discretion.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be given to the Friends of the Atchison Library for sale in the annual book sale or other means of disposal at their discretion, if deemed appropriate by the Library Director. All equipment, furniture, etc. not deemed appropriate by the Library Director for sale by the Friends will be:

1. advertised for sale, at a price determined by the Library Director in either an electronic mail or similar communication to NEKLS and Kansas Libraries, or in a Atchison Daily Globe classified advertisement, or both, at the discretion of the Library Director, or
2. given away at no charge to an appropriate not-for-profit agency.

If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded via the City of Atchison refuse collection service.

Adopted as a Policy by the Atchison Library Board of Trustee's on April 22, 2002

Censorship & Intellectual Freedom Policy

Intellectual Freedom

The Public Library's unique characteristics are in its generalness. The Public Library considers the entire spectrum of knowledge to be its purview, and the entire spectrum of the community as its user population.

The Public Library shall act as a principal information source for every citizen of Atchison County. Its primary responsibility will be to identify, select, organize, retrieve, disseminate and provide total access to the record of human thought.

The Public Library will be particularly sensitive to change as it affects information needs. It will be responsible for linking community information resources to other resources in the state, the nation and the world.

A child's library card presents opportunities for many fascinating educational and entertaining experiences, and parents should encourage their children to explore them. The Public Library provides a wide variety of materials representing many points of view on topics of interest to the community. All libraries contain some printed and audiovisual materials which some parents find inappropriate for their children. It is the responsibility of the parent, and not the library, to decide to which ideas and materials a child should or should not be exposed.

As Public Library staff members, we should never comment on the materials we check out. It is a violation of the patron's privacy and may intimidate other patrons from checking out materials. This applies even if the comment is positive.

The American Library Association Bill of Rights and the American Library Association Freedom to Read Policy are included in the Atchison Library's Censorship & Intellectual Freedom Policy and are included in the Atchison Library's Policy Manual.

The Freedom to Read at the Atchison Library

The Board of Directors of the Atchison Library affirms its belief in the following basic policies which govern the selection and availability of materials in this library:

As a responsibility of library service, books and other library materials selected are chosen for values of interest, information and enlightenment of all the people of the community. In no case will library materials be excluded because of the race of nationality or the social, political or religious views of the author.

The Atchison Library strives to provide books and other materials presenting all points of view concerning the problems and issues of our times. No library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval.

The Atchison Library does not necessarily endorse every idea or presentation contained in the materials it makes available. It would conflict with the public interest for the Board of Directors or the staff of the library to establish their own political, moral or aesthetic views as the sole standard for determining what materials should be made available by the library.

It is contrary to the public interest to require a reader to accept with any book or other item the prejudgment of a label characterizing that item or its author as subversive or dangerous.

Attempts to censor library materials will be challenged by the Atchison Library in the maintenance of its responsibility to provide public information and enlightenment.

The Atchison Library cooperates with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

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 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 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 that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the American Library Association Council.

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history of political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

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 Education Publishers Institute to become the Association of American Publishers.

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, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interest of the communities they serve. Services, materials, and facilities which fulfill the needs and interest of library users at different stages in their personal development are a necessary part of library resources. The needs and interest of each library user, and resources appropriate to meet those needs and interest, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interest of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and 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 have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal 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 governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the American Library Association Council

Challenged Materials

The Atchison Library adheres to and wholly supports the *Library Bill of Rights* and *Freedom to Read* statements both of which are considered as part of this selection policy. The Atchison Library will follow the recommendation by the American Library Association on Reconsideration of Library Materials.

1. All challenges of materials should be handled by the director or a designated department head. An in-person appointment should be offered to the person making the complaint.
2. A private area should be chosen for the meeting. The director, with another staff person or board member as witness, should listen calmly and with complete courtesy. The individual or group must be treated with dignity.
3. The director should explain the general criteria of the library's selection policies. It should be made clear that the Library Board of Trustees subscribes to the freedom statements in the library's policy.
4. If the person making the complaint wants to continue the procedure for reconsideration of materials after talking with the director, he or she will be requested to complete a "Reconsideration of Library Materials" Form. The person or group must be properly identified and the complaint form must be filled out in its entirety.

After the director receives the completed form, he/she shall appoint a committee consisting of the director or a staff appointee of the director's choice, the person who recommended the material be purchased, a board member, someone from the community who is a library user and a person selected by those making the complaint.

5. The process for reconsideration should be explained to those making the complaint and they should be informed that after a recommendation is made by the committee for reconsideration, they will be notified.
6. If those making the complaint are not satisfied with the committee decision, they may appeal to the Board of Trustees within three weeks of the committee decision.
7. If the decision is appealed to the board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the board. The board's decision will be final.

Approved by the Atchison Library Board of Trustee's on February 25, 2002

Atchison Library

Atchison, Kansas

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Format: Book _____ Periodical _____ Other _____

Title: _____

Author: _____

Publisher: _____

Request Initiated by: _____

Address: _____

City: _____

State/Zip: _____

Telephone: Day _____ Home _____

Do you represent: Yourself _____ Group _____

Name of Group _____

1. To what in the work do you object? (Please be specific. Cite pages, etc.)
2. Did you complete the entire work: _____ What parts? _____
3. What do you feel might be the result of exposure to this work?
4. For what age group would you recommend this work?
5. What do you believe is the theme of this work?
6. What would you like the library to do about this work?
Lend to adults only: _____
Restrict circulation: _____
Return it to library selection committee for reevaluation: _____
Other: _____ (Explain)

7. What would you recommend as a replacement for this work?

Note: Use other side of form, or additional paper, if necessary.

This form must be signed. Name: _____

Date: _____

Budget and Finance Policy

A. Budget Preparation Process

The City of Atchison will request from the library in May or June a library budget proposal. The budget should be approved by a quorum of the library board in an open meeting.

The budget will be based on the current and future needs of the library based upon its vision statement and strategic plan.

Prior to the filing of the proposed budget with the City, the governing body of the municipality shall meet for the purposes of answering and hearing objections of taxpayers relating to the proposed budget and for the purpose of considering amendments to the proposed budget. The governing body must give at least ten days' notice of time and place of the meeting by placing a notice in the local newspaper.

The public notice must set out all essential items in the proposed budget. The budget may remain the same or be lowered at this meeting, but not increased (K.S.A. 79-2929).

The hearing must be held not less than 10 days prior to the date on which the board shall certify its levy to the City (K.S.A. 79-2933).

B. Budget Allocations

If the Atchison Library is to be funded adequately, the board should direct the allocation of budgeted funds in the following proportions:

Salaries	65 – 70%
Operations	15 – 20%
Resources	15 – 20%

C. Use of Funds

Once the budget is approved and filed with the city clerk the appropriation shall not be used for any other purpose. Expenditures may not exceed the published budget. Any balance remaining in the fund at the end of the current budget year shall be carried forward to the next budget year (K.S.A. 79-2935).

D. Source of Funds for Tax Budget

Although the total income of the Atchison Library is derived from a variety of sources, such as grants and memorials, the basic budget depends on tax income.

The library tax budget is funded with ad valorem tax levy funds, back taxes (delinquent funds), motor vehicle tax funds, and may also be funded from the general fund of the City budget.

For the most part, this library's budget is primarily composed of ad valorem tax monies, motor vehicle tax monies, and back taxes. In order to be eligible for state aid, the Atchison Library must receive the same amount or more in these monies as it did the preceding year.

Although the Kansas Statutes do not require a library to include any non-tax monies in the city's published budget, the auditors of the City of Atchison have recommended that the funds received from system grants and from state aid be included in the library budget.

E. Fund Outside the Regular Library Budget

Restricted Account: A restricted account has been established to track monies received in the form of grants, memorials, etc. Although the systems grant and state aid is included within the regular budget, the library often receives grants throughout the year which were not anticipated when the budget was being prepared. This account will allow the library to spend these monies without exceeding the budget and thus violating the "cash basis law" (K.S.A. 10-1113).

Although a tax exempt charitable foundation has been established by the library to receive general donations and memorials, many small memorials are given with the request that the library purchase "a book" for the library. These small memorials are tracked through this restricted account as well.

Petty Cash Account: A petty cash account has been established for the sole purpose of postage expense associated with interlibrary loan. Under no uncertain circumstances are checks to be written out of the petty cash account for an invoice/bill for the library.

F. Atchison Library Foundation

This Foundation was established to promote the continued growth and improvement of the Atchison Library by encouraged individuals and organizations to make financial contributions to the Atchison Library Foundation.

The Foundation makes available funds for materials or projects which contribute to the library's progress. Funds are not generally approved for items which fall into the category of normal operating costs or facility upkeep.

The Atchison Library Foundation is a separate charitable organization which is not under the umbrella of the municipality. It has obtained a federal 501(c)3 status.

Adopted as a Policy by the Atchison Library Board of Trustee's on April 22, 2002

Capital Improvement Fund Policy

A Capital Improvement Fund is a good tool to eliminate end-of-year carry-over funds which might result in a cut in funding for the following year. It should be treated as an expenditure from the budget.

Beginning in 1986, K.S.A. 12-1258 gave city, county and township library boards the authority to create a library capital development fund and to place in this fund each year an amount of up to 10% of the library's certified operating tax budget. Prior to passing this law, tax moneys could not be used for capital improvement. These capital improvement funds may be accumulated and do not have to be expended by the end of each budget year as do all other tax moneys and the moneys may be added at any time. Money from this fund may be used for improving, furnishing, equipping, remodeling or making additions to the library.

Outside the policy manual, a paper trail should be created to help legitimize the Capital Improvement Fund. Steps that should be followed include:

1. The library board passes a resolution creating a Capital Improvement Fund.
2. The resolution should be included in meeting minutes (as well as policy manual), and a copy should be deliver to the city, county, or township government.
3. A library cannot budget for the Capital Improvement Fund in a line item, so the budget document should include instead a statement of intent to transfer an amount not to exceed 10% of the tax budget to the Capital Improvement Fund. This establishes intent by the Board when the budget is approved by the municipality.
4. The library board should open an interest-bearing account of any sort and name it the Library Capital Improvement Fund.
5. At the end of the year, make the transfer to the Capital Improvement Fund by writing a check from the general fund to the Capital Improvement Fund account.

By following these steps, the library has a written record in the minutes as well as the policy manual, at the municipality, in the budget and at the bank.

Adopted as a Policy by the Atchison Library Board of Trustee's on April 22, 2002

Atchison Public Library Volunteer Policy Handbook

The goal of the Atchison Public Library's volunteer program is to mobilize volunteer resources to fulfill the mission, vision, and goals of the Library in order to meet community needs.

Overall Policy on Utilization of Volunteers

The achievement of Atchison Library's goals is best served by active participation of the community. To this end, we accept and encourage involvement of volunteers at all levels and within all appropriate programs and activities. Staff, board members, and Friends of Atchison Library are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve, and to assist in recruitment of volunteers from the community. Management of volunteers will be implemented through a team approach.

Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer efforts of any kind.

Needs Assessment

A staff needs assessment can be circulated among staff at any time. The purpose of the needs assessment is to find out how volunteers can help staff with routine tasks or special projects by surveying staff members on what tasks or programs are not getting adequate attention and need extra attention.

Definition of "Volunteer"

A volunteer is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the Library. A volunteer must be officially accepted and enrolled prior to the performance of task(s). Unless specifically stated, volunteers are not considered employees of Atchison Library, but are part of the Library team.

Types of Volunteers

- General Volunteers: Adults who volunteer for at least one or two hours a week on a regular basis.
- Short-term Volunteers: Adults who work on a specific project and/or who work occasionally or irregularly.

- Youth Service Volunteers: Young adults who volunteer and work to help fulfill RSVP requirements (for AHS) and/or other club, school, and group community service hours.
- Court Ordered Community Service: These are volunteers who are working to fulfill community service requirements as ordered by the district or juvenile courts. Due to safety and security concerns for staff and patrons, no violent and/or sexual crime offenders will be accepted.
- Adult volunteers are 18 yrs. of age or older.
- Youth volunteers may start at age 14 yrs. old.

Volunteer Applications

All volunteers starting work after the approval of this policy shall fill out and submit a volunteer application form. A copy of this form shall be given to the volunteer and a copy kept on file. Personal information is for emergency and contact purposes.

Service at the Discretion of Atchison Library

The Atchison Library accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Library and its staff. Volunteers agree that we may at anytime, for whatever reason, decide to end the volunteer relationship. The volunteer may at anytime, for any reason, decide to sever the volunteer relationship with the Library. Notice of such a decision on the part of either party should be communicated as soon as possible.

Court ordered community service workers who are absent from work for a month without any communication of a satisfactory reason shall have their volunteer relationship terminated. The time sheets shall be returned to the Court Services Office with an unsatisfactory rating.

Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the Library and serve at all levels of skill and decision making. However, volunteers will not be used to displace paid staff from their positions.

Volunteer Job Areas

- Shelving
- Shelf reading
- Clerical assistance
- Programming assistance
- Outreach materials delivery assistance
- Materials cleaning
- General cleaning
- Miscellaneous

Some Benefits of Volunteering

- Volunteering in a friendly, comfortable environment
- Working with great people
- Community involvement and meeting a community need
- Work experience and job references
- Public acknowledgement
- Learning new skills
- Opportunity to express creativity
- Time away from everyday life routines and demands
- Positive sense of accomplishment

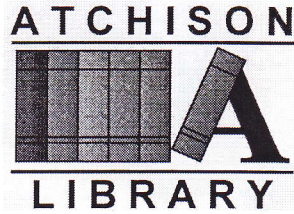
Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed to as are paid staff members.

Dress Code

As representatives of the Library, volunteers, like paid employees, are responsible for presenting a good image to the patrons and the community. Volunteers should dress appropriately, clean and neat, for the conditions and performance of their duties.

Approved as a Policy by the Atchison Library Board of Trustees on March 28, 2011



STAFF VOLUNTEER NEEDS ASSESSMENT

Staff member's name: _____.

Date: _____.

What kinds of jobs/responsibilities do you have that can be delegated to volunteers to free you for higher priority/more detailed tasks?

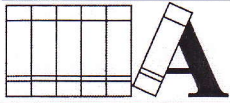
What library services would you like to provide to the community that you cannot provide due to time restraints?

What concerns or questions do you have about utilizing volunteers?

In what other areas of the library, besides yours, do you think volunteers would be effective?

Any other thoughts or comments?

ATCHISON



LIBRARY

Atchison Public Library Volunteer Application

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Grade _____

School you are attending _____

Person to contact for emergency _____

Telephone _____

Days and times you are available to work:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Your skills or talents: please check any or all you have. List specifics if you wish.

_____ Word Processing _____

_____ Art _____

_____ Clerical _____

_____ Filing _____

_____ Processing Materials _____

_____ Knowledge of Dewey Decimal Classification _____

_____ Repairing Materials _____

I understand that I represent the Library while I am volunteering, and I agree to respect the Library's policies. I will maintain the confidentiality of all privileged information to which I am exposed.

Volunteer signature _____

Parent or guardian signature _____

Emergency Preparedness/Disaster Recovery Policy

Statement of Purpose:

The Atchison Library Emergency Preparedness/Disaster Recovery Policy is designed to provide minimal guidelines for effective response to emergency situations developing within the Atchison Library and surrounding property. The policy identifies individuals, services and materials required in the event of an emergency. The two purposes of the policy are prevention and action.

I. EMERGENCY

a. Emergency Telephone Numbers

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

<u>SERVICE</u>	<u>CONTACT PERSON</u>	<u>PHONE NUMBER</u>
Ambulance	Atchison Co. Police	911 or 367-4323
Fire Department	Atchison City Fire Dept.	911 or 367-4329
Health Department	Atchison Co. Health Dept.	913-367-5152
Poison Control	Poison Control Center	1-800-222-1222
Police Department	Atchison Co. Police	911 or 367-4323
Sheriff	Atchison Co. Sheriff	911 or 367-4323
TV & Radio Stations	KAIR	913-367-1470
Legal Advisor	Constance Peebles	913-367-6300
Utility Companies	Westar Energy (outage)	1-800-544-4857
	Kansas Gas (gas leak)	1-888-482-4950
Plumber	Tate Plumbing	913-367-1209
Carpenter	Michael D. Billings	913-367-3527
Electrician	Gerber Electric	913-367-2731
HVAC	Harris Service Co	913-367-0487
Exterminator	American Exterminators	913-367-4175
Lock Smith	John Eggers	913-367-6455
Insurance Company	American Family Ins.	913-367-3071
Computer Support	Duane Williams	913-426-4247
	NEKLS	1-785-813-1356

a. PERSONS TO SUMMON WHEN A DISASTER OCCURS

It is the responsibility of the person first observing the disaster to call **(after emergency calls have been made):**

<u>PERSON</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Diana Weaver	Director	785-917-0267
John Eggers	Board President	913-367-6455 / 426-0939

II. PROCEDURES

a. Rodent and Insect Infestation

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

- i. Isolate the rest of materials from the collection.
- ii. Identify the type and extent of infestation.
- iii. Consider the options for pest management including routine extermination by a professional exterminator.

a. Disasters

Because the Atchison Library is vulnerable to flooding, tornadoes, lightning strikes, wind and hail storms and ice and snow storms, the following disaster plans have been adopted:

- i. **Escape route** – Determine the quickest and safest escape routes.
- ii. **Flooding** – In the event of flooding in the building, **STAY OUT** of the affected area. Do not enter until the electric company has disconnected the electricity. Have someone guard the entrance to the flooded area to keep out unauthorized people. After the electric company has given permission to enter the flooded area, begin salvage operations immediately.
- iii. **Tornadoes** – Determine safest place for cover. Keep radio and working flashlight in the Library at all times. When “Watch” is announced (conditions right for a tornado to develop), keep radio on. When “Warning” is announced, take cover. Direct patrons to predetermined cover area. **ENTRY DOORS SHOULD REMAIN UNLOCKED.**
- iv. **Lightning/Fire** – If only the smell of smoke is detected, determine the source and notify person in charge. If there is a fire, the absolute first action to be taken is to notify people in the building of the emergency. Activate the alarm or call the fire department. Start an orderly evacuation of the building. Be sure to check areas like the restrooms, children’s areas, etc. If handicapped people are in the building, they should be evacuated first. All occupants are to be directed outside and away from the building. If the fire is small, a fire extinguisher may be used, but fire extinguishers are not considered to be a significant fire-fighting aide.
- v. **Ice and Snow Storms** – The Atchison Library may close early be decision of the Director or person in charge. If programs have been planned, the decision must be made to cancel and notify the proper people. If time permits, notify TV and/or radio stations.

a. Collapse of Shelving or Other Structural Damage

If shelving collapses, rope off the area from staff and the public immediately. Removal of materials should only be done if there is no risk of personal injury. Assessment of damage should be made and the proper authority called to repair the

damage. When structural damage occurs, call the Library Director, who will have the damage assessed, and determine when it is safe to enter the area.

a. Computer System Catastrophe

Call Duane Williams (913-426-4247)

a. Bomb Threats

If a bomb threat is received, the staff member should stay calm, press the RECORD key on the phone and keep the person talking. The person who received the call should try to gain as much information as possible about the explosive device and its location and its timing. They should also note style of speech, use of language, manner of the called and any background noise. Another staff member should be signaled to call the police. The director or other designated authority should be notified at once.

If any suspicious object or package is identified, it should be reported but not touched. A small library may be evacuated immediately as a sensible precaution. In a large one, the police usually make the decision about evacuation.

a. Medical Emergencies

All staff should be trained in procedures in handling a medical emergency.

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

The director or other designated authority should be notified after emergency personnel are called.

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

III. EMERGENCY EQUIPMENT IN THE LIBRARY

a. Basics

The following equipment needs to be kept in the library at all times: flashlight with extra batteries and bulbs; first aid kit that can be transported from one area of the

Library to another; a radio that is battery operated with spare batteries, and Biohazard Materials are located behind upstairs circulation desk.

a. Fire Extinguishers

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

a. Fire Alarms

Staff and volunteers must know the location and operation of the fire alarm system, including how to deactivate the system.

a. Smoke Detectors

The smoke detectors must be checked every six months and the Director must have the batteries changed at least once a year.

a. Sprinkler Systems

The sprinkler system will activate at 160 degrees ambient temperature and the spray pattern will be 130-235 square feet. The library staff will be instructed how to deactivate the sprinklers if they are accidentally activated.

IV. **INSURANCE**

Information on the quantity and value of library materials covered by the library's insurance company shall be kept up-to-date. This will be done by maintaining an accurate shelf list.

The library's insurance coverage should be reviewed with an insurance agent every two years. Many public libraries are badly underinsured because of changes that have taken place since the insurance was reviewed. When an underinsured library gets hit with a disaster, the damage can last for years.

V. **PAST DISASTERS**

Since experience is still the best teacher, the following information shall be given and included in this portion of the policy manual: type of disaster; location; date; a narrative explaining how it happened, what was damaged, and what steps were taken to correct the situation.

VI. EMERGENCY PLAN REVIEW AND TRAINING

An Emergency Preparedness/Disaster Recovery Plan is of limited use if neither trustees nor staff members are familiar with it. The policy will be reviewed and updated by the library board at least every two years. It will be reviewed by the staff every year. New staff members should become familiar with it and discuss it with a supervisor or with the Director.

Some public libraries do have an emergency plan but the staff has not been properly trained in emergency procedures. It is not always enough to know in theory what should be done. All staff members and primary volunteers will be trained on how to:

- Operate a fire extinguisher.
- Evacuate the library and how to confirm that evacuation is complete.
- Direct people to the safest place during tornado warnings.
- Shut down utilities.
- Handle an abusive or threatening phone call.
- Handle an abusive or disturbed library patron.
- Fund and use emergency phone numbers.

Adopted as a Policy by the Atchison Library Board of Trustee's on October 26, 2009

By Laws of the Board of Directors

I. Mission

The Purpose of the Atchison Library is to assemble, organize, preserve, and to make easily available books, printed materials, and other services that will provide information, stimulation, education and recreation for all citizens of this community and to keep the public aware of the library services available to them.

The ultimate aim of the Atchison Library is to encourage each citizen of the Atchison area to fulfill his or her unique potential as a human being in a democratic society. Since we believe that books and other print and non-print materials are powerful and indispensable agents in realizing this potential, our role is to make these materials readily available and to stimulate their use by finding new ways to supply, "the right material to the right patron at the right time."

II. Trustees

The Board of Trustees of the Atchison Library is a seven member board appointed by the Atchison City Commission. (K.S.A. 12-1222) Terms are for a duration of four years. Any trustee may serve two consecutive full terms. A two year waiting period must be observed before re-application can be made by a trustee who has served two consecutive terms.

Vacancies are filled in the same way as four-year appointments. A person appointed to serve out an un-expired term is eligible to be appointed for two more full terms. (K.S.A. 12-1222)

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

III. Meetings

The regular monthly meetings of the Library Board shall be held on the fourth Monday of each month at 7:00 p.m. at the Atchison Library. The Annual meeting shall be held on the fourth Monday of April at the usual time and place. A quorum is reached when 4 or more voting members of the Board are present. Agenda and supporting materials will be ready the Friday before each regular meeting. Trustees who wish to review materials before the meeting can pick them up at the Atchison Library or receive them by mail at their request.

Special meetings may be called by the President or upon written request of the majority of the members. Written notice stating the 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 business other than that stated in the notice shall be transacted at such meeting. (K.S.A. 12-1224 and K.S.A. 12-1243).

The absence of a member of the Board from two (2) consecutive meetings shall be cause for the President to prepare and transmit to such member a letter of reprimand. Three such absences shall be construed as a resignation from the Board.

All meetings of the Board shall be subject to and in conformity with the Kansas Open Meeting Act (K.S.A. 75-4317) except as authorized by K.S.A. 75-4319.

IV. Officers

Officers of the Board shall be elected each year at the annual April meeting of the Board and shall be as follows: President, Vice-President, Secretary, Treasurer.

- A. The President of the Board shall preside at meetings, appoint all committees, serve as ex-officio member of all committees, authorize calls for any special meetings and generally perform the duties of the presiding officer. The President shall, together with the Secretary and Treasurer, certify all bills approved by the Board.
- B. The Vice-President shall preside in the absence of the President and shall assume the duties of the President.
- C. The Secretary of the Board shall see that there is a true and accurate account of all proceedings of the board meetings. Approval of the minutes should be noted. The secretary should sign the minutes of each meeting after they are approved.
- D. The Treasurer shall participate in the budget preparation with the Director and attend city and county budget meetings when needed. Checks shall be signed with two original signatures out of four possible signatures. Director and Treasurer will be the regularly obtained signatures with the President and/or Secretary signing on an as needed basis. The treasurer shall review the monthly financial reports prior to the monthly board meeting. 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).

V. Committees

At the annual meeting or at the first regular meeting thereafter, the following standing

committees shall be appointed by the President and confirmed by the Board:

Policy
Budget – Finance

Each standing committee shall consist of at least three board members and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. Non-board members may be consulted as needed.

There also shall be such special committees as may be required. Each special committee shall consist of three board members. They shall be appointed by the President of the Board, confirmed by the Board, and shall perform such duties as may be assigned to them by motion or resolution adopted. Non-board members may be consulted as needed.

VI. Director

The Director shall be considered the Executive Officer of the Board and shall have sole charge of the administration of the Atchison Library under the direction and review of the Board. The Director shall be held responsible for the care of the buildings and equipment, for the direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director shall attend all board meetings.

VII. Parliamentary Procedure

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

VIII. Amendments

The By Laws can be amended only by a majority vote of the Board.

Adopted by the Atchison Library Board of Trustees on July 15, 1996
Revised September 15, 1997; May 18, 1998; March 26, 2001; May 29, 2001;
December 10, 2001

Wireless Acceptable Use Policy

Purpose:

To explain the Acceptable Use Policy of Atchison Public Library's Wireless internet access.

Definitions:

- "Wireless Network" - refers to the Wireless Network provided freely to the public at Atchison Public Library.
- "Private Computer" - refers to a laptop or other computing device in possession by the patron before they enter the library.
- "Public Access Computer" – refers to a laptop or other computing device owned by Atchison Public Library, and provided to patrons for their use while in the Library.

In order to use the Wireless Network I agree to comply with all of the following conditions:

I will comply with all state and federal laws and the Atchison Public Library policies and procedures.

I will not use the Wireless Network in a way that disrupts the use of the network by others.

I understand the Wireless Network does not filter the viewing of questionable material. As such, patrons shall not access or exhibit obscene material on computers while in the library. Disseminating or exhibiting obscene material is a crime in the state of Kansas (see K.S.A. 21-4301 as amended).

I will not plug Private Computers into the Library's computer network via an Ethernet/CAT5 cable.

I understand library staff are not allowed to configure my Private Computer in order to access the Wireless Network, nor provide any troubleshooting assistance for my Private Computer. Furthermore, there is no guarantee that a wireless connection to the Wireless Network can be made or maintained.

I understand the Wireless Network is not secure. Information sent from or to your Private Computer can be captured by anyone else with a wireless device and the appropriate software, within five hundred feet.

I understand Atchison Public Library assumes no responsibility for any loss, theft, or damage to data, personal equipment or software resulting from connection to the Wireless Network.

I understand library printers are not part of the Wireless Network. (If you need to print, please save your work to a portable format, and log on to a Public Access Computer.)

Atchison Public Library reserves the right to prohibit an individual from accessing the Wireless Network if that individual is violating any of the policies or guidelines of the Atchison Public Library. A warning will be issued if such a violation occurs. If after a warning, an individual is again found to be violating the Library's policies or guidelines, the individual will be banned from accessing the Wireless Network at the Atchison Public Library.

Due to the ever-changing nature of these services, this policy is subject to change without notice at the library's discretion.

Adopted by the Board of Trustees, May 20, 2009