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# **Library Board**

## **Monday, March 20, 2023**

### **Regular Meeting**

## **Item D1**

### **Board Communications and Committee Reports**

*This item allows for the introduction and discussion of board communications and committee reports. Included are items of discussion and communication with the City Council liaison to the Library Board. Items requiring approval must also be indicated in Consideration of Unfinished Business or Consideration of New Business.*

Staff Contact:



## **Unattended Persons**

Revised March 2023

The Library works to create a safe and welcoming environment for all patrons. In the interest of every patron's safety, the Library will not assume responsibility for care or supervision of children or other persons in need of constant attention. All patrons, regardless of age, are required to follow all Library policies, including the Code of Conduct.

Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children or other persons in need of constant attention while in the Library.

- Parents or caregivers may not leave children under 8 years old alone in the Library or on Library property. Children 8 and under, must be accompanied and remain in the vision of a parent or caregiver at all times.
- A parent or caregiver must be present at Library programs with children 5 and under.
- Children aged 6 – 8 can independently attend Library programs, but a parent or caregiver must remain on Library property during the program.
- Children aged 8 and older may visit the Library and attend programs independently.
- If a child under 8 years old or a person in need of constant attention is left unattended in the Library or on Library property, the staff will attempt to contact the parent or caregiver by paging the parent or caregiver or contacting the parent or caregiver by phone, text, email, or other reasonable method. If no parent or caregiver arrives within 10 minutes, the Grand Island Police Department will be called. The Library reserves the right to contact the Grand Island police at any time if the situation warrants.
- All children must be picked up by a parent or caregiver by the time the Library closes. When the Library closes, all users must exit the building. No child under the age of 8, unless accompanied by a sibling 14 or over, will be left alone on the patio or standing on the sidewalk to wait for a ride. Library staff will wait with the child for 20 minutes and provide the child with assistance in attempting to contact the person in charge of picking him/her up. After waiting at least 10 minutes, the Grand Island Police will be called to pick up and safeguard the child in their custody. Under no circumstances will staff take the child home or transport them to another location.

## TEXT FOR BACK OF LIBRARY CARDS

I am responsible for all Library material borrowed on my Library card. I will pay any charges if the material is damaged or lost. I will follow all Library policies. I will notify the Library when my address changes or I lose my Library card.

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I understand that I am responsible for all library materials borrowed on my library card and agree to pay any charges when material is damaged, lost or returned late; and to notify the library immediately upon change of address or loss of library card. I also understand that I will not be able to check out any library materials without my library card.

[www.gilibrary.org](http://www.gilibrary.org)  
1124 w 2nd St. Grand Island, NE 68801

Signature

23081001455685



## **Confidentiality of Library Records**

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Revised March XX, 2023

It is the ethical and legal responsibility of Library staff to protect the privacy of Library patrons. Confidentiality extends to all the Library's materials and services, including information requested or received, and materials consulted, borrowed, acquired, or transmitted, including database searches, reference interviews, interlibrary loans, use of Library computers, and all other personally identifiable uses of Library materials, facilities, or services. However, you agree to let us use your email address, phone number, and/or postal address to communicate with you about our programs, services, and your account.

Library records will not be made available to any third party except pursuant a lawful order, subpoena, or public records request. All Library staff members will refer any information requests to the Library Director. The Library Director will inform the Library Board and will consult with the City Attorney on any order, subpoena, or public records request. All Library staff members will follow all relevant local, state, and federal laws related to library records.

Unless otherwise required by local, state, or federal laws, Library staff shall not provide information about any borrowers except to the borrower or to the parent/guardian of a borrower who is a minor. Parents and guardians of minor children who wish to obtain access to their child's library records must provide the child's library card, card number, or proof of identity. In the case of a minor, information will not be released to anyone whose name is not listed on the child's library account as a parent or guardian.

To help ensure the confidentiality of Library records, patrons are advised to keep their Library card in a secure place, to report the loss of a Library card immediately to the Grand Island Public Library, and to not allow others to use their cards and PIN numbers.

Any transactional data collected by the Library through RFID or other technologies is subject to this policy. The Library ensures that no personal information is recorded on RFID tags or other devices which, however, may contain a variety of transactional data; that data is protected by reasonable security safeguards against interpretation by any unauthorized third party; that all relevant federal, state, and local laws as well as industry best practices and policies are followed; and that the above can be verifiable by an independent audit.

We make reasonable efforts to ensure that the Library's contracts, licenses, and off site computer service arrangements reflect our policies and obligations concerning user privacy and confidentiality. Nevertheless, patrons must be aware when accessing third-party sites and databases, that there are limits to the privacy protection the Library can provide. The Library has limited ability to protect the privacy of information once it is outside of our control. By using these third-party services, you are acknowledging and

agreeing that the GIPL is not responsible for how the third party collects or uses your information.

If you have a question, concern, or comment about our handling of your private information, you may file written comments with the Library Director. We will respond in a timely manner and may conduct an investigation.

## USE OF LIBRARY GROUNDS AND PARKING LOTS

The parking lots and grounds of the Library are provided for activities associated with the use of the Library. Any other use of the exterior areas of the Library are prohibited, including parking by persons not accessing the Library or for overnight parking.

The Grand Island Public Library Foundation (the "Foundation") directly supports and supplements the work of the Library through monetary gifts and volunteer assistance.

From time to time, the Foundation may wish to sponsor an event at the Library in order to raise funds for the benefit of the Library or to bring public attention to programs of the Library. The Foundation may wish to use the parking lot and exterior areas of the Library for such events which promote or benefit the Library.

Use of these areas for events sponsored by other individuals or entities is not permitted.

Use of the parking lot and exterior areas of the Library for events sponsored by the Foundation is subject to approval by the Library Director. Such events will be organized so as not to restrict access to the Library by patrons nor will patrons be individually solicited for contributions or participation in the event. Adequate parking for library patrons not attending the event will be available during the event.

Events will be organized to assure the safety of those attending the event and patrons visiting the Library but not attending the event.

The Foundation shall assure that persons or businesses assisting with the event are in compliance with state, local and federal regulations, including business license requirements.

3/2/2023

ME-Sharptop Desk