

# **Stanton Public Library Board Policies:**

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# MISSION STATEMENT

The mission of the Stanton Public Library is to provide up to date material, services, programs, and staff knowledge to fulfill the needs of our diverse community, which encourage independent learning, lifelong reading enjoyment and library usage.

Approved by the Library Board on April 13, 2015

Reviewed July 8, 2019

# ADVOCACY POLICY

## **Policy Statement:**

The purpose of this policy is to determine the Library Board's role in advocacy for the Stanton Public Library.

In accordance with Nebraska State Statutes 51-205 through 51-216, the Stanton Public Library is under the management and control of its board. Policies set the framework for the governance and operation of the library and provide direction to board and staff. The polices are the tools for achieving the library's purpose and advancing the mission.

## **Responsibility for Implementation:**

Stanton Public Library Board members and staff are responsible for knowing, understanding and complying with the policies of the library. The Stanton Public Library is a public library, therefore, all board members and staff shall keep in mind the best interest of the community.

## **Definition:**

As described Advocacy is a planned, deliberate and sustained effort in support of an idea, cause and an effort to raise awareness.

## **Board Advocacy:**

1. The board shall seek to ensure that:
  - a. The community is aware of the importance of the library.
  - b. The city officials respond to the needs of the public library community.
  - c. The budget will reflect the use of advocacy tools.

## **Advocacy targets:**

1. Community
  - a. The board shall work collaboratively with staff to build and maintain good relationships with individuals and community organizations and ensure continued support for the library.
2. State and federal levels of government
  - a. The board shall work collaboratively with staff and other board members to bring issues forward relating to public libraries at the state and federal levels of government and ensure support for the library.
3. City Council
  - a. The board shall work collaboratively with the city council on a continuous and consistent basis to ensure support for the library.

## ADVOCACY PLEDGE

As a member of the Stanton Public Library Board of Trustees, it is important to remember that we are the Advocates, THE VOICE, for the future of this community library.

As an Advocate for the Stanton Public Library it is our responsibility to be an active board member, uphold the duties set forth in the Advocacy Policy and abide by state statutes 51-205 through 51-216. It is also our duty to collaborate with the community and municipal council and to stay updated on federal regulations. Together we can lead this library, and leave a legacy for future generations.

By signing this pledge you are committing to be an ADVOCATE for the STANTON PUBLIC LIBRARY, and to uphold the duties as “The Voice” for the future of our community library.

Take the PLEDGE...be the VOICE!!!

Approved by the Library Board on May 11, 2015

Reviewed July 8, 2019

## CIRCULATION POLICIES

- All borrowers must complete a patron registration form in order to check out library items. First time library patrons will have limited check out privileges as follows: First check out consists of one library item. If this item is returned on time patrons then may check out three library items. If these are returned on time full privileges will be granted.
- **Books** will have a circulation period of two weeks and may be renewed twice by the patron requesting renewal either by phone, e-mail or in person. If there is a waiting list for the item it must be returned at the end of the first two week period. The maximum number of books to be checked out by a patron is seven.
- **Videos/Magazines** will have a circulation period of one week with one renewal. If there is a waiting list for the video it must be returned with no renewal. The maximum number of videos to be checked out is three. The maximum number of magazines to be checked out is seven.
- **Reference** materials will have a circulation period of one week.
- All issues of the **Stanton Register** are for reference only and must remain in the library.
- Patrons may return library materials in the book drop. Any item damaged in the book drop will be assessed a fine. This fine will not exceed the replacement cost of the item.

## FINES

- Five cents per day will be charged for overdue books. Video overdue fines are \$1.00 a day per video.

- The overdue list will be printed once a week. Overdue notices will be mailed when the library items are two weeks overdue, except for videos. The first week a video is on the overdue list the patron will be contacted by phone. A second overdue notice will be mailed when the items are four weeks overdue. If the items are not returned at the end of a six week period the patron will be billed replacement cost for each item. Maximum fine will not exceed the replacement cost of item plus the overdue fine assessed to the patron. If library materials are not returned two weeks after receiving the Bill Notice the account will be turned over to the City Attorney for prosecuting.
- Library privileges (checking out library materials and computer use) will be suspended until all overdue materials are returned and the fines paid for by all members of the patron's immediate family.

Approved by the Library Board on August 8, 2016  
 Reviewed July 8, 2019

## **A. INTERLIBRARY LOAN POLICY**

### **DEFINITION**

An interlibrary loan is a transaction in which library materials, 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.

### **PURPOSE**

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

### **FEES**

The Library charges return postage for each item that is borrowed from another Library. This is to be paid at the time the requested material is picked up. Patrons who return ILL materials in a damaged condition, or who fail to return material will pay the cost as determined by the library of ownership. All ILL material returned late or not picked up will be assessed a \$5.00 handling charge.

Approved by the Library Board on August 8, 2016  
 Reviewed July 8, 2019

## **B. LOST MATERIAL CHARGES**

When an item is lost, we will make every effort to determine the replacement cost of the item. If the item is no longer available for purchase, or if the cost cannot be determined the charge for replacement will be determined by the Library Director. There is a \$5.00 processing fee added to the cost of each lost item.

### **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 patron.

Approved by the Library Board on August 8, 2016  
Reviewed July 8, 2019

## **COLLECTION DEVELOPMENT POLICY**

The purpose and objectives of the Stanton Public Library materials selection policy is to guide librarians and to inform the public about the principles upon which selections are made.

A policy cannot replace the judgment of librarians, but stating the intended policies will assist the staff at the Stanton Public Library in choosing from a vast array of available materials.

The Library sets as its major goals in materials selection: providing resources to fulfill our mission statement, the advancement of knowledge, the education and enlightenment of the people of the community, and the provision of recreational reading. The LIBRARY BILL OF RIGHTS as adopted by the American Library Association, is the foundation of our decision-making process.

### **RESPONSIBILITY OF MATERIAL SELECTION**

Final responsibility for selection lies with the Library Director. The Library Director, however, may delegate selection duties to other staff members in their particular areas of responsibility.

### **USE OF THE LIBRARY'S MATERIAL**

The Library recognizes that items may be viewed as controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building a well-rounded collection and to serving the interest of library users.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from vandalism or theft.

The use of rare and valued items may be controlled to the extent required to preserve them.

The 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.

### **GUIDELINES FOR SELECTION**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be accepted. When judging the quality of materials several standards and combinations of standards may be used.

#### **General Criteria:**

- Suitability of physical form for library use
- Insight into human and social conditions
- Suitability of subject and style for intended audience

- Present and potential relevance to community needs
- Appropriateness and effectiveness of medium to content
- Importance as a document of the times
- Relation to existing collection and other material on the subject
- Reputation and/or significance of author
- Attention given by critic, reviewers and public

**Specific Criteria for the evaluation of works of information and opinion:**

- Authority
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Statement of challenging or original point of view

**Specific Criteria for the evaluation of works of imagination:**

- Representation of important movement (literary or social), genre, trend, or
- National culture
- Vitality and originality
- Artistic presentation and experimentation
- Sustained interest
- Effective characterization
- Authenticity of historical, regional, or social setting

Items having widespread demand may or may not meet the general and specific criteria contained in this policy. However, demand is a valid factor in selection, and it shall be considered an important factor.

The collection should contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. The public library does not promote particular beliefs or views. It provides a resource where the individuals can examine issues freely and make their own decisions.

Approved by the Library Board on July 11, 2016

Reviewed July 8, 2019

## **CONDUCT POLICY**

No conduct which interferes with, or discourages the public's use of the library, will be permitted. To assist in maintaining an atmosphere conducive to the public's use of the library and its collections, the Library Board has adopted this Conduct Policy and the consequences of violation of said policy.

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.

## **IMPROPER CONDUCT**

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

- Talking in a voice louder than a normal conversational level;
- Inappropriate use of cell phones;
- Behaving in a manner which is either physically or verbally abusive to library staff or library patrons;
- Running or rushing;
- Repeatedly going in and out of the library, or excessive milling about;
- Public displays of affection;
- Swearing / cursing;
- Gathering in a way that impedes indoor and outdoor traffic areas;
- Sleeping, drunkenness, or consuming alcohol or illegal drugs in the library building or on the library premises;
- Smoking / tobacco products on library premises, indoors or outdoors;
- Eating and drinking where designated prohibited;
- Marking, breaking or otherwise damaging any portion of the library building, paved areas, sidewalks, or other structures constituting library property, including landscaping and grass;
- Defacing, tearing, cutting or writing upon any book or other library item; and
- Any activity deemed inappropriate by library staff.

Organizations and groups are responsible for the conduct of persons they bring into the library.

## **CONSEQUENCES OF IMPROPER CONDUCT**

Any individual who behaves in an improper manner may be asked by the staff 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 Stanton County Sheriff's Department will be contacted if the person does not obey such request to leave the premises.

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

Approved by the Library Board on May 9, 2016

Reviewed July 8, 2019

## **CONFIDENTIALITY OF PATRON RECORDS**

Information from a customer's record is confidential and can be disclosed to non-library staff only under certain circumstances. Library records that contain information about customers, the materials they have used, Internet usage, or the information they have sought, are private and must be treated as confidential information. Access by and disclosure of these records to non-authorized library personnel are acceptable in these circumstances:

1. For internal purposes (such as the recovery of lost or stolen library materials and/or fines), the Library Director may grant access or disclose to any federal, state or municipal government agency, including representatives of law enforcement agencies and prosecuting attorneys.
2. In all other situations, a valid subpoena or court order is required to disclose or release library records.
3. Library staff may be prohibited by law from disclosing to the customer whose records were accessed, released, or subpoenaed.
4. Photos, videos and recordings that appear on the library's website may be gathered by library staff from public programs, events, and library spaces. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

See Neb. Rev. Stat. §84-712.05: Records which may be withheld from the public.  
See Section 215 and 505 of the U.S.A. Patriot Act, Public Law 107-56.

Approved by the Library Board June 13, 2016  
Reviewed July 8, 2019

## **CUSTOMER COMPLAINTS**

The Stanton Public Library Board of Trustees will ensure that all complaints received a fair hearing.

A complaint must be filed in writing. The patron should consult with the Library Director first. The Library Director will then consult with the President of the Library Board of Trustees. If the problem cannot be resolved to the satisfaction of all involved, patron may then request a hearing before the entire Library Board of Trustees. All hearing requests must be submitted, in writing, to the Library Board of Trustees.

All complaints will be resolved within 40 days of the date of filing of the initial written request.

Approved by the Library Board on July 11, 2016  
Reviewed July 8, 2019

## **DISPLAYS, POSTERS, & BROCHURES**

1. No displays, poster, or brochures shall be exhibited or placed in the Stanton Public Library without prior permission of the Library Director or Assistant Librarian.
2. The library assumes no responsibility for theft or damage of any displayed items. All items are placed in the library at owner's risk.
3. No political posters will be allowed in the library.
4. The library will not sell items from the display case or exhibits.

Approved by the Library Board on July 11, 2016  
Reviewed July 8, 2019



## **EMERGENCY CLOSING**

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library cooperates fully with public safety departments and emergency service providers.

The Library Director or, in his absence, the President of the Board of Trustees will determine when to close the library during an emergency or catastrophe.

Approved by the Library Board on April 11, 2016

Reviewed July 8, 2019

## **GIFTS, MEMORIALS AND DONATIONS**

Donations to Stanton Public Library are welcomed and appreciated. The goal of this policy is to encourage donating without encumbering the Library with gifts that may prove to generate more cost than benefits or are not in keeping with the mission and goals of the Library. The donor of any gift should understand that the library reserves the right to assign gifts wherever the need is greatest, which may include placing donated books on The Friends of the library's used book sale.

The Library does normally not accept large gifts of money and other property, and donors are encouraged to have these gifts handled by the Friends of the Stanton Library. This non-profit corporation is established for the primary purpose of accepting such gifts and using them for the benefit of the Library.

### **MEMORIALS**

Persons wishing to present the library with memorials are advised that the Library Director and staff can assist in selecting appropriate items, and that the Library Director has an announcement card to send the family of the deceased telling them of the memorial.

Approved by the Library Board on July 11, 2016

Reviewed July 8, 2019

## **INTERNET USE POLICIES**

### **A. INTERNET POLICY**

#### **Purpose**

As part of its ongoing mission, Stanton Public Library seeks to provide up to date material, services, programs, and staff knowledge to fulfill the needs of our diverse community, which encourage independent learning, lifelong reading enjoyment and library usage. To pursue this mission, the Library seeks to expand individual access to information through the use of current technologies, such as public Internet access, online research databases, computer applications, and printing.

The Internet is a decentralized network of computers whose files have been made available to anyone with Internet access. As an information resource it is not within the scope of the Library's materials selection policy. Therefore, the Library is unable to assume responsibility for the quality of information accessed through the Internet. Parents or guardians, not the Library, are responsible for the information selected and/or accessed by their children under the age of eighteen.

The Library may provide designated areas where patrons may access the Internet on their own equipment capable of receiving wireless signals. The Library cannot assume responsibility for the security of personally owned hardware and software used on Library premises.

The staff and Board of Trustees support the American Library Association's *Library Bill of Rights* and all of its interpretations, including *Access to Electronic Information, Services, and Networks*. The Library supports access to information on all subjects that serve the needs or interests of each user.

Currently, the American Library Association does not endorse using Internet filters in libraries because they block access to information that is legal and useful, and because they cannot distinguish between protected and unprotected speech. Filters are not installed on any computers at Stanton Public Library, including those in the Children's Room.

## **ACCEPTABLE USE**

The freedom to access information is a fundamental right, but use of library equipment is a privilege. Users shall respect the rights of other computer users, library patrons, and staff, in keeping with the library's behavior code. This includes the use of personal devices that use the wireless capacity of the library. Users shall respect the policies, rights and conventions of all the organizations and individuals who use the Internet.

**UNACCEPTABLE USES** include but are not limited to the following:

- Use of the resources for any purpose that violates federal, state or local laws
- Harassment of others
- Libeling or slandering others
- Destruction of or damage to equipment, software, or data belonging to the library or other users
- Disruption or unauthorized monitoring of electronic communications, including excessive use of the Library's Internet capacity
- Infringement upon the rights and privacy of others
- Unauthorized use of computer accounts or access codes
- Unauthorized copying of copyright-protected material
- Use of Internet by a child whose parent/guardian has not signed the Internet User Agreement for Children (under 18 years of age)
- Unauthorized disclosure, use, or dissemination of personal information regarding minors
- Downloading of external applications to the hard drive of the public access computers

- Intentional interference with or circumvention of normal operation of Library technology

## **HARASSMENT**

Although the freedom to access information is a fundamental right, library users must exercise that right responsibly by respecting the rights of others. The Library will not censor access to the Internet. Nevertheless, as a department of the City of Stanton, the Library is committed to providing an environment free from harassment. Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited. Although the Library takes harassment violations very seriously, there will be no supervision by the Library of what is accessed via the Library's public access computers. This responsibility falls to library patrons.

## **REQUIREMENTS FOR USE**

- Users must have a current library card in good standing in order to make a reservation or claim an available computer. Overdue materials must be returned and fines paid by all members of your immediate family before computer access is allowed.
- The Library provides assistance with using computers for information retrieval, but the Library cannot guarantee assistance with other computer uses.
- There will be a printing charge of \$.25 per page. Color copies will be \$1.00 per page. Payment is made at the circulation desks.
- Adult patrons over the age of 18 must sign the **Adult Internet Use Agreement**.
- Parents or legal guardians of children under the age of 18 must assume responsibility for their children's use of the Internet through the Library's connection and must sign the **Minor Child Use Agreement** in the presence of the library staff.
- Parents must accompany children under the 5th grade wishing to use the Internet.
- No food or drink is to be consumed while using the computers.
- Patrons may not download to the hard drive. The library computers are equipped with software that will erase all saved files at the end of the day.
- The initial time for computer use is 30 minutes. If no one is waiting to use the computer, up to 30 additional minutes may be used. Maximum time limit is one hour per day. Exceptions to this time limit for patrons doing homework or research will be granted.
- Patrons using their own computers/WiFi devices to access the Internet in the library will abide by library regulations.

All computer resources accessible through the Stanton Public Library are provided equally to all library users. We reserve the right to restrict Computer/Internet services.

## **PRIVACY**

While the Library cannot guarantee the privacy of data or computer usage of the public access computers, it considers such privacy to be extremely important. The Library follows best practices to secure the network and its computers and to ensure that search histories are erased between computer sessions. The Library does not retain computer reservation records beyond

one day. It is also clearly stated in this policy that infringement upon the rights and privacy of others is unacceptable use of these resources.

## **Consequences**

- Any damage to library technology may be charged to the user.
- Failure to use the equipment appropriately and responsibly may result in restriction or suspension of computer use privileges, determined on a case by case basis at the discretion of the Library. (All other Library policies also apply.)
- Illegal use may be subject to prosecution by local, state, or federal authorities.
- Computer users will be informed in writing by the Library Director if their privileges have been restricted or suspended for more than one day due to violations of the Acceptable Use Policy.

The Stanton Public Library reserves the right to modify these policies if circumstances warrant.

Approved by the Library Board on June 13, 2016

Reviewed July 8, 2019

## **B. PUBLIC WIRELESS ACCESS POLICY**

The Stanton Public Library provides free unfiltered Internet access points or "hot spots" throughout its facilities for users with portable computers or devices capable of receiving wireless signals. These access points will allow users to access the Internet from their laptop computers when sitting within range of the access points.

### **ACCEPTABLE USE**

All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. All users will sign an Internet Use Agreement and follow the Stanton Public Library's Internet Safety and Use Policy.

While using this wireless access, users should not violate federal, State of Nebraska or local laws, including

- The transmission or receiving of child pornography or harmful material. Access to or display of obscene language and sexually explicit graphics is not permitted.
- Fraud – Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system, or damaging or altering software components of any network or database
- Downloading copyrighted material. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials without the explicit permission of the copyright holder

**By using this wireless access network at the Stanton Public Library, the customer acknowledges that he/she is subject to, and agrees to abide by all laws, and all rules and**

regulations of the State of Nebraska, and the federal government that is applicable to Internet use.

## **TERMS AND CONDITIONS OF USE**

- You will need a notebook/laptop computer or other device equipped with a wireless card.
- The Library assumes no responsibility for the safety of equipment; Users must keep their equipment with them at all times and may only use electrical outlets in public areas.
- Library staff will not provide technical assistance. The Stanton Public Library assumes no responsibility for laptop configurations, security or changes to data files resulting from connection to the Library's network and cannot guarantee that a user's hardware will work with the library's wireless connection.
- If a user has problems accessing the Internet over these connections, staff will not assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owner's manuals or other support services offered by their device manufacturer.
- The Stanton Public Library has tried to ensure wireless access is available throughout its public facility areas. However, users may encounter occasional "dead spots" where wireless reception may be limited or too many users are attempting to access from a particular access point. If you have trouble accessing the Internet or staying online, please move to a different location within the library.

## **SECURITY CONSIDERATIONS**

Wireless access is by nature an insecure medium. As with most public wireless networks, any information being sent or received over the Stanton Public Library's wireless network could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot".

Anyone using the wireless network provided by the Stanton Public Library is forewarned that there can be no expectation of privacy when using the wireless network, whether accessed from an external or internal site. Users assume all associated risks and agree to hold harmless the Stanton Public Library and its employees for any personal information (e.g. credit card) that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

## **DISCLAIMER**

**The Stanton Public Library is providing wireless connectivity in this facility as a public service and offers no guarantees or representations that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and the Library is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is the Stanton Public Library responsible for any loss, injury, or damages resulting from the use of the wireless connection.**

Approved by the Library Board on June 13, 2016, Reviewed July 8, 2019

## **LIBRARY COLLECTION CHALLENGES**

It is the responsibility of the Library Director, supported by the Library Board, as guardians of the people's freedom to access materials, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large. When a patron wishes to make a formal challenge, the following steps must be taken:

1. Patron must request the Library Collection Challenge Form, which may be obtained from Library Staff.
2. Patron must return completed form to Library Staff, who will submit to the Library Director.
3. The Library Director will notify each Board Member of the challenge.
4. At the next regularly scheduled Board meeting, the challenge will be reviewed and a decision made regarding the challenge.
5. The Library Director will notify the patron of the Board's decision soon after the meeting.

Approved by the Library Board on July 11, 2016

Reviewed July 8, 2019

## **MEETING ROOM POLICY**

As a public facility, the Stanton Public Library Board of Trustees will make the community room available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, or welfare activities which do not infringe upon nor interfere with the conduct and best interest of the library. The Library reserves the right to cancel reservations if the space is required for Library purposes.

The room will be made available during library hours upon the following conditions:

- The room needs to be scheduled in advance with the Library Director or Assistant Librarian. It will be on a first-come, first-serve basis.
- Children must be supervised by the adults using the community room.
- The community room must be left clean and neat after use.
- All materials used by the group are to be removed from the premises. This includes taking the garbage; it may be placed in the dumpster in the back of the library.
- Beverages or food will be allowed in the community room only with approval of the Library Director or Assistant Librarian.
- Those using the community room will be liable for any damages to the building or property of the library.

Approved by the Library Board on June 13, 2016

Reviewed July 8, 2019

## **UNATTENDED CHILDREN POLICY**

Children are welcome in the library; however, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

- All children aged 10 years and under shall be adequately supervised by a responsible caregiver at all times. Children shall not be considered adequately supervised if their caregiver is participating in a meeting, class, or program held in a different room.
- Caregivers are not required to stay with children during scheduled summer reading programs; however, library staff is not responsible for the supervision and well-being of dropped off children. If the caregiver chooses to leave the building, she/he will be at the library when the program is scheduled to conclude. Persons responsible for children who have special needs related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, incomplete social skills, or children who cannot take themselves to the restroom...etc., shall remain with their children at all times.
- Children 11 years and older may use the library unattended, subject to the rules and regulations of this library.

Library staff will try to notify the parent or guardian of unattended children when:

- the Library will be closing earlier than usual (due to inclement weather, a power outage, etc.)
- the child's behavior disturbs other users of the Library
- there is cause to believe the child's health or safety is in danger
- the Library staff are unable to provide the necessary degree of supervision that is desirable for young children for extended periods of time

Children who have not been picked up by closing time, and whose parent or guardian cannot be contacted, will be placed in the care of the Stanton County Sheriff.

Approved by the Library Board on August 8, 2016

Reviewed July 8, 2019

## **USE OF LIBRARY EQUIPMENT**

### **A. COPY MACHINE POLICY**

1. The Copyright Law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material.
2. The patron using this equipment is liable for any infringement.
3. There is a 25 cent charge for each page printed.
4. Misuse of copy machine will result in the loss of the privilege to use it.

The Stanton Public Library reserves the right to modify this policy if circumstances warrant.

Approved by the Library Board on July 11, 2016

Reviewed July 8, 2019

### **B. FAX MACHINE POLICY**

Library staff will operate the fax machine.

The fax machine will be available during regular library hours.

Approved by the Library Board on July 11, 2016  
Reviewed July 8, 2019

## **C. PHONE POLICY**

The library does not have a public phone. If there is an emergency, patrons may ask to use the phone at the circulation desk.

Approved by the Library Board on July 11, 2016  
Reviewed July 8, 2019

## **D. Wii GAMING POLICY**

The Stanton Public Library welcomes youth ages 10 through adult to use the Gaming System in the library. Children under age 10 must play with a parent or guardian.

Our Gaming area is offered to make the library enticing to youth, teens, and adults to encourage them to visit the library, to develop a love of books and reading, and to expose them to the services available at the library.

Anyone using the Wii gaming system must read and agree to the Gaming Policy before using it. The rules in the policy are set up to ensure proper use of the equipment and allow fair access to our patrons. Failure to follow these rules of conduct will result in loss of Library Gaming System privileges. Any damages that occur to the library's space and equipment and to the Wii and Wii accessories will be the responsibility of the patron or patrons using the area at the time the damage occurs. A manual invoice may be generated and attached to the patron's library card number to pay for damages. A letter explaining the damage charges may be sent to the patron's home address. This will be handled on a case by case basis.

### **WII GAMING RULES**

1. The patron must have a library card in good standing with the Stanton Public Library.
2. Game playing will be limited to 30 minutes (1/2 hour) per day/evening. If no one is waiting to use the game, play may continue for up to 30 more minutes, but players must be willing to end play if someone else signs up to use the Wii. Players must end play immediately at the request of the library staff.
3. A limit of one hour of play per day will be enforced, even if the Wii is not signed out to another player.
4. Patrons must sign up to use the Wii at the front desk. Any backpacks must be left at the front desk. At the time of sign up, the patron will be given the controllers or other accessories that are needed to play. After play period is up, the patron must check the items back in to a staff member and sign out.



5. Gamers using the Wii must wear the wrist leash. Gamers who fail to use leash will lose their privileges for that day.
6. Patrons using the Wii area are asked to respect others using the library and keep the volume and noise level low.
7. Only 4 patrons will be allowed to play at one time.
8. Gamers may only use the Wii equipment and games available at the library. No games, memory cards or extra accessories from home may be used at the library. The library will not allow the Wii games to be checked out of the library.
9. Inventory of gaming accessories will be taken daily by the staff.
10. Gamers are asked to treat the equipment gently. Those patrons that do not treat the equipment gently or are too loud and disruptive will be asked by the staff to stop for the day. Gamers who repeatedly abuse the equipment will have his/her gaming privileges revoked indefinitely.
- 11 Gamers must quit play and check equipment back in to the staff 10 minutes before closing. The staff will give players a reminder of the closing time 10 minutes prior to quitting time.
12. The Wii Gaming System is limited to use during specified gaming hours only.

This policy will be posted in the Gaming Area.

A copy of the signed gaming policy will be kept on file at the library. Parents wishing to have a copy of these rules may obtain one from the front desk.

Approved by the Library Board on July 11, 2016

Reviewed July 8, 2019

## **WEEDING**

### **CHILDREN'S CRITERIA**

#### **Young Adult (Y), Junior (J) Biographies**

1. Condition
2. If person is alive copyright should be less than 10 years old. If person is deceased, copyright date not important
3. Has not circulated in the last 5 years

#### **Young Adult (Y), Junior (J) nonfiction**

1. Condition
2. Has not circulated in 5 years, copyright older than 10 years

#### **Young Adult (YA), Junior (JR), Easy (E), Easy readers, Middle readers Fiction**

1. Condition
2. Hasn't circulated in 5 years, copyright older than 10 years

**Goal:** Weed one range a month. When all shelves are weeded, start over.

## **ADULT CRITERIA**

### **Biographies (B)**

1. Condition
2. If person is alive copyright should be less than 10 years old. If person is deceased, copyright date not important
3. Has not circulated in the last 5 years

### **FICTION (FIC)**

1. Condition
2. Hasn't circulated in 5 years, copyright over 10 years

### **NON-FICTION**

1. Condition
2. Check accuracy of content by copyright date
3. Hasn't circulated in 5 yrs.

### **NEBRASKA BIOGRAPHIES, NON-FICTION AND FICTION**

1. Condition
2. Keep as long as space permits

**GOAL:** Weed one range a month. When all shelves are weeded, start over.

Approved by the Library Board on July 11, 2016

Reviewed July 8, 2019