CHAPTER 2: LIBRARY SERVICES

Section 1. Circulation (Amended 1/9/2020)

I. Library Cards

A. Applicants must present a valid photo ID (EX: driver's license, school or military ID) with a current address. Other acceptable proof of address is mail received within the last 10 days, a valid car insurance policy, a current utility bill, rental agreement or receipt with a printed current address.

B. Children under 18 must be guaranteed by a parent or legal guardian to receive a card.

C. Applicants with a valid card from another NEXT library must use it or delete it and apply for a Leavenworth card. Blocks on existing NEXT cards must be resolved before they can be used.

D. College students using a school address must provide a permanent address when applying for a card.

E. Residents of the VA Domiciliary may use their veteran's ID to apply for a card but must include a valid secondary residential address.

F. Organizations must provide a letter (on official letterhead) from a ranking official along with an application. This letter should contain the names of all authorized users. Each user of the organizational card must present a photo ID to use the card and all accumulated fines must be paid before each use of the card.

G. Users of a Leavenworth homeless shelter may use a document signed and dated by a shelter official, preferably on letterhead, as proof of address. The letter must include the applicant's full name as it appears on their photo ID.

H. Non-residents of Kansas are charged $6.00 per year for a card. No refunds are provided for partial years.

I. Library cards are valid for one year from the date of issue

J. Fines/fees must be $10 or less to renew a card. Patrons must present their library card or photo ID or provide verbal verification of identifying information to renew their card.

K. $1.00 is charged to replace a lost card. Cards stolen/lost in a disaster are replaced for free. Cardholders are responsible for items borrowed on lost or stolen cards if the loss or theft has not been reported to the library.

II-Digital only card

A. Digital only cards are available for Kansas residents ages 12 years and older who do not have a NEXT library card or wish to convert an existing NEXT card. Blocks on an existing NEXT card must be resolved before it can be converted.

B. Digital only cards provide access to online content and Library computer resources. Digital only cards do not provide borrowing privileges. A digital only card can be converted to a regular NEXT Library card by following the regular application process.

B. Adult applicants must present a valid Kansas driver's license or other valid photo ID that includes a date of birth.

C. Applicants ages 12-17 must be guaranteed by a parent or legal guardian to receive a digital only card.

III-Borrowing

A. Patrons must present their library card or photo ID or provide verbal verification of identifying information to borrow materials.

B. Library cards grant borrowing privileges for all circulating library materials. Responsibility for materials borrowed by minor children rests with their parent/s or legal guardian/s.

C. Materials are loaned for the following periods:

Circulating laptops, In-Library use only, Ages 12+ only	1 day
DVDs, Videogames,	7 days
Board games, Ages 12+ only	7 days
New Adult books (in collection 6 months or less)	14 Days
Books, Audiobooks, Magazines, CDs and Playaways	21 days
Kansas Room, current issues periodicals, Reference Materials	In-Library only

D. The total number of Leavenworth Public Library items that can be on a library card at one time are:

Books, Audiobooks, Magazines	No limit
DVDs, CDs	6
Video games	2
Board games	1

E. Material may be renewed twice by phone, in person, or online. Materials with holds cannot be renewed.

F. Holds are filled in the order in which they are received. If a hold is not picked up within 7 days of notification, the item is released for circulation. There is no limit on the number of holds a patron can place.

IV. Fines and Fees for Lost or Damaged Material

A. The Library does not charge overdue fines.

B. Items are marked lost once they are overdue by 46 days. If a lost item is paid for then returned within 45 days of being marked lost, the borrower will be refunded the replacement cost.

C. The fee for lost items or items that must be replaced due to damage is the full cost on the catalog record of the item. Other fees are:

Missing CD/DVD from a set or board game	Cost of missing items or entire set if individual parts or replacement items not available
Missing barcode or container	$2.00
Interlibrary loan items	Determined by owning library
Fee for damage repair	$5.00

D . Access to library services, including borrowing and internet access, is blocked when fees exceed $10.

E. Guarantors/parents cards will be blocked if the total fees on their guarantee/child's card/s exceeds $10.

V. Interlibrary Loan

A. Patrons can request up to 3 items a day, including periodical articles, from libraries outside NEXT. Items found in NEXT can be requested if they are lost, missing or overdue for 60+ days.

B. Loan periods, renewals and lost/damaged fees are subject to the rules of the owning library.

C. Patrons pay all costs incurred for loans from libraries outside Kansas, including return postage.

VI. Confidentiality of Records

A Library staff will not release any library record or disclose patron information except in the following circumstances:

Request by the parent, guardian or custodian of a minor child. Requester must present a valid photo ID
Upon the request or consent of the individual who is the subject of the request
For administrative library purposes including:
Establishing or maintaining a system to manage or assist in the transfer of
Library Records from one records management system to another
Compilation of statistical data on library use and collection of fines and penalties

B. Patrons may grant circulating privileges on their account to a secondary user by providing permission to library staff. Secondary users must provide a photo ID or their own library card in order to gain access.

C. Court orders or subpoenas for patron information stored in Koha library software must be directed to the Northeast Kansas Library System, 4317 West 6th St., Lawrence KS 66049.

VII. Damages and Equipment

The library disclaims all responsibility for damage sustained by patrons' equipment attributed to use of library materials including DVDs, CDs, audiotapes and digital content such as eBooks, streaming audio/video.

Section 2: Other Services

I. Art and Lucille Jahn Meeting Room and the East Room (Amended 12/14/2017)

A. Library sponsored or co-sponsored programs take precedence in scheduling use of meeting rooms.
B. All meetings are open to the public and free of admission or other charges.
C. Meeting rooms are available at no charge to individuals, non-profit groups or organizations for educational, civic, and cultural activities. Commercial groups or organizations will be charged a fee of $40 per hour for use of a meeting room.
D. Meeting rooms may be booked up to ninety (90) days in advance on a first-come, first served basis. The meeting rooms are available during regular staff hours: Monday-Thursday 9:00 am to 9:00 pm. Friday-Saturday 9:00 am to 5:00 pm. Sunday 1:00 to 5:00 pm. Organizations may request access at an earlier time.
E. Notice of cancellations must be received by the library at least twenty-four (24) hours in advance of the reserved time. Failure to notify the library of a cancellation may result in the denial of future meeting room privileges.
F. Set-up of the meeting rooms is the responsibility of the user or group. Emergency exits cannot be blocked or impeded in any way. The room must be returned to original order after use: stack all chairs, put away all folding tables, dispose of refuse. Notify library staff when done so technology and room can be secured. Failure to properly return room to original order or notify library staff may result in denial of future meeting room privileges.
G. Commercial purposes or fund-raising activities are not permitted. Commercial use includes, but is not limited to, bazaars, special benefits sales and programs designed to promote the purchase of products or services.
H. Events of a strictly social nature, such as receptions, parties, showers, and playgroups are not permitted.
I. Library partnering with individuals or organizations or hosting of a program by individuals or organizations does not constitute an endorsement of the content of the program or the views expressed by any participants.
J. Organizations, groups or individuals who use a meeting room are responsible for any damages to the building, furniture, or equipment.
K. The Library is not responsible for any personal belongings that are lost or stolen during a meeting.
L. No lighted candles or flames allowed.

M. An adult must be present and responsible for any event involving children under the age of 18. The library is not responsible for the care of children.
N. Expected attendance cannot exceed capacity of room.
    - Jahn Room: capacity 45
    - East Room: capacity 30
    - Board Room: capacity 12
O. The Library may not be used as the official address or headquarters of an organization or group using library meeting rooms. No contact information for individual program organizers will be shared with the public.
P. The Library reserves the right to cancel any meeting should an individual, group or organization violate or refuse to abide by this policy. Other reasons for cancellation include power or heating/cooling equipment failure and weather-related emergencies. In the event of a cancellation, efforts will be made to notify the contact person listed on the reservation. During inclement weather, the group scheduled to use the room should check with the library before the scheduled meeting or listen to local radio and television stations for closing information.

A copy of the meeting room application is located at the end of the chapter.

II. Kansas Room

The Kansas Room contains a collection of over 1,500 titles, plus maps, photographs, scrapbooks, manuscripts, and microfilm concerning primarily the city of Leavenworth, Leavenworth County, the state of Kansas, and the West. A variety of subjects are collected with particular attention paid to cultural, economic, political, and social history of Leavenworth and the surrounding areas. City directories date from 1859 to the present. Manuscript holdings comprise personal papers, scrapbooks, and the records of civic organizations, schools, and local government.

All researchers are welcome to use the materials in the Kansas Room. It is not necessary to be Leavenworth Public Library cardholders to use the resources, providing that proper care is taken so that all items are available in the same condition for other users. All items in the Kansas Room are non-circulating and must be used in the room. In some cases, a similar copy of Kansas Room items may be found in the nonfiction section of the library and may be checked out under the normal check-out procedures.

Photocopying of printed materials is possible, subject to the physical condition of the items, donor restrictions, and copyright regulations. Photographs belonging to the Leavenworth Public Library are available for reproducing, according to the procedures set forth by the Reference Department.

III. Public Display Areas (Amended 1/9/2020)

A. The following spaces are available for public displays:
Two display cases at the entryway
Artist of the Month space on the north wall of the main lobby
No other space in the Library is available for public displays

B. Library use of public display space takes precedence over any other use.

C. Public displays are for educational, informational, artistic, charitable and cultural materials.

D. Each non-library public display can be scheduled for no more than one month and non-library users are limited to one display per calendar year.

E. Non-library users of public display space are responsible for installing and removing all material within two business days of the starting and ending dates of the approved request and providing all necessary supplies and equipment.

F. The library assumes no responsibility for the security, damage or theft of any non-library material on display.

G. Requesting use of entryway display cases:

1. Entryway display cases may be requested up to twelve months in advance.
2. A Leavenworth Public Library Display Request must be completed and submitted to the Library Director at least six weeks in advance of the display date requested.

H. Approval of public display requests for entryway display cases:

1. All requests are considered on a first-come, first-served basis.
2. The Library Director will review all requests and notify applicants and the Library Board of Trustees in a timely manner.
3. Displays will not be excluded due to the origin, background or views of those contributing to their creation. Displays will not be avoided based on anticipated disapproval.
4. Approval of a display does not constitute endorsement by the Library.
5. Material that violates federal, state or local law, including but not limited to Kansas harmful to minors statutes, will not be permitted.
6. Material that endorses or advocates for or against political parties, candidates or ballot issues will not be permitted.
7. Material related to political parties, candidates or ballot issues will not be permitted 60 days before the date of any election.
8. Material that promotes a specific fundraising event or the purchase of products or services will not be permitted.
9. Denial of a public display request or display materials may be appealed to the Library Board of Trustees. A Public Participation Request form must be properly submitted.

I. Requesting use of Artist of the Month space on the north wall of the main lobby:

1. The Artist of the Month display is scheduled by the Leavenworth County Artists Association for a one-month period.
2. An Artist of the Month form must be filled out and submitted at the reference desk.
3. The artist is responsible for installing and removing all material in a timely manner and providing all necessary supplies and equipment.
4. Artists may include statements about their work and contact information but price tags or price lists are not permitted.
5. The library assumes no responsibility for the security, damage or theft of any art or related material on display.

IV. Distribution of Community Information (Amended 1/9/2020)

A. The following spaces are available for distribution of community information:

1 bulletin board near the main desk
2 brochure/pamphlet racks in the adult services area
1 brochure/pamphlet rack in the youth services area

B. Approval of community information for the bulletin board:

1. Library use of the bulletin board takes precedence over any other use.
2. The bulletin board is for educational, informational, artistic, charitable and cultural materials.
3. All material must be initialed and dated by the Library Director, Assistant Director or Youth Services Supervisor. These Administrators have the authority to limit the size

and/or number of items to be posted.
4. Material that is not approved will be removed.
5. Material will be posted for no more than thirty days.
6. Material that endorses or advocates for or against political parties, candidates or ballot issues will not be permitted.
7. Material from for-profit entities or individuals that promotes the purchase of products or services or events with associated costs will not be permitted.

C. Approval of community information for brochure/pamphlet racks:
1. Library use of brochure/pamphlet racks takes precedence over any other use.
2. All material must be approved by the Library Director, Assistant Director or Youth Services Supervisor. These Administrators have the authority to limit the size and/or number of items to be placed in racks.
3. Material that is not approved will be removed.
4. Material that violates federal, state or local law, including but not limited to Kansas harmful to minors statutes, will not be permitted.
5. Material that endorses or advocates for or against political parties, candidates or ballot issues will not be permitted.

Section 3. Patron Behavior

I. Code of Conduct

The Patron Code of Conduct has been adopted by the Board in an effort to provide an inviting atmosphere for patrons to use the library. As part of establishing an environment of accessibility and pleasant surroundings, the library will not condone behaviors that are damaging to library property or materials, or that disturb the work of staff or activities of other patrons. Library staff will ensure that all patrons abide equally by the guidelines stated in the code.

A. All noise, whether generated by person or by electronic device, should be kept to a minimum volume. Cell phones are permitted, but conversations should not exceed normal conversational volume. Ringtones, pagers, and alarms should be set to vibrate or kept at a minimal volume.
B. The library should be used for browsing, reading, studying, researching, or other appropriate purposes. Sleeping, bathing, and other domestic activities are prohibited.
C. Shirts, shoes, and appropriate personal hygiene are required when using the library.
D. Smoking is prohibited on library property.
E. Alcoholic beverages and illegal drugs are prohibited on library property. Displays of behavior suggesting intoxication or drug use are similarly prohibited.
F. Defacing, vandalizing, mutilating, or stealing library property is prohibited.
G. Staff work areas are not open to the public.
H. Library telephones are not available to the public, except in the case of emergencies.
I. Physical, sexual, or verbal harassment or abuse of staff and/or patrons is prohibited.
J. Library patrons are responsible for personal items while using the library. All personal items should remain with the patron at all times. Bicycles are prohibited from the library; other wheeled items are permitted only as transportation to and from the library. This library will not be liable for lost or stolen items.
K. Solicitation of all types is prohibited on library property.
L. Photography, sound recording, or filming on library property must cease at the request of any staff member.
M. Food is not permitted in the Library. Drinks are prohibited at computer work stations, in the Kansas Room and in the Learning Center. In other areas, drinks must be carried in a spill-proof container with a lid securely in place.
N. Any behavior disruptive to normal staff and/or patron use of the library is prohibited.

Any violation of this code may result in a permanent revocation of library privileges. Certain violations may result in criminal prosecution. Any use of the library assumes acceptance of the terms of this code.

II. Unattended Children

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The Leavenworth Public Library welcomes children of all ages. The library is a public building, and the safety of every child is a serious concern of the library staff and administration. A child left alone could become frightened, ill or be tempted to go off with a stranger. The responsibility for the safety and behavior of children in the library and on library property rests with the parent or caregiver and not with library personnel. Library staff has many duties to perform and cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

A. Children under the age of nine must, at all times, be in the immediate vicinity of and supervised by a parent, adult guardian, or responsible caregiver. A parent or guardian must accompany children under the age of nine attending a library program. Children nine years of age and older may use the library on their own; however, parents are still responsible for the actions of their children.
B. "Supervised" means that a parent, adult guardian, or responsible caregiver is attentive to the child and not distracted by computer use or their own library activity. A "responsible caregiver" is defined as a person age sixteen or older who is attentive to the child. The responsible caregiver should have emergency contact information with them.
C. If a child is identified as unattended, the staff will attempt to reach the parent or guardian by telephone, explain the library guidelines, and ask them to pick up their child. If a parent is unavailable, the staff will contact the police and a copy of this policy will be mailed to the parent if address is known.
D. All library visitors are expected to treat staff and other patrons with consideration, and to respect library property. Destructive or unruly behavior or verbal abuse will not be tolerated. Patrons displaying disruptive behavior or violating any of the rules of the Library Code of Conduct will be given a warning and told that, if the behavior continues, they must leave. If a child under sixteen is told to leave, the parent will be contacted. If the child is not able to contact a parent or guardian, the child will be considered "unattended' regardless of his/her age, and the police will be contacted.
E. Patrons sixteen or older who are displaying disruptive behavior will be asked to leave the library for the day.
F. When extenuating circumstances exist, such as inclement weather or darkness, a parent will be contacted to pick up the child. All children should have the telephone number of someone whom they can reach in an emergency.
G. If a child, of any age, is unaccompanied in the library fifteen minutes before closing time, staff may assist the child in calling home to arrange transportation. Another call may be made at closing time. If the child is not picked up within ten minutes after closing, staff will contact the police. Two staff members will remain with the child until he/she is picked up. Under no circumstances will a library staff member transport a child home.

III. Service Dogs in the Library

A. Service animals allowed:

1. Only a dog or miniature pony that has been individually trained to take a specific action when needed to assist a person with a disability do work or perform tasks, including trained psychiatric dogs. The task(s) performed by the dog must be directly related to a person's disability.

B. Service animals not allowed:

1. Emotional support, therapy, comfort or companion animals that have not been trained to perform a specific job or task needed to assist a person with a disability.
2. Dog for protection or personal defense.
3. Service animals not under control of the handler.
4. Service animals that are not housebroken.

C. Owner responsibility

1. The handler is responsible for the care and supervision of the service animal, which includes toileting, feeding, grooming and veterinary care.
2. Service animals are subject to these local dog licensing and registration requirements
Leavenworth City Code, Sec. 18-61. – Require
Leavenworth City Code, Sec. 18-62. - Nonresidents exempted from license requirement.
3. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal.
4. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

D. Unlawful misrepresentation

1. Unlawful misrepresentation of any requirement stated above is a Class A nonperson misdemeanor. (KS 39-1112)

IV. Emergency Situations

Chain of Command
*Library Director
*Assistant Director
*Children's/Youth Services Supervisor

All emergencies are to be handled with the safety of patrons and staff as the highest priority. For protocol on handling specific types of emergencies, as well as finding appropriate phone numbers, see the emergency manual located at the circulation, reference, and children's desks. Two staff members should be witness to the handling of any emergency situation whenever possible. **Revised 8/2006, 4/2011, 10/2013**

Section 4. Computer Use Policy (Amended 2/15/2018)

I. Disclaimer

Users agree to hold the library harmless from claims, losses, damages, obligations or liabilities related to use of Library computer equipment. Assistance with specific websites, email accounts or other functions may be beyond the scope of the staff's ability.

II. Operating Principles

A. Library computers must be used according to approved Library policies. Violation of policy may result in suspension or loss of computer access privileges. Internet users must review and agree to abide by the Library's Computer Use Policy. Illegal activity involving library computer equipment will be subject to prosecution by the appropriate authorities.

B. Users must not change settings on library computer equipment, change or access files, passwords or data belonging to the library or others. Users must not seek unauthorized access to computer systems, change components of any network or database or add/install any software on library computers.

C. Parents or legal guardians are responsible for monitoring their minor's use of the Internet. Kansas law defines minor as any unmarried person under 18 years of age.

D. Complaints about the standards and rules and regulations, the enforcement thereof, or observed Internet user behavior should be made to library staff.

III. Guidelines for Access

A. Computers are available on a first-come, first-served basis. Users may sign up for three hours of computer use each day. A valid library card and personal identification number (PIN) are required. Use of another individual's library card or PIN is prohibited and will result in a seven-day suspension from computer use.

B. Patrons with fees in excess of $10 cannot access Library computer equipment.

C. Thirty-minute guest passes are available for users who do not have a library card/s. Adults must present a valid photo ID to receive a guest pass, minors must be accompanied by their parent/s or guardian/s.

D. Access to computer equipment in different areas of the library is based on the age of the user:

Children's Services	Ages 12 and under
Young Adult Services	Ages 12 to 18
Adult Services	18 and over

E. Laptop computers may be borrowed by users age 12 and up for in-house use. A valid library card is required.

F. Black and white printing is available for $.10 per page. Wireless network users may save content on portable storage devices and use a library computer to print.

IV. Access to Illegal Content Prohibited

The purpose of this policy is to restrict access to those materials that are child pornography, harmful to minors or obscene.

A. Computer users shall not access or exhibit matter that is obscene, harmful to minors or contains child pornography. Computer users observed accessing illegal content will be required to immediately exit from the inappropriate site. Continued misuse will result in the suspension or loss of computer use privileges. (KSA Chapter 21, Article 6401 and 6402)

B. The Library uses filtering software to block matter that is obscene, harmful to minors or contains portrays the sexual exploitation of children. No filtering software is 100% effective.

C. A Library Administrator, Supervisor or other authorized person may disable filtering software for adults engaged in bona fide research or other lawful purpose. Library staff may request proof of age for any individual who makes such a request. Filtering software will not be disabled on computers in the Children's or Young Adult areas of the Library. If a technical problem disables the filtering software, Internet access for minors will be unavailable until the problem has been resolved.

D. Library staff will not disclose information concerning patron Internet use except pursuant to a valid court order or subpoena authorized under federal, state, or local law.