

# **City of Scottsbluff, Nebraska**

**Tuesday, September 8, 2015**

**Regular Meeting**

## **Item Reports1**

**Council to receive an update on the revised Library policies.**

**Staff Contact: Abby Yellman, Librarian**

Below is a bullet list highlighting some of the additions/changes made when the library policies were revised.

- **Addition of American Library Association statements** such as freedom to read, freedom to view, code of ethics and library bill of rights
- **Addition of cell phone/electronic device policy**
- **Meeting Room Policy** – added clear legal definition of a non-profit organization
- **Internet Use Policy** – updated to include parental responsibilities, centralized printing, and what is deemed “non-acceptable use” on our library computers
- **Library Use Policy** - library cards will no longer be mailed to verify address. A person must have a valid photo ID and proof of current address. Children under the age of 16 must have a parent with them to register for a card and show proof of address on their behalf.
- **Library Use Policy** - addition of “unpaid accounts” so all library customers are aware of the collection agency process for lost/damaged items
- **Mission/visions statements updated**
- **Non-discrimination policy** - updated to include “sexual orientation, gender identity and expression, veteran status or any other characteristic protected by federal or state law”.
- **Rules of Conduct for library customers updated**
- **Telephone policy** - updated to no longer allow public use of the library’s phone unless it is for emergency reasons
- **Tobacco policy** - updated to include electronic cigarettes/vaporizers and the requirement that smoking occurs outside and 20 feet from the building
- **Unattended Children Policy** – changed requirement of unattended children to now state that children under the age of 8 must be accompanied by an adult 16 years and up. Children must be at least 8 years old to be unattended in the library
- **Volunteer application** - revised to address specific library needs regarding volunteers

If further clarification is needed, please let me know.

Abby

Abbigail Yellman

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## **Advocacy**

Advocacy is an ongoing effort, which helps communicate specific awareness and understanding of the importance of Lied Scottsbluff Public Library. This policy and its guidelines apply to the Lied Scottsbluff Public Library Board, Library Director, staff and other designated spokespersons for the Library.

The Library has a responsibility to maintain and foster communication with current and potential customers of library services and resources to assure effective usage by all within the community.

The Library Board recognizes that advocacy involves every person who has a connection with the library (i.e. board members, foundation members, Friends of the Library, Library Director, Library staff and City of Scottsbluff administration and officials).

Objectives of this advocacy policy are as follows:

- Promote community awareness of library services, programs and partnerships
- Nurture public interest in and usage of the library
- Develop and promote understanding and support of the library and its important educational role in the community

Strategies:

- Training and workshop sessions will be made available to library stakeholders
- Communication with government leaders, service clubs, civic organizations and other community partners will be maintained by the Library Director and Library Board.
- Local media will be utilized to ensure public awareness of library services, resources and programs
- Social media, in-house displays, flyers and other promotional materials will be used
- Library partnerships with regards to classes, exhibits and other educational activities will be priority to fulfill the community's needs for self-directed education, research and instruction assistance, as well as enlightening and cultural experiences.
- All promotional materials must be approved by the Library Director

Approved by the Library Board August 12, 2015

## **American Library Association's Code of Ethics**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Approved by the Library Board August 12, 2015

## **American Library Association's Freedom to Read Statement**

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 toward 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.

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern expression 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

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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 values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its 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 others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group 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 to 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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they 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 the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the 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 the written word. We do so because we believe that it is possessed of

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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.

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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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

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## **American Library Association's Freedom to View Statement**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

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## **American Library Association's Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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## **Bulletin Boards/Displays/Exhibits**

Use of the bulletin boards and display cases in the public areas of the Lied Scottsbluff Public Library shall be according to the following guidelines. Library staff will determine what may be posted and where within the Library based on the priorities and restrictions given below, as well as considerations including space, size of the item, and length of posting. Final decision on the display of any item shall belong to the Library Director.

### **Priorities:**

- Library and City of Scottsbluff official notices
- Library public relations materials, including program publicity and library advocacy
- Information about upcoming literary and cultural events
- Program publicity for non-commercial organizations
- Health and safety awareness
- Other

Restrictions: the following materials may not be posted.

- Political advertisements (unless announcements of a non-partisan/bi-partisan nature such as candidate forums, debates, etc.)
- Publicity for any religious program or event not having broad educational, cultural or civic appeal
- Commercial or for-profit advertising

### **Exhibits:**

Exhibits at the Lied Scottsbluff Public Library will support the library's mission of providing instructive and enlightening experience for all. Priority will be given to displays related to the Library. Exhibition proposals must be submitted in writing to the Library Director for review. Any exhibit housed in the library may not display a posted cost associated with a specific item. The Library will exercise normal precautions for the security of any exhibit, but the ultimate responsibility for the exhibit rests with the owner. The Library is not responsible for damage or theft. All exhibits, regardless of format (posters, displays, booklets, sculptures, etc.) must be approved by the Library Director prior to being placed in the Library.

Approved by the Library Board August 12, 2015

## **Cell Phones and Other Electronic Devices**

Due to the increased customer traffic and usage of electronic devices, including cell phones, the library has implemented the following policy:

- Cell phones should be turned off or set on vibrate upon entering the library
- Any customer needing to take a short phone call (1-2 minutes) is asked to move to the lobby/vending area. For lengthy calls, please exit the library building and return when the call is completed.
- Texting and Internet usage must be silent and not disruptive to others using the library

Failure to comply with staff requests to follow this policy may result in restriction of library privileges.

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## **Computer Use**

### **Online Public Access Catalogs:**

There are three computers designated for public use of the Library's online public access catalog (OPAC). The sole purpose of these computers is to provide direct access for library customers to the library's print and digital collections.

### **Public Access Computers:**

Any person with a valid Lied Scottsbluff Public Library card, as well as a library account in good standing, may access the library's public computers for free. Visitors choosing not to obtain a library card may purchase a daily guest pass to access the computer for \$2. All computer users are limited to three one-hour sessions per day. There is a cost associated with printing. Black and white prints are \$.15 per page and color prints are \$.50 per page. Library customers are not allowed to bring their own paper due to potential damage to the equipment.

The library has three computer areas. Children ages eleven (11) and under are to be on the children's computers located under the globe in the children's area. Teens ages twelve (12) to fifteen (15) are allowed to use the computers located in the teen room. All other library customers ages sixteen (16) and up are to use the computers located in the main area of the library closest to the circulation desk. For library customers with disabilities, there is an ADA computer available for use. This computer is located next to the Heritage Room.

\*Parents are highly encouraged to monitor the computer usage of their children (see Internet Policy).

### **User Responsibilities:**

Any information lost while using the public computers is not the responsibility of the Library. Public computers that are highly used are more susceptible to problems. The Library and the City of Scottsbluff's IT department make every effort to keep computers virus-free, however, we cannot make guarantees. Computer users needing in-depth computer training are encouraged to attend library technology trainings that are offered periodically by the library and library technology/educational partners.

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## **Confidentiality of Customer Records**

Nebraska State Statute 84-712.05 (11) and the Lied Scottsbluff Public Library protect the privacy of library users. Information related to a person's use of the library's materials and services (including information sought, materials used or Internet usage) is confidential and can be disclosed only under certain circumstances.

When necessary for the recovery of lost or stolen library materials or when illegal activity involving the library takes place, the Library Director may authorize disclosure of information to federal, state or municipal authorities.

In all other situations, a valid subpoena or court order is required to disclose or release library records. All library staff members are to refer any request for such records to the Library Director. Upon receipt of such order or subpoena, the Library Director will inform City Administration and will consult with the City Attorney's office to determine if such order or subpoena is in proper form and if there is a showing of good cause for issuance.

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## **Copier/Microfilm Use**

The Library is not in the copying business nor does it seek to compete with local businesses that provide copying services. The Library provides a self-service public copier for customer use. Copyright Law only protects libraries from liability for unsupervised copying (i.e. copies made on coin-operated, user-controlled machines). A staff member who makes copies for the public is in violation of copyright law.

The self-service copier is for public use and is strictly a self-service machine. This machine can make normal letter sized (8 ½" x 11") copies as well as legal sized (8 ½" x 14") copies. Library staff can provide suggested solutions, but the customer must be the person who presses the start button to make the copy. Copies are \$.15 per copy.

The Library does provide one microfilm reader/printer for customer use and review of the Star Herald microfilm. The charge for printing from the microfilm reader is also \$.15 per copy.

The library does not allow library customers to bring their own paper in for copying or printing purposes due to risk of damage to the equipment.

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## **Emergency Procedures**

### **Medical/Health Emergencies:**

Library staff is advised to exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, library staff is advised to help keep the sick or injured person comfortable until medical help arrives. In the event of a serious medical problem, 9-1-1 will be called immediately. If possible, staff should try to calmly get the person's name and phone number, as well as attempt to contact the person's home.

### **Fire:**

At the first indication of smoke or fire, the Scottsbluff Fire Department will be called (9-1-1). Library staff is instructed to evacuate every person from the building immediately. Library staff will clear the building of all persons and instruct everyone to gather under the pergola directly across the parking lot from the front entrance. Library customers must evacuate, even in a case of a false alarm. The Scottsbluff Fire Department must check the entire building and reset the alarm before anyone can re-enter the building.

### **Tornado Watch/Tornado Warning:**

Library staff will notify library customers when severe weather, specifically a tornado watch, has been issued for Scotts Bluff County. All unaccompanied children will be encouraged to call a parent, guardian or caregiver to secure safe transportation home.

When the tornado watch becomes a tornado warning for Scotts Bluff County, all library customers will be advised to accompany library staff to the back hallway for safety. Adults and adults with children may choose to leave at that moment at their own discretion, however, they will be asked to make the decision quickly as staff will be securing the building and escorting other customers to safety. Signs will be posted to advise anyone entering the Library's lobby to seek shelter in the men's restroom, as interior doors will be locked for security reasons. All staff will remain until the warning has been lifted.

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## **Equipment Use**

The following rules govern the use of all equipment belonging to Lied Scottsbluff Public Library.

1. Loans

Equipment may not be loaned to an individual or a group for use outside the library; with these exceptions:

- a. When a representative of the library (staff or board member) is presenting a program
- b. When borrowed by an authorized representative of the City of Scottsbluff
- c. Any loans will be for the shortest period of time permitted by the circumstances
- d. Loans are allowed at the discretion of the Library Director

2. In-Library Use:

Any individual or group using the library's community room, in accordance with the policy for the use of that room, may use the library's equipment during their time in the community room. All individuals reserving the community room and using the equipment must be in good standing with the Library.

3. Priority:

The Library has priority on the use of all equipment for its library programs and/or meetings.

4. Misuse, Damage or Abuse:

All individuals or groups using the Library's equipment are responsible for its proper care. Fees will be charged and denial of future use of the equipment will be enforced by the Library Director if there is misuse, damage or abuse.

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## **Facilities Use**

The Library's facilities are a showpiece for the community, which must be properly used and maintained. Use of the facilities must be governed by a consistently applied policy taking into account the intended purposes of the facilities and the government and library principles of non-involvement with religion and political factions, non-competition with the private sector and non-preferential treatment of people and business.

### **Administrative Responsibility**

Day-to-day administration of the facilities is the responsibility of the Library Director, and as delegated, the library staff. The Director, guided by this policy and general Library and City policies, will determine the course of action when questions arise over the use of facilities.

### **Jane and Chet Fliesbach Community Room**

The Jane and Chet Fliesbach Community Room is located in the southwest corner of the library. This room is suitable for programs and meetings of groups up to a seated capacity of approximately sixty (60) persons or up to one-hundred and ten (110) young people not using chairs. This room contains a large projector screen, projector, twenty (20) laptops, DVD player, sound system, large white board, small white board easel, tables, chairs and multiple electrical outlets. Public restrooms, drinking fountains and vending machines are available in the lobby outside the community room.

### **Scheduling**

When scheduling the use of the library's community room, first priority will be given to the Library. If not reserved for Library purposes and programs, the meeting room is available on a first-come, first-serve basis. Preference will be given to public meetings (civic, cultural or educational) which are non-profit in nature. For-profit groups may use the community room when available for a fee of \$25 per hour. For-profit meetings must be educational in nature. No sales or customer recruitment may take place.

### **Guidelines**

- Meetings cannot interfere with the day-to-day operations of the library and must be held during normal library hours
- No admission fee may be charged by any group without prior approval of the Library Director
- No alcoholic beverages may be served at any meeting held at the library during normal business hours. Permission to serve alcoholic beverages must be obtained properly through the approval of the City of Scottsbluff's City Council per City ordinance

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- Reservations may be made up to one year in advance. However, reservations for the next calendar year may be made beginning October 1<sup>st</sup>.
- The library reserves the right to limit the number of meetings held by any group or organization to maximize availability of meeting room space for as many groups as possible
- It is the responsibility of the group using the room to set-up tables and chairs, as well as clean-up when finished. A fifty dollar (\$50) minimum fee will be assessed for any special cleaning required.
- Misuse of the community room or violations of the Library Rules of Conduct will result in the loss of future privileges for the individual and/or group as determined by the Library Director.
- Use of the community room by any group does not constitute Library endorsement of said group's policies or beliefs.

### **Use of Library Equipment**

Any group wishing to utilize the library's audio-visual equipment will need to notify the library one week in advance. The group reserving the community room is responsible for lost or damaged equipment.

### **Reservations**

Reservations are required for use of the community room and activity room (if applicable). The activity room can be reserved with Library Director approval in special circumstances. The person in charge or representing the group must sign a reservation form for each use. Reservations for multiple dates are not allowed.

### **Group Study Rooms:**

There are two (2) rooms designated as quiet, study rooms. These rooms are available on first-come, first-serve basis and are limited to two hours use per day.

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## Lied Scottsbluff Public Library – Jane and Chet Fliesbach Community Room Application

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Check-In Representative \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Meeting Topic \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Meeting Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**\*\*Meeting Room Hours: Monday – Thursday 9:00 a.m. – 6:45 p.m., Friday-Saturday 9:00 a.m. – 4:45 p.m.**

Please check whether your organization is: ☐ For Profit Business ☐ Non-Profit Organization

\*Any domestic non-profit corporation formed pursuant to the rules in Nebraska Revised Statute 21-2313, a foreign state equivalent, or who maintains 501(c)(3) tax exempt status may use the room free of charge.

As an authorized adult representative of the above organization, I hereby apply for the use of the community room as indicated above. I have read the policies and rules governing the use of the community room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** Community room reservations are not confirmed until this completed form and payment (if applicable) has been received and approved by designated library personnel.

**Appeal Process:** Groups or individuals who are denied use of the library's community room may appeal in writing to the Library Director. Mailing address: Lied Scottsbluff Public Library, Library Director's Office, 1809 3<sup>rd</sup> Avenue, Scottsbluff, NE 69361 Email address: [librarydirector@scottsbluff.org](mailto:librarydirector@scottsbluff.org) Fax: 308-630-6293

### For Library Use Only

☐ Application approved

☐ Application denied

Signed \_\_\_\_\_

Date \_\_\_\_\_

Contact's Signature \_\_\_\_\_

Date of Payment (if applicable) \_\_\_\_\_

Amount Received \_\_\_\_\_ Staff Initials \_\_\_\_\_

Cash Check

Approved by the Library Board August 13, 2015

## **Gift and Donations Policy**

### **Books and Materials Donations:**

Lied Scottsbluff Public Library welcomes donations of most books and audiovisual items in good condition. The library will not accept magazines, encyclopedias, or textbooks. Materials donated will be added to the library's collection if they meet the criteria of the materials selection policy. Materials not added will be sold at the annual Friends of the Lied Scottsbluff Public Library used book sale or disposed of. Large donations must be approved by the Library Director prior to acceptance.

### **Memorials and Monetary Donations:**

Monetary memorials or donations are appreciated by the library. Monetary gifts can be made payable to the Lied Scottsbluff Public Library Foundation. Non-monetary donations such as furniture, art, landscaping items, and equipment will be evaluated by the Library Director and the Library Board. The decision to accept such a donation is based on need, space, and appropriateness.

### **Restrictions of Use of Gifts:**

No restrictions on how monetary gifts may be used by the Library will be honored without prior approval of the Library Board. No gift shall be accepted subject to restrictions that would prohibit, or tend to inhibit, other gifts.

Approved by the Library Board August 12, 2015

## **Internet Use Policy**

In response to the continual advancement of technologies and the evolving informational needs of the community, Lied Scottsbluff Public Library offers access to the Internet. Internet access is just one of the many components of the library's mission to provide high quality public education to all ages. Internet access allows library customers to explore a wealth of online digital resources to further enhance their educational or enlightenment goals. However, because of the breadth of information on the Internet, the unstructured and unregulated nature of the Internet and the challenges of filtering, Lied Scottsbluff Public Library cannot control or be held responsible for the content of resources available on the Internet.

### **Parental Responsibilities:**

The Lied Scottsbluff Public Library does not serve *in loco parentis* (in place of a parent). The responsibility for what minors view or read on the Internet rests solely with the parent or guardian. Parental involvement is the best way to ensure a child's safety when online.

Below are a few recommended guidelines for parents or guardians to ensure children have a positive online experience, whether at home or at the library.

- Use of the Internet as a family
- Explore the wide range of available information on the Internet and explain what sites are appropriate or inappropriate
- Provide guidelines for your child on the amount of time they spend online
- Instruct your child to ALWAYS ask permission before using their full name, address, telephone number, or school name anywhere on the Internet
- Instruct your child to NEVER give out personal information online
- Instruct your child to NEVER arrange to meet any person they met while online, unless discussed with a parent or guardian. And never go without an adult
- Teach your child to be a good online consumer. Consider the information source, date and accuracy of all print and online resources

### **Public Accessibility Guidelines**

- Any person, regardless of age or residency may have access to the Internet and digital resources available through Lied Scottsbluff Public Library.
- Persons under the age of sixteen (16) years of age must use filtered Internet computers in the children's or teen areas as appropriate.
- Use of computers will be on a first-come, first-serve basis
- No more than two (2) people are allowed at one computer station
- Adults using a computer workstation must continue to supervise all children accompanying them to the library (see unattended children policy)

Approved by the Library Board August 12, 2015

- Computer users may not load any outside software programs
- Centralized printing is available. Customers are encouraged to print preview, as they are responsible for the cost of all printouts
- Wi-Fi access is available for mobile customers free of charge
- Users are not allowed to display any visual images containing nudity, obscenity or graphic violence
- Library improper conduct policy applies to computer users

### **Non-Acceptable Use**

It is not acceptable to use the library's Internet services or equipment for any purpose that violates city ordinance, state or federal laws. Information and resources accessible via the Internet are private to the individuals and organizations that own or hold rights to those resources and information. Therefore it is not acceptable for any individual to use the Lied Scottsbluff Public Library Internet services or equipment to access or copy information unless permission to do so has been granted by the owners or holders of rights to those resources or information. Interference with or disruption of network users, services or equipment is not acceptable. Viewing of certain materials in the Library may be considered improper in time, place, or manner (i.e. nudity, obscenity, or graphic violence). The Library reserves the right to end an Internet session at any time.

Approved by the Library Board August 12, 2015

## **Library Use**

### **Obtaining a Library Card:**

There is no fee for residents or non-residents of Scottsbluff to obtain a library card. Customers are responsible for all materials checked out on their library card.

### **Library Card Registration:**

Lied Scottsbluff Public Library requires proper identification and proof of current residence to obtain a library card. The registration form will ask for:

- Full name
- Current mailing address
- Current physical address (if a P.O. Box is given)
  - \*If applicant receives mail at a P.O. Box, the applicant must provide proof of their current residential address in addition to the P.O. Box number.
- Date of Birth
- Phone Number

Any person under the age of sixteen (16) will be required to have a parent or legal guardian sign the registration form accepting responsibility for materials borrowed and any fees associated with their child's account.

### **Proper Identification:**

Any time something other than a current, state issued identification card or driver's license is offered as proof of identity, a photo ID will be required along with one proof of current residential address.

### **Proof of Current Residence: acceptable documents include**

- Address printed on a state issued ID or driver's license
- Piece of mail postmarked within the last 30 days
- Telephone, gas, electric or cable bill with registrant's name and address
- Motor vehicle registration
- Insurance card

### **Proof of Residential Address and Identification for Children:**

Children age sixteen (16) and above will be issued a library card provided they are able to present proper identification and proof of residential address. Otherwise, a parent or guardian must accompany them and be able to show proper identification and proof of residential address for themselves in order to obtain a library card for the child.

Approved by the Library Board August 12, 2015



Children under the age of sixteen (16) must be accompanied by a parent or guardian. This parent or guardian must show proper identification and proof of current residential address for themselves in order to obtain a library card for their child.

### **College Students**

College students may obtain a library card using the temporary local address of their local college residence as a primary address. However, their permanent home address must be listed as an alternate address on the registration form.

### **Present Card When Borrowing Materials:**

Any person wanting to borrow materials from the library or use the library's computers must possess their current library card in order to do so.

### **Library Card Replacement**

There will be a charge of \$1.00 for replacing a lost/damaged library card. Library customers will be asked to present a valid photo ID when replacing a lost library card.

### **Reporting a Lost/Stolen Library Card**

In the event a library customer's card is lost or stolen, it is the customer's responsibility to contact the library at 308-630-6250 to report it lost. Once marked lost, the card cannot be used by any person, therefore protecting the customer's account. If not reported, the customer will be responsible for all items checked out on their library card.

### **Loan Periods**

All library materials can be checked out for 14 days with the exception of mass market paperbacks (28 days) and DVDs (7 days). DVDs are limited to four items per library card. There is no limit on books, magazines, audiobooks or CDs. A receipt indicating dates due for each material will be given at time of checkout.

### **Renewals**

A library customer may renew checked out items up to three times, with the exception of DVDs which are limited to one renewal. Any items on hold for another customer are not renewable. Items may be renewed in-person, by phone or online.

### **Fines and Fees**

Lied Scottsbluff Public Library is committed to providing high quality education to all ages. Because of this commitment, the library does require that materials borrowed be returned on-time. Overdue items accrue fines at \$.10 per day (\$1.00 maximum per item). The exception to this is DVDs, which will accrue fines at \$1.00 per day (\$5.00 maximum per item).

Approved by the Library Board August 12, 2015

Overdue notices are sent to the customer's address on file. It is the customer's responsibility to update their address with the library if needed.

### **Lost and Damaged Items**

Materials are to be returned in the condition in which they are borrowed. Full replacement cost, including a processing fee, will be charged for each item lost or damaged. The library will accept replacement copies of lost or damaged books that meet specific standards. Please consult a library staff member before you obtain a replacement copy to ensure that it will comply with library standards.

### **Unpaid Accounts**

Despite the library's best efforts to remind library customers of overdue materials or outstanding account balances, the ultimate responsibility lies with the customer. If a library customer has materials that have been overdue for forty-five (45) days or more or has an outstanding balance of twenty-five (\$25) dollars or more, their account will be referred to the library's collection agency. Once an account is referred to the collection agency, a fifteen (\$15) dollar non-refundable referral fee will be added to the unpaid account.

### **Requesting Items**

If a library customer is looking for a popular title, but the item is checked out, a request/hold may be placed on the title. When the material is returned, the library will notify the customer that the material is ready for pick-up. Requests can be made in-person, by phone or online through the "my account" link on the library's online catalog. Materials on request will be held for ten (10) days.

### **No Refunds on Payments for Lost Materials**

Because the library makes every effort to quickly reorder replacement materials, refunds on payments for lost items cannot be provided. If a lost item is paid for and later found, the item becomes the property of the customer.

Approved by the Library Board August 12, 2015

## **Lied Scottsbluff Public Library Board By-Laws**

### **Article I: NAME**

This organization shall be called the "Lied Scottsbluff Public Library Board." The Board exists by virtue of the provisions of Sections 16-251 of the Revised Statutes of the State of Nebraska and of the 6-2-51 et seq. of the City Code of Scottsbluff Nebraska. The Board shall exercise the powers and authority and assume the responsibilities delegated to it under said Statutes and Code.

### **Article II: MEMBERS OF THE BOARD**

**Section I:** The board shall be composed of five (5) members who are appointed by City Council for five-year (5) terms.

**Section II:** The members' terms of office shall be staggered to provide for continuity in policy and orderly transition of membership.

**Section III:** Each member may serve two (2) consecutive terms, not including unexpired terms to fill a vacancy.

**Section IV:** Members are appointed from the city-at-large.

**Section V:** Recommendations for appointment to the Board are made by the Library Director, City Manager and Mayor. The members of the Board shall be appointed by the City Manager, with the approval of the City Council.

**Section VI:** Board members shall not receive any pay or compensation for any services rendered as a member of the Board, but shall be entitled to reimbursement for or direct payment of reasonable expenses incurred in connection with Board membership, such as library association membership dues and continuing education costs.

**Section VII:** A Board member who is absent from three (3) consecutive regular meetings or who has not attended at least half of the regular meetings in a twelve (12) month period shall be requested by the Board Chair to state in writing his/her intention of continuing serving on the Board.

## **Article III: OFFICERS AND THEIR DUTIES**

**Section I:** Officers are elected annually at the first meeting in October in accordance with City Ordinances.

**Section II:** It shall be the duty of the Board Chairperson to preside at all meetings of the Board, to appoint Board members to standing committees, subject to the approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.

**Section III:** The Vice Chairperson shall preside at all meetings of the Board in the absence of the Board Chair and carry out such other duties as the Board or these By-Laws may impose.

**Section IV:** Should both the Board Chairperson and Vice Chairperson be absent for any meeting of the Board, a member shall be selected to preside by a motion.

**Section V:** In the event of the death, resignation or disability of the Board Chairperson, the Vice Chairperson shall assume the duties of the office of the Board Chairperson until a new Board Chairperson is elected.

**Section VI:** The Library Director is the appointed Executive Secretary to the Board and keeps a true and accurate record of all proceedings of the Board meetings, issues notices of all regular meetings and has custody of minutes and other records of the Board. It is the duty of the Director to notify the City Manager and Council of vacancies of the Board. The Executive Secretary may appoint a library staff member to assist in recording the minutes.

## **Article IV: MEETINGS**

**Section I:** The regular meetings of the Board are held on the second Wednesday of the month, beginning at 8:30 a.m. in the Library meeting room. Meetings are held monthly if necessary but no less than six times a year. Written notice of the time and place of the meeting shall be posted and published in conformity with the provisions of the law of the State of Nebraska.

**Section II:** Special meetings may be called by the Library Director, the Board Chairperson or upon request of any two members. Written notice of the time and place of the meeting shall be posted and published in conformity with the provisions of the law of the State of Nebraska.

**Section III:** Three members present constitute a quorum for transaction of business.

**Section IV:** No Board member shall vote on any matter, or participate in the discussion of any matter, which might reasonably be expected to result in a direct or indirect Financial Benefit other than that received as a member of the general public. "Financial Benefit" includes, but is not limited to: any interest that a member, or a member of the Board's immediate family, may have as an owner, shareholder, agent or principal of an entity which is the subject of such a vote or discussion.

**Section V:** Proceedings of all meetings shall be governed by Robert's Rules of Order.

#### **Article V: ORDER OF BUSINESS**

The order of business at regular meetings will be as follows:

Call to order

Notice of changes in the agenda

Citizens with business not scheduled on the agenda

Approve regular board meeting minutes

Petitions, communications, public input

Reports and recommendations from the Library Director and/or library staff

Action Items

Adjournment

#### **Article VI:**

**Section I:** These By-Laws may be amended at any meeting of the Board by the affirmative vote of at least three (3) members of the Board.

**Section II:** Notice of the proposed amendment must be given at the regular meeting previous to the meeting at which the proposed amendment is presented for consideration.

**Section III:** The text of the proposed amendment must be kept on file with the Executive Secretary for not less than 20 days.

**Last Revised: July 8, 2015**

## **Materials Selection Policy**

The purpose of this policy is to guide librarians and to inform the public about the rationale used when materials are selected for the library. A policy cannot replace the judgment of librarians, but clear objectives stated in this policy will assist library staff when choosing from a vast array of available materials.

### **Goals for material selection include:**

- Providing resources that fulfill our educational mission
- Advancement of knowledge
- Education and enlightenment of those within our community
- Recreational reading and/or viewing

The Lied Scottsbluff Public Library uses the Library Bill of Rights and Freedom to Read statements adopted by the American Library Association as the foundation of this materials selection policy and process.

### **Responsibility for Selection:**

The final responsibility for materials selection lies with the Library Director. At the Library Director's discretion, selection duties may be delegated to other library staff members as appropriate.

### **Use of Library Materials**

Lied Scottsbluff Public Library recognizes some items may be viewed as controversial and that any given item may offend some customers. Selection will not be made on the basis of any anticipated approval or disapproval. Works will be judged on their merits in order to build a well-rounded collection to better serve the vast and varied interest of all library users.

Library materials will not be marked or identified to show approval or disapproval of contents. The ultimate responsibility for library usage by children rests with the parents and legal guardians. Selection will not be inhibited by the possibility that library resources may come into the possession of children.

### **Criteria for Selection:**

These guidelines for material selection apply to all purchased or donated items. Several guidelines and combination of guidelines may be used.

#### **General Criteria for Selection:**

- Suitability of physical form for library use
- Suitability of subject and style for intended audience

Approved by the Library Board August 12, 2015

- Present and potential relevance to community needs
- Accuracy, appropriateness and effectiveness of medium to content
- Relation to existing collection and other materials on the subject
- Authority/reputation of the author
- Attention given by critics, reviewers and public interest/demand
- Ease of use, availability, price, and format

Demand is a valid factor in selection and shall be considered an important factor when materials are selected.

The collection should contain the various positions expressed on important and complicated or controversial questions, including unpopular or unorthodox positions. This library does not promote a particular view or opinion. Resources are provided in order for individuals to examine issues freely and make their own decisions.

### **Maintaining the Collection:**

Any policy concerning selection of library materials should also incorporate collection maintenance. This includes:

- Keeping materials in attractive and useable condition
- Using the Crew Method of weeding (withdrawal) of outdated or worn materials, as well as withdrawing less essential materials to relieve space issues.
- Inventory to determine materials lost or missing

### **Reconsideration of Materials:**

If any library customer believes that the library has not followed the material selection policy, they may speak with the Library Director at the earliest convenience of both parties. If the customer is not satisfied by the result of the first step, a materials complaint form may be requested from the Library Director, filled out completely and submitted for Library Board review. The Library Board shall consider the complaint and provide a timely, considered response to the library customer. The decision of the Library Board will be final.

Approved by the Library Board August 12, 2015



## Lied Scottsbluff Public Library – Materials Complaint Form

The Lied Scottsbluff Public Library serves the entire community. Selection of books and other materials is guided by community interest, demand and is grounded in the Library's Materials Selection Policy. If you feel a particular item is not suitable for inclusion in the library's collection, please fill out the form below and return it to the Library Director.

### Books and other materials:

Identify the library item to which you object: \_\_\_\_\_

Type of material (book, audio, DVD, etc.): \_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Do you represent:

Yourself: \_\_\_\_\_ An organization (name): \_\_\_\_\_

Please summarize your reasons for requesting reconsideration of the work:

Did you read, listen to or view the entire work? If not, what parts?

Are your objections based on age of the potential user or to the point of view expressed?

What do you believe is the theme or intent of this work?

Are you aware of judgments of this work by reviewers or critics?

What action would you like the library to take in regard to this work?

\*Notification of decision regarding Request for Reconsideration will be mailed within 15 business days.

Approved by the Library Board August 12, 2015

## **Mission/Vision Statements**

### **What we do:**

**Mission Statement:** Lied Scottsbluff Public Library delivers high quality public education for all ages.

- Pillar I: Self-Directed Education
- Pillar II: Research Assistance and Instruction
- Pillar III: Instructive and Enlightening Experiences

### **Why it matters:**

**Vision Statement:** Through delivery of high quality public education for all, Lied Scottsbluff Public Library advances the economy, enhancing quality of life in our community.

Approved by the Library Board August 12, 2015

## **Non-Discrimination Policy**

The Lied Scottsbluff Public Library maintains an educational environment that is free from discrimination and harassment. The Library does not discriminate on the basis of age, race, religion, sex, national origin, disability, sexual orientation, gender identity and expression, veteran status or any other characteristic protected by federal or state law. This policy shall prevail in all matters concerning staff members, the public and with individuals with whom the library does business.

Approved by the Library Board August 12, 2015

## **Patron Dress Code**

For safety and health concerns, all persons using the Library are required to wear a shirt and shoes.

Approved by the Library Board August 12, 2015

## **Personnel Policy**

Personnel employment, salaries, promotions, dismissal, retirement, vacation, sick leave, emergency leave, dress code and resignation shall be as stated by the current Personnel Manual for the City of Scottsbluff.

### **Library Hours**

The Library shall be open:

Monday through Thursday    9:00 a.m. – 7:00 p.m.

Friday and Saturday         9:00 a.m. – 5:00 p.m.

Sunday                          Closed

\*The hours are subject to change at the discretion of the Library Director after consultation with the City of Scottsbluff's City Manager.

### **Holidays:**

The Library will be closed on the following holidays:

|                            |                        |
|----------------------------|------------------------|
| New Year's Day             | Labor Day              |
| Martin Luther King Jr. Day | Veteran's Day          |
| President's Day            | Thanksgiving Day       |
| Memorial Day               | Day after Thanksgiving |
| Independence Day           | Christmas Day          |

In keeping with the City of Scottsbluff's Personnel Manual, holidays shall be observed on the day they are observed by the State of Nebraska. When a holiday falls on a Saturday, the preceding Friday will be observed as the official holiday. When the holiday falls on a Sunday, the following Monday will be observed as the official holiday.

The Library will close no later than 4:00 p.m. on Thanksgiving Eve, Christmas Eve, and New Year's Eve.

If the Library Director believes the Library should be opened or closed for special circumstances, the decision will be made by the Library Director in consultation with the City of Scottsbluff's City Manager.

Approved by the Library Board August 12, 2015

## **Staff Development**

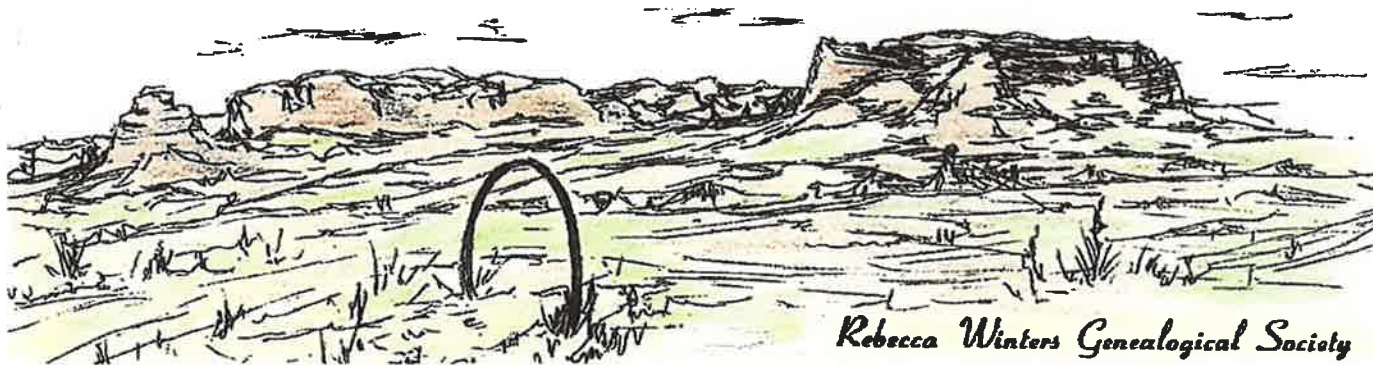
The Library encourages attendance of all staff and library board members at professional meetings, conferences and conventions. When possible, time will be allowed with pay for staff members to attend.

Approved by the Library Board August 12, 2015

## **Rebecca Winters Genealogical Society**

The Library accepts the policies and procedures of the Rebecca Winters Genealogical Society for the use of their genealogical collection housed at the Lied Scottsbluff Public Library. A letter dated July 15, 2015 is attached.

Approved by the Library Board August 12, 2015



Rebecca Winters Genealogical Society  
PO Box 323  
Scottsbluff, NE 69363-0323  
July 15, 2015

Abby Yellman, Director  
Lied Scottsbluff Public Library  
1809 Third Avenue  
Scottsbluff, NE 69361

Dear Abby,

The Rebecca Winters Genealogical Society has adopted the following guidelines of control over the Society's Library Collection which is housed in the Heritage Room.

1. Our library collection shall be open to use by the public. Our collection is housed behind locked doors and will need a key to access the materials. It is not necessary to have a member of the society present during use by non-members, but if assistance is desired, the members listed at the end of this letter may be contacted..
2. People desiring to access our collection are to come to your desk and request the keys.
  - a. Please ask them to sign their name, address and phone number in the book that we have provided for this use, noting the time that they receive the key.
  - b. When they return the key they are to note in the book the time that it is returned.
3. The person signing for the key shall be responsible for unlocking the doors, returning all materials and books to the bookcases, locking the bookcase doors and returning the key to the desk.

Members available to help:

|               |                |                 |                |
|---------------|----------------|-----------------|----------------|
| Paula Bennett | 308-220-0533-H | Jeanie Knudtson | 308-765-2033-C |
|               | 308-672-9591-C | Jo Beeney       | 308-635-1547   |
| Wanda Henkel  | 308-436-5816   | Karon Harvey    | 308-632-3410   |

We hope that this will clarify our position and make life easier for your librarians. If there are any questions or concerns, please contact me.

Sincerely,

Wanda Henkel, President



## **Resource Sharing**

Lied Scottsbluff Public Library recognizes that no single library can meet all the demands for materials. The Library is committed to cooperation with other libraries to strengthen services and resources of this library and other libraries.

The Library will borrow materials which are not owned by this library on interlibrary loan from other libraries. Guidelines of the Interlibrary Loan Code for Nebraska will be followed (see addendum). Interlibrary loan requests will be monitored to determine if a material purchase is advised.

The Library will lend materials to other libraries unless the material is rare, valuable or in great demand.

Library cardholders can request interlibrary loan services, but will be responsible for any postage or insurance fees. If a customer fails to pick-up an interlibrary loan request, the fees will be assessed on their account and must be paid prior to any further check outs or services.

Approved by the Library Board August 12, 2015

# **Interlibrary Loan Services**

## **Interlibrary Loan Code for Nebraska**

### **Introduction:**

This code is a voluntary agreement adopted by the Nebraska Library Association on October 25, 1990, to govern lending in Nebraska. It is intended to address general policies rather than specific procedures, given the changing nature of technologies and techniques. The code is further intended as a complement, not an impediment, to other resource sharing agreements.

Interlibrary loan is recognized as a basic library service for all ages and interests, and should be publicized as such to all members of the library's clientele. Lending between libraries is not sanctioned as a substitute for local collection development, however, except where cooperative collection agreements are in place.

Any library that is able to complete its borrowing request with full bibliographic information and verification, and can locate potential lenders is unrestricted by this code in forwarding that request to the potential lender(s) of its choice. Libraries that further request policy exceptions or special handling, such as telefacsimile delivery, may do so as needed by their users. Libraries are encouraged to be as generous as possible in accommodating special requests.

Finally, this code holds that interlibrary loan is: 1) in the public interest, and 2) dependent for its success on the mutual cooperation of those involved. Under the terms of this agreement, therefore, libraries should lend as well as borrow materials, with due regard to the difficulty of identifying potential lenders.

### **I. Definition**

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request. The phrase "library materials" is understood to include all formats.

### **II. Purpose**

The purpose of the interlibrary loan as defined in this code is to obtain library material not available in the local library.

### **III. Scope**

Under the terms of this agreement, it is permissible to request on interlibrary loan any type of library material which the lending library is willing and able to lend.

### **IV. Responsibilities of Borrowing Libraries**

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for

Approved by the Library Board August 12, 2015

which there is no recurring demand. Borrowing libraries are encouraged to review requests on a regular basis to determine future collection requirements.

B. Borrowing libraries should make every effort to exhaust their own resources before pursuing interlibrary loans.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant manuals and reference sources. Any library without access to the major bibliographic location verification, and procedure tools may request assistance from their resource library or the Nebraska Library Commission.

D. Standard interlibrary loan forms/formats should be used for all requests, regardless of the means of transmission. Requests may be transmitted via electronic or traditional mail, telefacsimile, telephone, or any other means acceptable to the potential lender(s).

E. Each library should inform its users of the purpose of the interlibrary loan and of the library's interlibrary loan borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

F. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. CODE) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all photocopying requests.

G. Both the bibliographic citation and location of the requested material should be described as completely and accurately as possible following accepted bibliographic practices. If either their citation or the location cannot be verified, libraries should so indicate in their request and include information about the original source of citation. Any library needing assistance with verification, locations and/or procedures may enlist the aid of their resource library or the Nebraska Library Commission. If verification is disregarded, or the bibliographic data are incorrect, and unless special agreement otherwise provides, the lending library may return the request unfilled without special effort to identify the reference.

H. Lenders should be chosen equitably so as not to place the undue demand on a limited number of suppliers. Libraries should attempt to spread their borrowing requests across a large number of libraries, with due consideration given to accepted practice or consortia agreements.

I. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it arrives back at the lending library. The borrowing library is responsible of packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement with the preferences of the lending library.

All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the package, the loaned material itself must be clearly identified. Such information should include the names of the borrowing and lending libraries, the ILL control number or any other identifying number appearing on the original request, and the due date.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing

Approved by the Library Board August 12, 2015

library is permitted provided that is in accordance with the copyright law and no damage to the original material would result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or when the nature of the material makes lending inadvisable. The borrowing library should assist the user in making the necessary arrangement.

## **V. Responsibilities of Lending Libraries**

A. The decision to loan material, or to accommodate policy exceptions and special handling, is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. Lending libraries are encouraged to establish uniform policies regarding issues such as charges, page limits and renewals that conform to generally accepted practice or consortia agreements.

C. Each Nebraska library should formulate an ILL policy statement. This statement should be available at the library upon request and a copy should be forwarded to the Nebraska Library Commission. The Nebraska Library Commission will maintain a file of all interlibrary loan policy statements which become available to the Commission from libraries outside the state, as well as from Nebraska libraries. In addition, the Commission will produce an interlibrary loan directory of Nebraska.

D. The lending library should process requests promptly, and notify borrowers as soon as possible if unable to supply the material. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request. Stating the reason for not filling the request is optional unless:

1. The borrower has not indicated copyright compliance;
2. The item cannot be located as cited; or
3. The borrower must meet certain conditions for the loan.

E. All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the packaging, the loaned material itself must be clearly identified. Such information should include the names of the borrowing and lending libraries, the ILL control number or any other identifying number appearing on the original request, and the due date.

F. Before restricting borrowing privileges to a library, the lending library is responsible for informing the borrowing library of the reason for the restriction or suspension.

## **VI. Expenses**

A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize maximum cost on the initial request. Libraries are encouraged to offer free or low cost interlibrary loans whenever possible.

Approved by the Library Board August 12, 2015

B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

## **VII. Duration of the Loan**

A. The duration of the loan, unless otherwise specified by the lending library, is the period of time the item may remain in the borrowing library disregarding the time spend in transit. The loan period shall be clearly indicated on the interlibrary loan form and on the library material. Borrowing libraries should encourage their users to use material within the time period allowed.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library not later than the due date. If the lending library does not respond, it will be assumed that the renewal, for the same period as the original loan, is granted. Lending libraries are responsible for informing borrowers at the time of the request is filled if an item cannot be renewed. Borrowing libraries should in turn inform their users of renewal restrictions.

D. All material on loan is subject to recall, and the borrowing library should comply.

## **VII. Violation of the Code**

Each library is responsible for maintaining the provisions of this code in good faith.

Approved by the Library Board August 12, 2015

## **Rules of Conduct**

Conduct that interferes with or discourages the educational mission of the Lied Scottsbluff Public Library is strictly prohibited. Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. Violations of local ordinances, state or federal law will be immediately reported to the Scottsbluff Police Department.

Improper Conduct may include, but is not limited to the following:

- Speaking in a voice louder than a normal conversation
- Inappropriate or disruptive use of cell phones (cell phones must be silenced when entering the library and conversations should be taken to the lobby area or outside the building).
- Behaving in a manner which is either physically or verbally abusive to library staff or other library customers
- Running/horseplay
- Loitering, congregating in the entrances/walkways/parking lots which impedes indoor or outdoor traffic areas
- Swearing/cursing
- Public displays of affection
- Sleeping, drunkenness or consumption of alcohol or illegal drugs in the library or on library property
- Vandalism including marking, breaking or otherwise damaging any portion of the library building, paved areas, sidewalks or other structures constituting library property, including landscaping and grass
- Weapons of any kind
- Animals with the exception of service dogs. Service dogs must be leashed and with their owner at all times
- Misuse of restrooms, such as personal bathing, laundering clothes, etc.
- Unattended children (see unattended children policy)
- Smoking (see tobacco policy)
- Defacing or damaging library materials
- Theft
- Skateboards are not allowed in the library. For customer safety, skateboarding is not allowed on library sidewalks or in the parking lots.
- All bicycles must be placed in one of the two available bicycle racks located in front of the library. This is for customer safety. No exceptions.

Approved by the Library Board August 12, 2015

- Any activity deemed inappropriate in a learning environment by library staff or the Library Director

**\*\*Parents, guardians and caregivers, please keep in mind the library is a learning environment. If your child becomes unsettled and begins to loudly cry or scream, please take them immediately to the lobby or a nearby restroom until they are composed.**

#### Consequences for Improper Conduct

Any person who behaves in an improper manner may be asked to leave the library premises without a warning. If the individual is a child, the parent or caregiver will also be asked to leave. The Scottsbluff Police Department will be contacted if a person fails to obey a request to leave the library and its property from library staff.

If any person continues improper conduct after being readmitted to the library building after a previous violation, such person may be restricted from the library and its property for periods of one or more days, weeks or months, up to permanently, as may be deemed appropriate by the Library Director. Fair and reasonable consideration of the pertinent facts and circumstances will be evaluated.

Approved by the Library Board August 12, 2015

## **Telephone Use**

The Lied Scottsbluff Public Library does not allow library customers to use staff phones for personal use. In cases of emergency, library customers may make a phone call at the circulation desk. The call must be local and last no longer than one minute. Staff will monitor to ensure the call is in fact an emergency. Abuse of this policy will result in future requests being denied.

The Library does not have a public address system or intercom. Therefore, the library staff cannot be expected to receive calls requesting staff to find someone in the library. This is not an efficient use of staff time, as it takes away from customers in the library needing assistance, as well as customers attempting to call the library for over-the-phone help and service.

Approved by the Library Board August 12, 2015



## **Tobacco Policy**

All persons are prohibited from using any tobacco products in the library, including traditional tobacco products, as well as smokeless tobacco, electronic cigarettes and vaporizers of any kind. This policy is consistent with the Nebraska Clean Indoor Air Act (LB395).

Any person using tobacco products on the library's property must do so outside, at least twenty (20) feet from the building.

Approved by the Library Board August 12, 2015

## **Unattended Children Policy**

The Lied Scottsbluff Public Library encourages children and families to use its facility together. To better protect children while using the Library and to provide all customers with a facility that is safe, pleasant and conducive to library use, the following guidelines must be observed:

1. A caregiver over the age of sixteen (16) must accompany every person under the age of eight (8). The caregiver is responsible for the behavior and supervision of children in their care while at the library.
2. The library reserves the right to contact parents, guardians or proper authorities if minors are left unattended and require supervision.
3. Caregivers of children under the age of eight (8) must stay within the line of sight of the children.
4. Parents, guardians, and caregivers should be aware of Library opening and closing times and make suitable arrangements to meet and/or transport their children. In the event that a minor age sixteen (16) or younger is left after library hours and no one can be contacted to provide transportation, the staff will call the Scottsbluff Police Department for assistance. Staff will not transport children home or to any other destination under any circumstances.

Approved by the Library Board August 12, 2015

## **Volunteer Policy**

Lied Scottsbluff Public Library welcomes volunteers. A volunteer is defined as a person assisting with public library service without monetary compensation. All volunteers are required to complete a volunteer application form. This volunteer application form once submitted to library staff will be reviewed by the Library Director and supervisors. Upon review, the Library Director and supervisors will contact the applicant within seven days. Volunteers are subject to a criminal background check through the Scottsbluff Police Department and are subject to the same physical requirements and rules of conduct as City of Scottsbluff employees. Based on City of Scottsbluff policy, the library does not allow applicants serving court-ordered diversion or other types of mandated community service to volunteer at the library.

Approved by the Library Board August 12, 2015

## Lied Scottsbluff Public Library – Volunteer Application

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

\*Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

\*if applicant is under 18 years of age

How often would you like to volunteer? (Check one) ☐ daily ☐ weekly ☐ monthly

Do you have specific amount of hours you need to complete? If so, how many hours of service would you like to complete at the library? \_\_\_\_\_

Are these hours needed as a school or class requirement? \_\_\_\_\_

Are these hours Court-Ordered or for a Diversion Plan? ☐ Yes ☐ No

What would you like to gain from this experience? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you physically able to bend, stretch, lift, and push carts that are part of the library experience? (Approximately 10-25 lbs.) Yes ☐ ☐

Please list the times you are available to volunteer: (Library hours are Monday-Thursday 9:00 a.m. to 7:00 p.m. and Friday & Saturday 9:00 a.m. – 5:00 p.m.)

Monday Tuesday Wednesday Thursday Friday Saturday

Are you familiar with the arrangement of the Library and the Dewey Decimal System?

☐ Yes ☐ No

**Please read the paragraph below and indicate whether you understand and agree to the following terms:**

I understand that Lied Scottsbluff Public Library reserves the right to accept or decline volunteers based on our ability to train and supervise volunteers who may apply at any given time. Volunteers may be dismissed for conduct which is contrary to Lied Scottsbluff Public Library policy. Volunteers must also agree to undergo a background check.

**By signing below, I agree to these terms:**

Signature of Volunteer Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Library Board August 12, 2015