
Library Board

Monday, September 19, 2022

Regular Meeting

Item F2

Board Approval Needed for Policy Changes

Supervisors met with Tanya Hansen and Anna Stehlik to review some of the library policies. A vote is needed to accept these changes.

Staff Contact:



PUBLIC RELATIONS POLICY

[ADOPTED SEPTEMBER 19, 2022]

LIBRARY SPOKESPERSON

To provide the most current and consistent information about the Library, all contact with the news media or other official statements about the Library will be done by the Grand Island Public Library Director, Library Board President, or the City of Grand Island Public Information Office. At times, the individual occupying such position may refer the media to a different person.

NEWSGATHERING IN THE LIBRARY

The Library welcomes members of the media who are doing stories or projects that directly involve the Library or its programs. Members of the media who wish to conduct newsgathering at the Library must make themselves known to either Library Director or to the staff member in charge in the Library Director's absence.

PHOTOGRAPHY, VIDEO, OR AUDIO RECORDING AT THE LIBRARY

PHOTOGRAPHY OR RECORDING BY THE LIBRARY

Grand Island Public Library staff has the right to photograph, film, and record Library events and patrons for promotional use. Visitors to the Library or participants in any Library event being captured on film, photograph, or otherwise recorded will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed, or recorded, unless they otherwise clearly indicate to the contrary to Library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject or their parent or legal guardian.

PHOTOGRAPHY OR RECORDING BY MEMBERS OF THE PUBLIC OR THE MEDIA

While the Library is a public place, it is considered a "limited public forum" under federal law. The Grand Island Public Library may reasonably restrict the exercise of free speech rights in its buildings, particularly when the conduct would be disruptive to or interfere with patrons or staff, would be inconsistent with the Library's mission, or would interfere with a person's right to privacy as provided by Neb. Rev. Stat. §20-201. Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on Library property.

Photography, video, or audio recording by visitors to the Library are generally permitted if it is strictly for personal use. Photography, video, or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Library Director. To ensure that such activity would not be disruptive to or interfere with the Library staff or patrons, or be inconsistent with the Library's mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a Library facility as a setting for photography, video, or audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests and to monitor the recording. To protect the rights of individual patrons; to prevent disruptions, interference with staff or patrons; or to prevent conduct inconsistent with the Library's mission, photographing, video recording, or audio recording on Library property are restricted as follows:

1. Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any Library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.

2. At all times, anyone in the Library is subject to the provisions of all Library policies, including the Code of Conduct policy and may not disturb the normal operations of the Library or interfere with anyone's enjoyment of the Library. The person taking the video, photography, or audio recording must honor the request of anyone in the Library who does not wish to be videoed, photographed, or recorded.
3. Unless the person taking the video, photograph, or audio recording is related to the minor or permission has been granted by the parent or legal guardian taking the video, photography, or audio recording of a minor is strictly prohibited.
4. Taking photographs or records is not allowed in non-public areas (restrooms and staff-only areas) unless consent is given by the Library Director.
5. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member's right to privacy, results in disruptions of normal Library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways or doors.
6. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to work safely and effectively.

Taking photographs and recordings of the exterior building and grounds does not require permission, but the activity may not impede the ingress or egress to or from the Library building or property. Groups meeting in the Library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the Library, and must comply with the Library's stipulations regarding commercial photography and recording.

Members of the public who take photographs or recordings are solely liable for injuries to persons or property that result from their activities on Library property.



FINES & FEES FOR LIBRARY MATERIALS

[ADOPTED SEPTEMBER 19, 2022]

OVERDUE FEES

The Grand Island Public Library does not charge overdue fees. Patrons are expected to be courteous of others who may be waiting for items and renew or return items promptly when they come due. Every item checked out still has a due date.

LOST MATERIALS

Materials that are 21 days or more overdue from the due date are considered lost, and the borrowing patron, or responsible adult, will be billed for the full replacement cost of a new copy of the lost material(s), and a block will be placed on the patron's account. If the lost material is returned, the replacement cost and account block will be removed from the account.

Lost materials that are found and returned to the Library within 90 days of payment are eligible for a refund. The patron will not receive a refund for materials returned after 90 days, after the material has been replaced, or after the item has been deleted from the catalog.

Cost of replacement for lost or damaged interlibrary loan items are solely determined by the owning library, not the Grand Island Public Library. Patrons will be billed accordingly. Acceptance of lost interlibrary loans after replacement costs have been paid is at the sole discretion of the owning library.

DAMAGED MATERIALS

Library materials should be returned in good condition. Fees covering the cost of repair or replacement will be assessed for materials returned in damaged condition. Damage may include, but is not limited to:

- Water/liquid damage;
- Burned or torn covers, cases, or pages;
- Removed labels, barcodes, or RFID tags;
- Dirt, sand, food, or other substances adhered to the material;
- Highlighting, writing, or underlining;
- Smoke odor and/or residue; or
- Evidence of bed bugs or other pests.

The determination that an item is damaged is in the sole discretion of Library staff.

A replacement copy of a lost or damaged materials provided by a patron will not be accepted.

BLOCKED ACCOUNTS

Accounts with items more than 21 days overdue will be blocked until the material is returned, or in the case of lost or damaged items, replacement or repair fees are paid. Library accounts will also be blocked when the account has a balance of \$10 or more, has an incorrect address and/or telephone number, or the account has been sent to collection.

FINE COLLECTION OR UNPAID FEES

After multiple attempts to recover fees from the patron through messaging (text, email, and mailed notices), an account with unpaid fees totaling at least \$100 will be sent to a collection agency for further action. A non-refundable \$10 collection agency fee will be added to the account to cover collection costs.



Personnel Policy

Approved September 21, 2015

In carrying out its state statute and city code responsibilities, the Grand Island Public Library adopts the Personnel Rules of the City of Grand Island as well as §2-31 of the City Code. Library volunteers are placed in accordance with City of Grand Island Human Resource Department policies.



Edith Abbott Memorial Library Projects Fund (Donations)

Approved August 15, 2011

Donations from the Myrtle Grimminger estate in the Edith Abbott Memorial Library project fund of the city's Special Revenue Fund shall be designated solely for building, furnishing, equipment and grounds enhancements, or special library programming, outside the scope of the Library's general fund budget. Prior to procurement of specific enhancements or programs, appropriate plans shall be developed and presented as needed for Library Board approval.