



Policy Manual

Revised 1/8/2008

**Holdrege Area Public Library
Policy Manual**

Table of Contents

Mission and Goals.....	3
Policy on Library Use and Borrowing Privileges	4
Policy on Public Internet Access, Use and Safety	6
Policy on Circulation.....	10
Policy on Meeting Rooms.....	12
Policy on Confidentiality of Library Records.....	13
Policy on Gifts	14
Policy on Acceptable Behavior	15
Policy on Emergency Procedures	16
Policy on Unattended Children	18
Policy on Collection Development.....	19
Policy on Finance.....	23
Policy on Patron Privacy and Confidentiality	25
Statement on Intellectual Freedom.....	26

Holdrege Area Public Library Policy Manual

The following policies were prepared by the Board of Trustees of the Holdrege Area Public Library and establish the operational policies of the Library. These policies will be examined annually and may be revised at any time by action of the Board as outlined in the by-laws governing the trustees.

Mission Statement

(revised 10/10/06)

The Holdrege Area Public Library is the center for life-long learning in our community and the place people come to experience the joy of reading, the exhilaration of discovering new ideas and to be empowered with free access to information of all types. Community needs drive our services and we take pride in ensuring that they are delivered in a welcoming, convenient and responsive manner.

Goals

(revised 10/10/06)

To support this mission, the library will organize and prudently manage its resources to:

- Encourage reading
- Ensure that the library's resources are available to all
- Promote awareness and use of the library
- Promote full literacy for all ages. The effective definition of literacy is no longer limited to the ability to read, but includes the continuous process of being able to comprehend and apply new and more complex information throughout life.
- Assist individuals in finding jobs and educational opportunities
- Assist businesses with their development and growth
- Provide current information
- Provide recreational reading resources, media materials, & programs
- Provide public use of modern information technology

Publicity and Public Relations

The Library Director shall have the responsibility to inform the public of the services the Library performs and its activities and shall approve all publicity concerning the Library. Full advantage will be taken of all news media.

Policy on Library Use and Borrowing Privileges

(Revised 10/10/06)
(Revised April 7, 2009)

Eligibility for Borrowing Privileges

(revised 10/10/06)

Within the Library, use of all materials is free of charge.

Any Nebraska resident is eligible for borrowing privileges, providing they meet the requirements for an eligible borrower below.

Organizations within Phelps County such as schools, nursing homes, businesses, day care establishments, and libraries may apply for an "institutional library card" free of charge. The Library Director is responsible for defining the library services available to institutional library card holders, i.e., maximum items checked out at one time, circulation period, fine threshold, etc. Applications for institutional cards are subject to approval by the Library Director.

An organization based outside of Phelps County may apply for an institutional library card. The application will be subject to approval by the Board, and the organization will be required to pay a non-resident annual card fee of \$500.00. One library card will be issued to each organization.

Registration for Individual Borrowing Privileges

In order to register with the Library as an eligible borrower, a person must show documentary proof of both identity and place of residence. If a child cannot independently prove identity and residence, a parent or legal guardian may present proof on behalf of the child.

In order to prove identity, a person must show a driver's license or other photographic document from the list below that contains both his or her current legal name and a photograph. In order to prove residence, a person must show one (1) document that lists **both** his or her current legal address **and** the same name listed on his or her document(s) presented as proof of identity. Many of the photographic identification documents listed below as acceptable proofs of identity will also list address and may serve both as proof of identity and as proof of residence, or one of the non-photographic documents with a current address may be used instead.

Photographic Identification Documents (To prove ID and current address)	Non-Photographic Documents (To prove current address)
<ul style="list-style-type: none">• Driver's license• State-issued ID card• U.S. Citizenship & Immigration Services Permanent Resident Card (Green Card)• U.S. Passport• Student ID card• Employee ID card• Any other photographic identification.	<ul style="list-style-type: none">• Current Nebraska property tax bill• Current automobile registration• Printed checks (personal or payroll)• Utility bill dated within the past thirty days;• Current lease, mortgage papers, or rent receipt that states the property address• Any other document deemed credible by library staff on duty.

If a newly registering borrower is unable to present acceptable documents containing current proof of residence, the Library may extend limited borrowing privileges for a period of 22 days or until documentary proof of identity and/or residence can be offered. During this 22 day borrower grace period, the customer will be allowed to have a maximum of one item checked out at one time.

The Library Card

When the registration process has been completed, the borrower will be issued a Holdrege Area Public Library card. The borrower will be asked to read and sign a statement on the back of the card accepting responsibility for materials borrowed on it.

The Library card is like a credit card. It allows library staff to complete borrower transactions quickly with the library's automated circulation computers, speeding service to all. However, like a lost credit card, a lost library card in the wrong hands may allow dishonest persons to incur fines and charges for which the card owner is responsible. It is important for a borrower to report a lost card to the Library as soon as possible so it can be deactivated and prevent use by unauthorized persons. Replacements for lost or damaged cards may be issued for a charge of \$2.00. Proof of identity and residence must be offered at the time of issuing a new card.

Library staff members will check materials out to any person who presents them with a library card in good standing. Library staff members do not require proof of identity at the time a borrower checks out materials, however a library card is non-transferable. Exceptions may be made for use of cards between family members as long as there are no charges for lost or damaged materials, fines in excess of \$25 or items more than 60 days overdue on any family member card.

Since the use of our public Internet computers is subject to individual time limits and (in the case of minors) parentally-defined access limits, a person wishing to use an Internet computer must use his or her own card or request a guest card for Internet access only.

Non-Discrimination

Service will not be denied or abridged because of religious, racial, social, economic, or political status or gender or national origin.

Facility and Hours

To achieve the goal of good library service the Board of Trustees accepts the responsibility of providing and maintaining facilities that will adequately meet the physical requirements of modern, library service. Such facilities will offer the community a compelling invitation to enter, read, browse, listen, and learn. The building will fit an expanding program of library service.

The building and property committee of the Board will review all insurance policies annually to ensure adequate coverage on the building and its contents, and to ensure adequate workmen's compensation.

The Library shall be open Monday-Thursday, 9:00 a.m. to 8:00 p.m.; Friday and Saturday, 9:00 a.m. to 5:00 p.m. The Library will be closed for the following holidays: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day.

The Library may open late or close early if severe weather is likely to endanger employees traveling to and from work. The responsibility for closing the Library rests with the Library Director. If he/she is not available, other librarians are responsible in the order established by the Director. The Library cannot be closed without the consent of the Library Board President or descending rank officer of the Board.

Policy on Public Internet Access, Use, and Safety

(Revised October 2, 2007)

(Revised 10/10/06)

Public Internet Access

The Holdrege Area Public Library provides access to the Internet for our customers based on our mission to empower customers with free access to information of all types. We strive to help our customers become better-informed "consumers" of information and services delivered via computers. As the Internet and other computer technologies become a greater part of our daily lives, the Holdrege Area Public Library will seek to help its customers take advantage of new opportunities created for learning, for communicating, and for being connected with the wider world.

Responsibilities of Users

The information available via the Internet is diverse (any topic may be represented from just about any point of view), and growing explosively. In choosing resources to link to from our Library website, we follow our materials selection guidelines. However, given the dynamic nature of Internet pages, we cannot be responsible for changes in content of the sources to which we link or for the content of sources available through secondary links from those pages. Our customers must judge the validity, reliability, accuracy, and currency of any information obtained from the Internet for themselves.

Filtering

As required by the Children's Internet Protection Act (CIPA), the Library has installed filtering software on its public access Internet computers. The software present on all public access Internet workstations is intended to protect against access to visual depictions of obscenity or child pornography. However, the presence of a filtering program should not create a false sense of security. The size and dynamic nature of the Internet prevents any filtering program from offering a 100% guarantee that no unwanted Internet resources will be displayed. In addition, no computer program has yet been created that can block access to obscene, harmful or illegal information without also blocking access to "useful" information. An Internet filtering program cannot substitute for parents teaching their children their own family standards for the types of materials they do not wish them to read or view.

Any adult who believes that he or she is being prevented from using a legal Internet resource may contact a Library Staff member to request that the site be added to the "whitelist" of allowed sites.

Computer Use Guidelines

Each person who wishes to access the Internet at the Library must agree to accept the Library's computer use guidelines. These guidelines set out the procedures for using Library computers, including but not limited to such issues as time limits, reservations, printing charges, and downloading files from the Internet. The computer use guidelines are displayed at logon on all public access Internet workstations.

Access by Minors

Parents or legal guardians, not the Holdrege Area Public Library or its staff, must assume responsibility for deciding what Library resources are appropriate for their children. Parents are encouraged to guide their children in their use of the Internet, inform them about materials they should not use and accompany their children when they use the Internet at the Library.

Minors (people who have not attained the age of 17) must provide written permission of a parent or legal guardian before they may use Library Internet access computers unaccompanied. The definition of a minor as a person who has not attained the age of 17 is consistent with the federal Children's Internet Protection Act (CIPA). A Library form will be provided for this purpose, a note will be placed in his or her borrower record and the minor will be given a patron type that will allow access to our Internet time management system. Should a child forget to bring their library card, if the child can correctly state his or her *street* address or phone number of record, the Library staff member will proceed to check his or her record for permission to use the Internet. If the child is unable to correctly state his *street* address or phone number of record, library staff may offer to telephone a family member who may vouch for the

child's identity. Once the staff member has confirmed that the child has parental permission to use the Internet workstation, they will reserve computer time for the child.

The Children's Internet computer is intended for use by people age 11 and younger, although it may be used by people age 12 to 16 upon parental request. When using the Children's Internet or the Children's CD-ROM computers, children who are 8 years old or younger often need assistance reading screens and following instructions. We strongly recommend that children age 8 or younger be accompanied by an adult or by another student who is at least 12 years old when using these computer services.

Young adults (age 12 to 16) may use the Young Adult area computer assuming parental approval.

Adults (people age 17 or over) may not use any Children's or Young Adult Internet computer unless accompanying a child or legal ward who is under age 17, nor may minors use the Adult computers.

To address the issue of safety and security of minors when using e-mail or other direct electronic communications, the following guidelines should be kept in mind:

- Never reveal identifying information online such as last name, home address, school name, or phone number
- Let parents or guardians decide whether personal information such as age, marital status or financial information should be revealed
- Never arrange a face-to-face meeting with someone via the computer without parent or guardian approval
- Never respond to messages that are suggestive, obscene, threatening or which make one uncomfortable
- Should one become aware of any transmission of child pornography, have parents or guardians report the incident to the National Center for Missing and Exploited Children at 1-800-843-5678
- Remember that people online may not be who they say they are
- Remember that not everything one reads is necessarily true

Self-Reservation System

(added 10/10/06)

The Library encourages each customer to carry his or her library card as it is needed to log on to the library self-reservation system for Internet access. Access will be denied if a library card is expired, but renewal of the library card can be completed easily at the Front Desk by confirming the contact information on Library records. Should a customer forget to bring their library card, if he or she can correctly state his or her street address or phone number of record, the Library staff member will proceed to check his or her record for permission to use the Internet. If a visitor wishes to use one of the Internet access workstations, a temporary card may be issued for purposes of logging on to the self-reservation system. The card is not enabled to check out materials and must be returned to the Front Desk when the Internet session is completed. The self-reservation system is in place solely to streamline customer access to the workstations, and no records are kept of online activity. The computers will notify customers of the approaching end of their session with messages to conclude their research and log out of systems at 5 minutes, 3 minutes and one minute before the end of the session. When the allotted time is up, the logon screen will again appear. After 10 minutes of inactivity, sessions will automatically be ended.

Rules Governing Use of Public Internet Computers

- One or more sessions totaling 90 minutes or less are allowed each day.
- The computers may be used on a first-come, first-served basis, or may be reserved up to three days in advance. Reservations will be held for 10 minutes.
- The Library may schedule use of any or all computers for such activities as instruction or maintenance. Library use of computers will take precedence over use by individual customers.

- There is a \$.15 charge for each sheet of paper printed. Printouts may be paid for and picked up at the front desk. Users are encouraged to use the Print Preview function to avoid unwanted pages. A staff member will be happy to give instruction in previewing prints.
- No more than two customers should be seated at the computer station at any time. Please see a Library staff member to make special arrangements for study groups.
- Two warnings will be given for disruptive behavior. If the behavior continues, the user will forfeit the rest of his or her reserved time and may be asked to leave the library.
- Customers are responsible for setting up their own e-mail accounts through services such as Hotmail or Yahoo Mail. Library staff will assist in setting up a free account and will provide a short demonstration of how to use such an account. Users with POP3 accounts such as Outlook, Eudora or Netscape Messenger may be able to use www.mail2web.com. Mail2web is a free service that allows individuals to interact with their e-mail accounts after entering their account username and password.
- Computers may be used until 30 minutes before the library closes, and will be automatically shut down at that time.
- Activities that violate local, state, or federal laws are prohibited. Such activities include but are not limited to the following:
 - Violation of any federal or state law that makes it illegal to download or purvey child pornography, to purvey pornography to children, or to commit fraudulent acts using the Internet.
 - Violation of any federal or state law that makes it illegal to gain unauthorized access to a computer belonging to another person, commercial or non-profit organization, or governmental entity.
 - Violation of U.S. copyright law (Title 17, U.S. Code), which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use."
- Files passing the virus protection software may be uploaded from or downloaded to the floppy (A) drive, burned to a CD in the D drive, or saved to a USB flash drive. Formatted floppy disks may be purchased at the Front Desk for \$1.00.
- Customers wishing to purchase goods or services using a Library computer should be aware that the Library cannot guarantee the confidentiality or appropriateness of giving credit card or other personal information to others on the Internet.
- The Library has installed filtering software on all public access computers, designed to block access to obscene, illegal or harmful information. Any adult may request that a blocked site which is legal be added to the "whitelist" of allowed sites.
- Customers using Internet access workstations may not:
 - Use Library computers to make unauthorized entry into other computational, informational or communication services or resources.
 - Distribute unsolicited advertising.
 - Invade the privacy of others.
 - Make any attempt to change settings or damage computer equipment or software.
 - Engage in any behavior that is harassing or defamatory.
 - Use the Internet in a manner that is inconsistent with the Library's tax-exempt status or interferes with its proper operation.
- Any violation of this policy or of the computer use procedures may result in restriction of Library services up to and including termination of Library access. Unlawful activities will be dealt with in an appropriate manner. Library staff on duty will determine whether a violation has taken place and the need for any immediate restriction of Library services. The Library Director will determine any need for longer term or more severe restrictions of Library services.

Responsibilities of Library staff

Library staff members are available **by appointment** to provide basic instruction in the use of the Internet. Library staff cannot provide in-depth computer training or home technical support. However, Library staff will attempt to answer basic questions and to help users locate resources on the Internet. The Library will publicize Internet sites of excellent quality and create opportunities for its customers to learn more about such resources.

The Library will provide access to Internet resources delivered using the World Wide Web (http) Internet protocol. Many software accessories (plug-ins) are available that allow users to take advantage of sound files, video files, and other multimedia Internet resources. The Library reserves the right to select the browser plug-ins most consistent with both excellent service and computer security.

The Library enables access to those Internet protocols handled by the installed web browser. The Library does not presently support the following Internet protocols: Electronic mail (SMTP), Usenet newsgroups, File Transfer Protocol (ftp), chat or Instant Messaging.

Wireless Access Policy

(added 10/10/06)

You will need a notebook/laptop computer or other wireless device with 802.11b or 802.11g wireless networking. If you are not sure if your notebook/laptop computer or other device has this functionality, please check with the manufacturer or supplier of your equipment. If your notebook/laptop computer or other device does not include wireless networking, you may be able to purchase a variety of external notebook/laptop pc cards and USB devices. The manufacturer or supplier of your equipment, or local technology merchants can help you find the right product for your notebook/laptop computer or other device.

Limitations and Disclaimers: We have tried to make wireless access as available as possible in our library, but you may encounter some "dead" spots in a library where wireless reception may be limited. If you have trouble accessing the Internet or staying online please move to a different location within the library.

The wireless internet access we offer is filtered. By choosing to use this free service, you also agree to abide by the rules of this Policy.

The Library District's wireless network is not secure. Information sent to and from your notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

Library staff has limited ability to provide technical assistance and no guarantee can be made that you will be able to make a wireless connection.

The Library District assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Library District's wireless access.

Policy on Circulation
(Revised 12/2/03)
(Revised 10/10/06)
(Revised 10/2/07)
(Revised 12/4/2007)
(Revised April 7, 2009)
(Revised June 2, 2009)
(Revised August 3, 2010)
(Revised 7/5/11)
(Revised 11/1/11)

Borrowing materials

The Library encourages each customer to carry his or her library card and to present it when ready to check out materials. Widespread use of the library card speeds up service for all through use of the Library's barcode scanning equipment and its automated circulation computers.

We recognize that a customer will at times forget to bring his or her card when visiting the Library. On these occasions, a Library staff member may look up the customer's borrower record if he or she can correctly state his or her street address or phone number of record. If the stated address or phone number do not match those that the library has on record, the customer may present one form of identification from the Library's list of acceptable documents for proving identity. Once the customer has proven his or her identity using either of the methods listed in this section, a Library Staff member may look up his or her borrower record and proceed to check out materials. If the patron is a child and is unable to correctly state his street address or phone number of record, library staff may offer to telephone a family member who may vouch for the child's identity.

Length of loans

Materials are loaned for periods of time deemed appropriate by the librarian. Such procedures facilitate the best use of Library materials for all concerned. A maximum of 20 items may be checked out at one time, including up to six DVDs or videos. Checkout periods are set as follows:

- Overnight Checkout: Miscellaneous equipment.
- One-week Checkout: Cake pans.
- Three-day Checkout: Movies, videogames. Movies are due back anytime before the Library closes on the day they are due.
- Three-week Checkout: Books, audiobooks, magazines, puppets, puzzles, games, toys, CD players and cameras.

Film Circulation

- Persons 14 years of age or older holding a valid Library card may borrow videocassettes, DVDs or videogames. Persons under 14 years of age may borrow DVDs or videogames with parental permission.
- DVDs and videogames circulate for a three-day period.
- Patrons are charged no fee for the three-day checkout period.
- A patron may have up to six DVDs at one time, and one videogame.
- DVDs may be reserved up to two weeks in advance.

Overdue Procedure:

Procedures concerning overdue materials are as follows:

Print

- First notice for print items will be sent at 28 days when the two dollar per item maximum fine has accumulated.
- A bill for replacement costs plus fines will be sent when an item is 42 days overdue.

- The amount owed in replacement costs and fines will be noted in a message on patron's record and their status will be changed to restricted (disallowing further borrowing activity).
- If the billing letter is not returned, the transaction will be turned over to the police for resolution for items overdue in excess of 56 days.
- The item will be declared lost and considered for replacement after 70 days.
- A lost file, including patron's name, will be kept for reference. Damaged items that have been returned will be kept for one year.
- Patron's Library privileges will be suspended until the matter is resolved.

DVDs, Videos and Playstation or Wii Games

- A first overdue notice will be sent for DVDs, videos and Playstation or Wii games when the material is three days overdue.
- The amount owed in replacement costs and fines will be noted in a message on patron's record and their status will be changed to restricted (disallowing further borrowing activity).
- A billing letter will be sent for DVDs and videogames when the material is 30 days overdue.
- If the billing letter is not returned, the transaction will be turned over to the police for resolution for items overdue in excess of 45 days.
- If no response from the police intervention, a certified letter will be sent that must be signed for or picked up. If that letter is returned, the matter may be turned over to the County/City attorney.
- The item will be declared lost and considered for replacement after 60 days.
- A lost file, including patron's name, will be kept for reference. Damaged items that have been returned will be kept for one year.
- Patron's Library privileges will be suspended until the matter is resolved.

Fines and charges

(revised 5/6/03)

(revised 10/10/06)

(revised 8/3/2010)

(revised 11/1/11)

Fines

- All non-video library items: 10 cents per item per library business day overdue. Although there is a grace period of seven library business days, if the materials are not returned within that period, the daily fine will be charged retroactively. Maximum fine of \$2.00 per item.
- Patrons with fines in excess of \$1.00 may not check out any materials. Patrons with fines or other charges in excess of \$15.00 may not use any library resources including the Internet workstations.
- Videocassettes / DVDs / Videogames: \$1.50 per item per library business day overdue up to a maximum of \$4.50. No grace period. No maximum. Patrons will be charged for replacement of lost or missing packaging material. Movies may be renewed once even with a fine outstanding if there are no holds.
- Fine Exemptions: Current library staff members and members of their immediate families are exempt from overdue fines. They are not exempt from paying charges for lost or damaged library materials.

Charges

- Overhead projector: Charge of \$3.00 per night for use of the overhead projector.
- Digital Projector: Charge of \$25.00 per 24 hour period for use off premises, plus a \$50 deposit refundable upon return of the projector in good working condition and with all components intact.
- Easel, with or without whiteboard: Charge of \$2.00 per 24 hour period for use off premises.

- Replacement Library Cards: Patrons are responsible for any items checked out on their Library card. The Library should be notified immediately of a lost or stolen card. Replacement card charge is \$2.00.

Lost or damaged materials

(Revised 10/98)

The Library System tries to provide, on a cost-effective basis, materials that fulfill the individual needs of Library patrons. When Library materials are lost or severely damaged, they cannot be used by others. The patron on whose card they were checked out must pay to have them replaced.

For each lost or damaged Library item, the responsible patron will pay a material replacement fee, any outstanding fine. A patron who has paid for a damaged item may elect to keep it. Items will be held for a maximum of two weeks after being paid for to allow for orderly withdrawal from our systems. A receipt is issued upon payment of the charge for a lost item. If the item is found within one year, the cost of the item may be refunded. Paid fines will not be refunded.

If a current retail price for a new copy of the lost or damaged item can be found in a standard source, that price will be the material replacement fee. Standard sources for such prices include but are not limited to *Books In Print*, Amazon, and the inventory list of the Library's primary book supplier, Baker & Taylor. If the item is out of print or no longer available for purchase, the selector responsible for choosing Library materials similar to the item lost or damaged will choose a comparable item as a replacement.

Replacement items will be comparable in subject and price to the lost or damaged item. For magazines, the current cover price of a new copy of the lost or damaged magazine will be the material replacement fee. For equipment, the retail price of a comparable piece of equipment will be the material replacement fee. For cake pans, the retail price of the same or a comparable pan will be the material replacement fee.

Policy on Meeting Rooms

(Revised 2/20/03)

(Revised 1/8/2008)

(Revised 4/1/2008)

As a community service, the Library provides both a Community Room and a Conference Room for public use during regular operating hours. Those using the room are expected to help keep them in the best possible condition. Groups and individuals who abuse these considerations will lose the use of the rooms.

- Library activities have first preference for Community or Conference Room use. The City of Holdrege and Phelps County have second preference.
- Groups must not exceed the legal posted capacity of the rooms: Comm. Rm.: 75; Conf. Rm. 25.
- No users of the rooms are to imply that their activities are sponsored or endorsed by the Library.
- Cleaning supplies are located under the sink. A vacuum cleaner is available for use in the adjoining north room. Rooms should be left in the condition they were found; this includes returning chairs and tables to their proper places.
- The following kitchen items are available for use in the rooms: plates, cups, glasses, utensils, coffee maker. All dirty dishes should be washed, all food cleaned up, and all waste placed in the trash can.
- The Library cannot provide any supplies for meetings.
- Heating or air conditioning is minimal when the rooms are not in use. The thermostats may be adjusted, but they should be returned to their original settings.
- Library staff should be notified as soon as possible of any problem with the rooms.
- No alcoholic beverages, no gambling, no illegal substances or activities are permitted. No smoking or open flames are permitted anywhere in the building.
- Restrooms are located up the short flight of basement stairs. Handicapped accessible restrooms are located on the main level of the Library. The Library Staff should be notified if the handicapped accessible restrooms will be needed.
- Groups using the rooms are responsible for any needed set up, clean up, and advertising. Set-up and clean-up time should be included in room reservation time.
- No permanent storage of any equipment or materials is allowed.
- Any decorations must be removed immediately following a meeting. No tape may be used on the fabric walls. Remuneration will be charged for any damage caused by use of tape, nails, tacks, etc.
- The Library is not responsible for accidents, injury, loss, theft, or damage of individual property that may occur while the meetings rooms are in use. The Library is not responsible for the safety of any personal items brought into the meeting rooms.
- No activities that would interfere with the operation of the Library are allowed. Examples include loud music, unsupervised children, etc.
- All children's groups must be supervised by an adult.
- The Library staff cannot supervise the children of parents using the meeting rooms.
- Groups or individuals will be charged for any damages that occur when they are using the rooms.
- The Library reserves the right to stop any activity in progress for violation of rules, or if people are behaving in a disorderly, disruptive, or offensive way.
- The Library reserves the right to deny the use of the rooms to any persons or groups.
- Use of the rooms will not be restricted because of race, religion, sex, national origin, or political affiliation.

Policy on Confidentiality of Library Records

(revised 2/10/03)

The policy of the Board of Trustees of the Holdrege Area Public Library is to ensure the privacy of the users of its services and to consider any Library records to be confidential in nature.

Library records are for the sole purpose of protecting public property and are not to be used, directly or indirectly, to identify the types of materials used by individual Library patrons. Under no circumstances shall the Library staff answer to a third party about what a patron of the Library is reading or the kind of information requested, from the Library's collection.

No Library records shall be made available to members of the public, press, or any agency of state, federal, or local government, except pursuant to such process, order, or subpoena as may be authorized by and pursuant to federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory powers.

The Board of Trustees and the Library Director shall resist the issuance or enforcement of any such process, order, or subpoena until a proper showing of good cause is made in a court of competent jurisdiction. Moreover, any cost incurred by the Library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search.

Policy on Gifts

(Adopted 10/10/06)

Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board. Restricted gifts or bequests will be reviewed by the Board before acceptance or rejection.

The Library accepts gifts of suitable books or other materials with the understanding that they will be added to the Library collection only when needed and disposed of at the discretion of the Director. The same principles of selection applied to purchases are applied to gifts. Upon request, receipts showing the value of donated books may be given for books actually selected for inclusion in the library collection. Unless there is an independent appraisal of books donated, they will be valued at \$.50 for paperbacks and \$2 for hardback books.

Books and materials received as gifts that are not added to the Library's collection, and books and items discarded from the Library collection, are offered during the Friends of the Library Bookfest. The money thus generated from freewill donations is used for equipment or projects benefiting the library at the discretion of the Friends group. No receipts will be given for items put into the BookFest for free will donations to the Friends group.

Policy on Acceptable Behavior

(Adopted 10/4/05)

(revised 10/10/06)

The Holdrege Area Public Library is supported by the taxes of the people of Phelps County and the City of Holdrege who expect our facility to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending Library or community sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers and staff, and for protecting the Library's materials, equipment, facilities and grounds.

Enforcement of this policy will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities or behaviors. Failure to comply with requests to modify behavior may result in exclusion from the Library facility for the remainder of the day. Repeated or severe incidents may result in more extended loss of privileges or contacting law enforcement officers.

The following actions are examples of conduct not allowed on library premises:

- Engaging in any activity in violation of Federal, State, local or other applicable law or Library policy.
- Carrying firearms or dangerous weapons (except for law enforcement officers).
- Being under the influence of alcohol or illegal drugs, or selling, using or possessing alcohol or illegal drugs.
- Verbally or physically threatening or abusive behavior, including stalking, staring, lurking, offensive touching, or indecent exposure.
- Trespassing in non-public areas or being in the Library without permission of an authorized Library employee before or after Library hours.
- Creating disruptive noises such as shouting, using profanity or obscenities, rudeness, screaming or banging on computer keyboards.
- Fighting or challenging to fight, running, pushing, shoving or throwing things.
- Using audible devices without headphones. Using cell phones, pagers and other communication devices in a manner that disturbs others. **Cell phone and pager audible ringers should be turned off, and calls should be made/taken in the vestibule or out of doors.**
- Littering.
- Smoking or other tobacco use in the Library.
- Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by appropriate Library personnel.
- Any tampering with or destruction of Library property.

Policy on Emergency Procedures

(revised 2/10/03)

The Library Director is responsible for establishing procedures to deal with medical and weather emergencies, and other disasters. The Library Director and the President of the Board of Trustees should be immediately informed of a catastrophe.

The Library staff should be acquainted with the following procedures so they can begin coping without referring to the Procedure Manual. The Library Director is responsible for organizing the Library's response to an emergency. In the absence of the Director, responsibility lies with the other librarians on duty in an order established by the Director. If neither the Director nor any Library department head can be found, advice of the Board President or any other Trustee should be sought.

General Tips

- *Print out contacts from time to time and keep at home.*
- *Keep updated copy of list of trustees and staff at home.*

Medical emergency

- If serious, call 911 (Holdrege Rescue Squad).
- Get the person's name, address, and telephone number.
- Offer to contact a family member, etc. for them.
- Call person's home if necessary.
- Submit an "Accident / Incident Report" to the Director as soon as possible afterwards.

Fire

- Call 911 (Holdrege Fire Department).
- Fight fire by:
 - Using fire extinguisher:
 - Do not put WATER on an electrical fire.
 - Use CO(2) on typewriters and computers.
 - Unplugging electrical equipment if it is on fire.
- Evacuate building when flames, smoke, or fumes are evident.

Tornado

Watch:

- A tornado watch is broadcast over the radio when the Weather Bureau indicates that conditions are such that a tornado could occur.

Warning:

- A tornado warning is issued when a tornado has been sighted.
- IN THE EVENT OF A TORNADO WARNING:
- QUICKLY announce that a tornado has been sighted within the Holdrege area.
- Request that everyone go to the basement. (Small children should remain in the basement until their parents are contacted and they are picked up by an adult.
- Escort everyone downstairs into the Community Room.
- Take extra magazines and picture books to the basement.
- Lock the inside adult department doors to the Library.
- If the warning is not over before closing and patrons are still in the building, stay with them until the alert has been cancelled, then ask them to please go home.
- If the tornado causes extensive damage, keep people in the safety of the Library and contact civil defense authorities for instructions. If phones are working, allow people to use them to contact home.

Prolonged Electrical Outages

- *Call City to get estimate of time to repair. If over three days, proceed to secure generated power.*
- *Call emergency meeting of Board to authorize expenditures to reopen on emergency power.*

- *Arrange for pickup of mail and emptying book drop and video drop during closure. Consider whether payroll must be done manually.*
- *Facility rated at 75 KW to run in 2007*
- *Research availability and cost of electrical generators. RSC Equipment Rental had best prices in 2007. Check with Wagner Irrigation and High Plains Power Systems (GI) and Caterpillar (GI) as well.*
- *Call City to get certificate of insurance showing coverage of rental equipment. Need dollar value of generator and serial number. This avoids a 14% surcharge for insurance from rental company.*
- *Cables to hook up generator are in garage.*
- *Call Cornerstone Electric (Jeff Collison)*
- *Remind electrician that the electrical service is wired in such a way that it is backwards from what they expect. Contacts are hot if City generators are running, even though the electric is turned off and locked by City personnel.*
- *Unplug everything before cutting over to generator power and when reconnecting to NPPD power, especially servers and essential computers.*
- *Arrange for fuel delivery from Agri Co-Op (995-8686 or 991-2826) every other day.*
- *Make sure you have adequate battery backup boxes for computers.*
- *Recommend leaving copiers off until normal conditions resume.*
- *NLC may be willing to help with some of the extra cost.*

Emergency numbers

- **HOLDREGE FIRE, POLICE AND EMERGENCY UNIT: 911**
- Electrical.....City Building.....995-8681
- Plumbing.....City Building.....995-8681
- Broken Windows.....General Glass.....995-8683
- Air Conditioning/Heating. Durable Service.....995-8177

Policy on Unattended Children

(Adopted 10/10/06)

The Holdrege Area Public Library welcomes children and families to use its facilities and services. However, responsibility for children rests with the parent, guardian or assigned chaperone, not with library personnel.

Children under the age of eight should be supervised by someone aged 13 or older while in the library. We ask that the responsible party remain in the line of sight of the child. The caregiver is responsible for the behavior and supervision of children in their care while in the library.

Children 8 and older visiting the library on their own are subject to library rules as set out in the Acceptable Behavior Policy. The Library reserves the right to contact parents, guardians or proper authorities if unattended minors require supervision.

Parents, guardians or other caregivers are responsible for picking up children prior to closing time. In the event that a minor 16 or younger is left after Library hours and no one can be contacted to provide transportation, the staff will call the Holdrege Police Department for assistance within 15 minutes after closing time. Staff may not transport children home or to any other destination under any circumstances.

The Library staff is not responsible for the safety, care or supervision of minors of any age at any time, whether in the library or on library premises.

Policy on Collection Development

(revised 2/10/03)
(revised 10/10/06)

The purpose of the Holdrege Area Public Library materials selection policy is to guide our librarians and to inform the public about the principles that direct selections. The Board will annually review the materials selection policy to insure that it meets community needs. The foundation of the materials selection policy is the "Library Bill of Rights" and the "Freedom to Read Statement" as adopted by the American Library Association. The Holdrege Area Public Library subscribes to the spirit and interest of the Library Bill of Rights.

- The Library will supplement, but cannot perform the functions of, schools and other libraries designed to meet special needs. At all opportunities, the Library will cooperate with other libraries to strengthen the services and resources of all.
- The major goals of the Library in materials selection are the advancement of knowledge, the education and enlightenment of the people of the community, and the provision of recreational reading.

Subject Areas and Formats Collected

The words "library materials," as they occur in this policy, have the widest possible meaning. Every form of permanent record is to be included, whether printed or audio; bound or unbound; photographed or otherwise reproduced on tapes, discs, and pictures in the form of paintings, photographs, drawings, computer programs, etc.

Books

Cost and potential use are the two most important considerations in this matter. Due to great difference in price, trade paperback editions, as opposed to cloth editions, will ordinarily be purchased when available. Exceptions to this rule are children's picture books and easy readers, which are purchased in cloth binding to insure a long life under hard use by children. Books have the highest priority for purchase of any format.

Videos (Videocassettes and DVDs)

The purpose of the film collection is to provide the public with films that are informational, instructive and provide entertainment. Emphasis is placed on selecting materials that are classic or that will stand up to the test of time. The usual selection tools will be used in deciding what films should be purchased. "R" rated movies may be added to the collection if justified by the quality of content and/or performances (i.e. Academy award nominees). Videocassettes will no longer be purchased for the collection after 7/1/06.

Slides

The Library does not purchase slides of any size.

Periodicals

The Library purchases periodicals that are important to reference work and general research work in various subject areas, as well as for general and popular reading. An attempt is made to ensure that periodicals taken are listed in the major periodical indexes held by the Library. The Board annually reviews the periodical subscriptions.

Newspapers

The Library subscribes to the major newspapers of the State of Nebraska and those from cities in close proximity to Holdrege.

Records & Audiobooks

Records albums are not collected. CDs, digital audiobooks and cassettes of music, literature, and subjects of popular interest will be acquired; however cassettes will no longer be purchased after 7/1/06. No attempt is made to meet the needs of the visually handicapped, which is done by the Library for the Blind and Visually Handicapped and services provided by the Nebraska Library Commission.

Printed music

The Library does not buy sheet music. It does purchase collections of music in book form.

Maps

Most maps for reference use are contained in the Atlas.

Government documents

The Library is a depository for Nebraska State documents in microfiche and CD formats.

Microfilms

The Library collects the Holdrege Daily Citizen in microfilm.

Cake pans

The Library adds a few cake pans to its collection each year, based upon patron demand.

Items not mentioned

The Library does not collect items not mentioned above. Generally, the Library will not acquire a format it does not have the equipment to use. The Library Board annually reviews what is collected.

Selection Procedures

The ultimate responsibility for the selection of materials rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. The responsibility for selection is shared in execution with the staff, particularly the children's librarian.

"Selection" refers to the procedures and decisions that determine which materials are added to the collection or retained in the collection. It does not refer to reader's advisory activities. The Library will maintain access to an up-to-date array of selection tools to help the staff in the decision process such as reviewing services and catalogs of recommended purchases, i.e. Library Journal, Horn Book Magazine, School Library Journal, and the Standard Catalog Series from H. W. Wilson. Reviews are also found on the World Wide Web sites for Books In Print, Amazon.com, and others.

The Library recognizes its responsibility to have available a representative selection of materials on subjects of interest to its patrons. The selection of materials is a primary activity within the Library and is based on the needs and requests of patrons of all ages, races, and creeds and of organizations with a wide range of interests. The goal of all phases of the selection is to establish a representative collection of materials of high quality, based on achieving the Library's expected services.

The Library will always endeavor to balance special group interests with general demand, and to present both sides of every controversial subject handled fairly and truthfully. It also strives to maintain a true balance between its duty to present information on all aspects of public questions and its determination not to become a propaganda vehicle for enemies of our society or its institutions. Representative items, such as Mein Kampf or the Communist Manifesto, are retained for their social or historical significance, but the political or social affiliations of a specific author is not cause for selection or rejection of his work. The Library takes no sides in public issues, it does not attempt to promote any beliefs or points of view, and it does not endorse the opinions expressed in materials held. The Library recognizes its responsibility to provide materials presenting various points of view, within the limitations of space, budget, and availability, to enable people to make their own decisions.

Demand is a valid factor in materials selection. Materials selected for this service will be of popular interest and in high demand or of significant current interest, not always of enduring value. Bestsellers are evaluated on their individual merits following selection policies. Factors influencing selection of an item include:

- Reputation of the author and his significance as a writer
- Importance of the subject matter to the collection
- Scarcity of material on the subject
- Timeliness or permanence of the material
- Appearance of the titles in special bibliographies or indexes
- Authoritativeness
- Reputation and standing of the publisher
- Availability of the material from other sources
- Price
- Format

Generally excluded from consideration will be materials that are deliberately distorted or are solely sensational, offensive, or erotic. On the other hand, serious works that present an honest aspect of certain problems of life in our society are not necessarily excluded because of coarse language or frankness. The Library will purchase a textbook only if its content is of value, it will fill a gap in the book collection and it will be in demand by the general public. The Library will not purchase a volume purely because it is a textbook for a class offered in the community. The Library does not purchase religious books of an obviously denominational nature whose primary purpose is to present one sect as superior to another.

Materials that display, in pictures or words, men or women in a manner that aims primarily to titillate the reader, are pornographic in nature, or do not serve the needs and interests of the community as a whole are not be purchased.

Patrons not finding desired material in the Library's collection may request it. The material will be obtained for the patron through interlibrary loan or purchase. Since the purpose of interlibrary loan is not to satisfy demand for current material, the Library will purchase recent material if it is in accordance with the selection policy. Duplicate titles of adult books are bought as popular demand indicates. When the demand has subsided, a maximum of two copies of a title are kept with a few exceptions as designated by the Library Director. The children's collection will have duplicates as demand requires. The goal is that a child should receive a requested title within 1 1/2 months.

The Library recognizes that many materials are controversial and that any given item may offend someone. Selection is not made based on any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's objectives and as it serves the needs and interests of the community as a whole. Patrons finding certain materials objectionable to the community may request that they be reconsidered by using the "Request for Reconsideration" form.

Since the Library is a tax-supported institution, any citizen has the right to question the inclusion or exclusion of any title in the Library's collection. The Library staff will make every attempt to listen to and understand the person's complaint. Procedures exist to insure consideration of any request for removal or restriction of any item on the Library's shelves. However, until such an examination has been made and a decision reached by the Library Director, no such removal or restriction shall take place. Since all political, religious, and social opinions should be represented in a public Library, no group or individual will be permitted to impose a partisan emphasis upon the Library's collection. Frankness of language, a widespread and contemporary phenomenon, will not be, in itself, sufficient justification to remove or restrict materials. Each item, as each human being, must be judged on its own merit. Citizens unwilling to accept the Library Director's decision in such cases may appeal the matter to the Library Board of Trustees.

Adult Materials

Materials relevant to their day-to-day needs, interests, and activities are chosen for adults. All backgrounds, abilities, and levels of education are considered as materials are selected. The broad range of adult fiction poses a special problem in book selection. The Library has no arbitrary single standard of literary quality for adult fiction. It attempts to satisfy a public varying greatly in education, interests, tastes, and reading skills.

Young Adult Materials

A collection of paperback fiction is maintained for young adults; it is general and recreational in nature. Young adults are expected to use the adult reference and information services.

Children's Materials

The aim of service to children is to provide books and materials to meet the reading interests and needs of the children from infancy through the completion of elementary school. The standards stated in this policy apply equally to materials for children. Individuals may reject for themselves or their children items they find unsuitable, but they may not exercise censorship over others. Parents who wish to limit or restrict the reading of their own children should personally oversee their selections.

Parents or legal guardians are ultimately responsible for what their minor children read. The possibility that certain items may come into the possession of minors does not limit the selection of adult materials. Parents may notify the Library that their minor children must have parental consent before they can check out any adult fiction or materials dealing with adult sex education.

Policy on Finance

Adopted 8/4/09

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws and ordinances.

1. The Library Director shall draft an annual budget and submit it to the Library Board for discussion and approval.
2. After approval by the Library Board, the budget for the year will be presented to the County Board of Supervisors and the City Council for adoption.
3. The Board delegates to staff the expenditure of monies and the development of an annual collection budget to allocate funds available for library materials.
4. The Library Director will review and approve invoices for payment out of Library funds. The Library Administrative Assistant will prepare all invoices for payment, and checks are signed by the Library Director and the designated Board member. In case the regular check signers are not available, alternates have been identified and are included on the banks list as having check signing powers.
5. On a monthly basis, staff shall present a list of all expenditures to the Board for review and approval. Staff will also present a monthly financial report showing the status of all accounts and funds.
6. On an annual basis, all Library funds, expenditures and revenues will be audited. A presentation from the auditor regarding the Library funds shall be made to the Board at the conclusion of the audit. Audit results will also be annually reported to the State of Nebraska.
7. Receipts
 - a. Monies received as revenue by the Library from City and County payments for library service, overdue fines, reimbursements for lost or damaged materials, photocopies, printouts, and postage may be used to defray expenses in these areas as well as for appropriate programs, meetings and memberships, as authorized by the Library Board.
8. Disposal of property
 - a. Withdrawn library materials and materials donated but not added to the collection will be sold annually to the Friends of the Holdrege Area Public Library for the sum of \$1.00. The Friends group will sell these materials to raise funds for their projects. Materials deemed by staff or the Friends to be unfit for sale may be discarded.
 - b. All other Library property to be withdrawn shall be given to the City to dispose of at auction. Broken or obsolete items may be discarded or given away.
9. Grants & Donations
 - a. Funds donated may be allocated according to the wishes of the donor as donations to the Phelps County Community Foundation – Library Fund, the library general fund, or the Friends of the Holdrege Area Public Library. Gifts to the library may be designated for purchase of library materials or other specific projects. Undesignated funds in excess of \$10 given directly to the library shall be moved to the Phelps County Community Foundation – Library Fund to be used as the Board directs. All donations to the Library shall be subject to the Gifts Policy.

- b. The Board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the Library by external organizations such as the Nebraska Library Commission, the Republican Valley Library System or Friends of the Holdrege Area Public Library.

Policy on Patron Privacy and Confidentiality

Adopted 8/4/09

Registration and circulation records of the Holdrege Area Public Library are confidential. Information from these records will not be released except under the conditions outlined in this policy. This confidentiality is protected by Section 84-712.05 (11) of the Revised Statutes of Nebraska, Reissue 2004.

When visiting the library in personal possession of his/her library card, an individual may check out materials, pay fees and receive a list of due dates for materials checked out, as well as receive a history of materials checked out. If an individual wishes to access his/her account over the telephone or through the Internet, the individual will need his/her library card number and password.

In the case of children in the eighth grade or lower, information may be released to any parent or guardian who is listed in the child's library account as the parent or guardian. The parent or guardian must present the request in person at a library agency and must provide current identification. Information will not be released to a parent or guardian whose name is not in the account or if his/her address is different than the child's.

Library registration and circulation information may be released to law enforcement agencies or courts only upon presentation of properly executed process, order, search warrant or subpoena, or in an effort by the Library to reclaim items overdue for more than 60 days. All requests, except those from individuals seeking to examine their own records or those from parents or guardians seeking to examine their children's records, will be referred to the Library Director.

Statement on Intellectual Freedom

The Library Board subscribes to the spirit and intent of the position statement of the Nebraska Library Association, and Library Bill of Rights and the Freedom to Read statement on book selection and controversial materials contained in the Nebraska Library Association Handbook of Intellectual Freedom of October, 1977 (copy appended).

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressures toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are always the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- It is in the public interest for publishers and librarians to make available the wildest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 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.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

- It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom.

- 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.

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

- 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.

It is inevitable in the give and take of the democratic process that the political, moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

- 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.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens their fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, by the ALA Council

Policy Manual Revision History

10/10/06

A Board action approved the general rewriting of the Policy Manual to change from a numbered scheme to a narrative. Duplication of language was removed, and sections were rewritten for style. New policies were added for Unattended Children and Gifts. Other substantive amendments include:

Mission Statement:

Community needs drive our services and we take pride in ensuring that they are delivered in a welcoming, convenient and responsive manner.

Goals

Add: Encourage reading

Promote full literacy for all ages. The effective definition of literacy is no longer limited to the ability to read, but includes the continuous process of being able to comprehend and apply new and more complex information throughout life.

Policy on Library Use and Borrowing Privileges

Revised language to conform to board-approved practice regarding eligibility for borrowing privileges:

Any Nebraska resident is eligible for borrowing privileges, providing they meet the requirements for an eligible borrower below.

Organizations within Phelps County such as schools, nursing homes, businesses, day care establishments, and libraries may apply for an "institutional library card" free of charge. The Library Director is responsible for defining the library services available to institutional library card holders, i.e., maximum items checked out at one time, circulation period, fine threshold, etc. Applications for institutional cards are subject to approval by the Library Director.

An organization based outside of Phelps County may apply for an institutional library card. The application will be subject to approval by the Board, and the organization will be required to pay a non-resident annual card fee of \$500.00. One library card will be issued to each organization.

Revised language under Use of Library Card to read:

Since the use of our public Internet computers is subject to individual time limits and (in the case of minors) parentally-defined access limits, a person wishing to use an Internet computer must use his or her own card or request a guest card for one-time access.

Language at Facility and Hours changed to reflect change in holiday closures adopted with new Personnel Manual:

The Library will be closed for the following holidays: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas Day.

Policy on Public Internet Use, Safety and Access

Added sections on Self-Reservation System and Wireless Access Policy in entirety.

Policy on Circulation

Changed language allowing up to six videos or dvds in any combination

Changed language allowing children under 14 to check out videos with parental approval

Under Fines, changed language to read:

Maximum fine of \$5.00 per video item. Movies may be renewed even with a fine outstanding.

Policy on Acceptable Behavior

Section on eating and drinking removed

Section added, reading:

Any tampering with or destruction of Library property

Policy on Collection Development

Added language specifying that videocassettes and audiocassettes will not be added after 7/1/06

Changed language under Government Documents to reflect current practice:

The Library is a depository for Nebraska State documents in microfiche and CD formats.

11/7/06

The Board approved a change in the maximum fines on video items from \$5.00 to \$4.50 in order to allow the fines to accrue properly at \$1.50 per day in Follett.

8/7/07

The Board approved revision of Personnel Policy 3.6.4.3 to be amended to read "An hourly employee must work six months before taking paid vacation. Vacation time may be accumulated to 150% of annual allowance."

Policy on Circulation

12/4/07

Section on overdue procedure was amended to speed up the process of notifying patrons of overdue materials and identifying lost or damaged materials requiring replacement.

Meeting Room Policy

1/8/08

Policy was amended to prohibit open flames.

4/1/08

Policy was amended to disallow use of meeting rooms outside of regular operating hours.