**Blue Rapids Public Library Policy**

Revised 11.20.2014

1. Mission Statement

The mission of the Blue Rapids Public Library is to provide resources, services, and programs to meet the informational, educational and recreational needs and interests, of the people of the community. The staff strives to give people what they need when they come to the Library.

1. Board Bylaws

# Article I: Name and Authorization

This organization shall be called "The Board of the Blue Rapids Public Library, existing by provision of K.S.A. 12-1222, with powers and duties as provided by K.S.A. 12-1225.

**Article** **II**: **Purpose**

The purpose and object of this board shall be to establish, maintain and operate for the benefit of the public, a free public library and reading room in the city of Blue Rapids, Kansas.

**Article III: Members**

The Board as provided by K.S.A. 12-1222, shall consist of seven members who shall be appointed as such directors by the mayor of the City of Blue Rapids, Kansas with the approval of the city council of said city. The qualifications for appointment to membership on the board and the terms of office of the board members shall be such as prescribed by Kansas law. Each library board member shall not serve more than two consecutive terms of four years each. No person who has served two consecutive four-year terms shall be eligible for further appointment to such board until one year after the termination of the second term. The library board shall have the authority to terminate the appointment of a board member when the best interests of the library deem it necessary.

**Article IV: Officers**

The officers of the board shall consist of a president, vice president, secretary, and treasurer.

**Article V: Officer Duties**

The duties of the president, vice president, secretary and treasurer shall be such as appertain to like officers in a similar organization or may be prescribed by law.

**Article VI: Officer Elections**

Such officers shall be elected annually at the regular meeting of the board held in the month of April of each year and shall hold office until their successors shall have been elected and qualified.

**Article VII: Treasurer Bond**

Before entering upon the duties of the office of treasurer of the board, the person elected thereto shall give a bond with personal or corporate security in the amount fixed by the board, to be approved by the city council of said city, for the safe keeping and for disbursement of all funds that may come in to the hands of such treasurer.

**Article VIII: Meetings**

The regular meetings shall be held at the library building on the third Monday of each month at 5:00 p.m. throughout the year, or as agreed upon at the prior monthly meeting. Special meetings may be called by the president or upon the written request of a majority of board members. Four members shall constitute a quorum.

Meetings are open to the Public and a Patron may address the Library Board of Trustees for a maximum of 5 minutes with a Board member appointed by the President as time keeper.

**Article IX: Special Meetings**

Special meetings of the board shall be convened at any time on the call of the president or in his or her absence, the vice president, and shall be called by such officer on request of three members of the board. In either instance the call shall specify the item or items of business to be considered and no other matters shall be acted upon. No bills shall be allowed except at a regular meeting of the board.

**Article X: Quorum**

At all meetings of the board, a majority of the members shall constitute a quorum for the transaction of business. No financial obligation shall be incurred by or on behalf of said board, nor payment of money be authorized unless approved by a quorum of the board.

**Article XI: Duties of Board**

All matters relating to the maintenance of the public library, the purchase of books and/or magazines, the terms on which the public shall have access to such library and shall be entitled to remove books temporarily for home reading; contracts for light, heat and repairs, improvements and betterments, and all matters relating to the general management of said library shall be passed upon and determined by the board members.

**Article XII: City Council Report**

The board shall on or before the 31st of January of each year make a report to the governing body of the City of Blue Rapids which shall set forth in detail the matters and things set up in section 12-1225b of the General a statues of Kansas, showing receipts and disbursements from all funds under its control, which shall be verified by the president and secretary.

**Article XIII: Amendments**

These bylaws may be amended in any manner not inconsistent with the purposes of the organization and the law applicable thereto, by vote of at least four of said board members, but a proposal to amend, abrogate or add to the same must be submitted in writing at a regular meeting of the board and shall not be voted on until the next succeeding regular meeting.

1. Service Policy

**A. Patron registration**

1. Residents of the city of Blue Rapids are the primary population served by the Library. Borrowing privileges are also extended to residents of Kansas counties which participate in a regional system of cooperating libraries. A current address and phone number, if possible, are required at the time of the initial registration.

2. At the time of registration, each patron may check out one item. Thereafter, a patron may check out 3 items for a two-week period if the material is returned on time and in good condition.

**B. Library hours**

1. The library will be open Monday, Wednesday, and Friday 11:00 am till 5:00 pm and on Saturday morning 9:00 am till noon.

2. Holidays on which the library will be closed are: Memorial Day, Labor Day, July 4th, day before Thanksgiving, Christmas Eve, Christmas, New Year's Eve and New Year's Day. The librarian shall be paid for holidays that fall on regular working days

3. The Librarian shall have 2 weeks paid vacation and 2 weeks sick leave. The librarian shall be paid for short absences, such as funerals.

**C. Circulation**

1. Loan periods are as follow

 1 Week: Periodicals

 2 Weeks: All other circulating items

2. Persons should normally check out materials using their own Library card.

3. No member of the staff will determine what may be checked out by a patron.

4. A child’s reading is the responsibility of the parent.. Parents who wish, may request that their child not be allowed to check out any material unless accompanied by the parent.

5. All items may be renewed in the Library or by telephone.

6. Reserves will be accepted on all materials. The patron will be notified by telephone when the material is ready

7. Some materials may only be used within the Library and not for check-out. They may be one of a kind, historical, or fragile in condition; therefore, only available for Patron use in the Library. Also, these items will not be lendable for Inter-Library Load.

**D. Overdue, lost and damaged items**

1. Borrowers assume responsibility for items checked out on their cards. If items are lost or damaged beyond normal wear, the borrower will be charged.

2. Overdue materials or fines will result in the loss of borrowing privileges. Failure to return materials within 30 days following the overdue notice will constitute intent to deprive the Library of public property, and constitutes grounds for prosecution for misdemeanor theft. (K. S. A. 21-3702)

3. Replacement cost will be charged for item(s) lost or damaged. The amount is the current price in which to purchase the replacement.

4. Refunds for lost materials will be made when the item is returned in good condition.

 **E. Interlibrary Loan**

1. Items not owned locally, or missing, may be requested on interlibrary loan by patrons in good standing. If the lending Library charges a fee, the patron requesting the material is responsible for payment.

2. Items borrowed through the ILL program follow the same guidelines as outlined in preceding section C.

3. Patrons may request up to three items at a time on interlibrary loan.

**F. Reference Service**

The staff of Blue Rapids City Library will offer assistance to those needing help in using the Library, finding materials they need, and locating information.

##  Document Retrieval

The librarian will do research or document retrieval. The librarian's hours will not be compensated. The patron making the request will pay any and all shipping or postage fees.

## Photocopy Machine/Microfilm Viewer-Printer

1. The copyright law of the United States (Title 17 U. S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement. Violators may be charged penalty fees, and in severe cases, may face jail time.

2. The amount charged for copies made from the photocopy machine are 10 cents per copy for black and white, 25 cents per copy for color and 25 cents per copy from the microfilm viewer.

1. Materials Selection Policy

The purpose of the Blue Rapids City Library materials selection policy is to guide the librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of the librarians, but stating goals and indicating boundaries will assist them in choosing from the vast array of available materials.

Materials selection aims at maintaining a collection of materials for meeting the information, reference, research, educational, and recreational needs of the community.

The Library endorses the Library Bill of Rights adopted by the American Library Association as it concerns materials selection and Library collections. It is included as an appendix to the materials selection policy.

The words “book”, “library materials”, or other synonyms as they may occur in this policy have the widest possible meaning; hence it is implicit in this policy that every form of permanent records is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. This includes, but is not limited to books, periodicals, audio recordings, video recordings, and electronic media.

“Selection” refers to the decision that must be made to add a given book or item to the collection. It also refers to the decision that must be made whether to retain a book or item already in the collection. It does not refer to reader guidance.

Responsibility for book selection lies with the Library Director. Suggestions from patrons are welcome and given serious consideration within the general criteria. Unusual problems or deviation from the policy will be referred to the Director for resolution.

The primary objectives of book selection shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding materials, which will enrich the collections and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. The Library does not consider it necessary or desirable to acquire all books on any subject.

The Library recognizes that many books are controversial and that any given item may offend some patrons. Selections will not be marked or identified to show approval or disapproval of the contents. The use of rare or scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of children. Children’s books will be selected with the age and educational level of the children in mind.

**Guidelines for selection:**

1. The Library recognizes the purposes and resources of other libraries in the Blue Rapids area and the North Central Kansas Libraries System and shall not needlessly duplicate their functions and materials.

2. Because Library patrons represent a wide range of backgrounds, educational levels, ages and reading skills, it will seek to select materials of varying complexity.

3. Special commercial, industrial, cultural, and civic enterprises of the community will be paid due regard in materials selection.

4. The use of standard book selection tools, as available to the librarians, will be used in the selection of materials.

5. The following general criteria are considered in selecting materials:

1. Permanent value
2. Contemporary significance: i.e., attention of critics, reviewers and the public
3. Popular interest
4. Widely regarded critical reputation of author
5. Comprehensiveness and depth of treatment
6. Clarity, accuracy and logic of presentation
7. Reputation of publisher
8. Date of publication
9. Relationship to existing collection
10. Artistic merit
11. Insight and/or perspective into human and social conditions
12. Price
13. Local interest or relevance

Materials infrequently used and not of lasting value will be periodically withdrawn from the collections. Obsolete materials include books with outdated information, superseded editions, superfluous duplicates, and worn-out items.

**Patron request for material removal**

In the event a patron requests that a specific work which is in the collection be removed from the Library, the following action will be taken.

1. The Library Director and the patron will discuss the patron’s reasons for the request, and the Director will explain the Library’s materials selection policy. If the patron wishes to pursue the matter, he/she will be provided with a copy of this policy and a reconsideration form.
2. The patron will fill out in full the reconsideration form, giving specific data required.
3. Upon receipt of the signed form, the Library Director will examine the materials in question, the issues raised, and the circumstances involved. He/she will then make a decision to remove or retain the materials in question.
4. The Library Director will respond in writing to the complainant within two weeks of receipt and will inform the individual of the availability of a Board hearing.
5. If the complainant desires a Board hearing, the materials, reconsideration form, and other relevant materials such as book reviews will be presented to the Board at its next regular meeting.
6. The Board will review the materials and the reconsideration form listing the patron’s objections. Final resolution of the matter will be made by the Board with the guidelines for selection in mind.

Materials will remain in circulation while under challenge until a decision to remove them from the collection is made as outlined in #3 or #6 above.

Materials owned by the North Central Kansas Libraries System but on public shelves may be challenged as to their continued placement there according to the procedure outline above. If the decision of the Library Director or Board is that they should be removed from the shelf, then this action will take place.

1. Bulletin Boards and Handouts

Information on state and local organizations, activities, meetings, or events of a non-commercial nature may be available to the public through the Library’s bulletin board and handout areas. Only one copy of any item may be posted on the bulletin board; multiple copies of handouts will be accepted. Dated items will be removed after the event they publicize is past. Items not pertaining to a specific date may be removed after one month on the bulletin board or two months in a handout area.

**6**. Confidentiality of Records

Records of patron registration and circulation which pertain to identifiable individuals shall be regarded as confidential. As permitted by K.S.A. 45-221 (a) (23), they are deemed to be not subjected to disclosure under Kansas Open Records Act. Such records shall not be made available except pursuant to a valid process, order, or warrant.

This policy shall not be so construed as to prevent the Library from pursuing the return of, or payment for, overdue Library materials.

**7**. Gifts

The Library is grateful for the generosity of persons who make gifts to the Library, which allow us to stretch our resources and make available items, which would otherwise not be available to the community.

Gifts of books and other materials are accepted with the understanding that items not added to the collection (those that are duplicates, outdated, textbooks, in poor condition, etc.) may be disposed of through a Library book sale or other means. Items accepted will be integrated with the Library’s collection.

Monetary gifts will be used for the purpose specified by the donor. The Library may accept non-monetary gifts, other than books, with the understanding that the Library is free to use them as needed, and dispose of them if no longer needed.

No appraisals will be made for non-monetary gifts. On request, we will provide a statement for tax purposes describing the gift.

**9**. Patron Conduct

In order to provide an environment in which all patrons may safely and freely use and enjoy the Library, some expectations regarding patron conduct must be enforced. All patrons observing proper conduct in the Library are allowed to freely make use of the Library. Those whose conduct is disruptive to Library operations and other patrons’ use of the Library may have the privilege of using the Library abridged or denied to the extent necessary to deal with the problem.

No list can be exhaustive, and any conduct disrupts the Library is prohibited. However, conduct which may lead to denial of Library privileges includes, but is not limited to, the following:

* Damaging Library property
* Threatening or harassing patrons or staff members
* Possession of a weapon unless in performance of official duties
* Bringing animals into the Library except those needed to assist a disabled person
* Smoking
* Playing of audio equipment so that others may hear it
* Talking loudly enough to disturb others
* Use of a cell phone in a manner that disturbs others; cell phones should be set to silent or turned off, and when talking on a cell phone, persons should either use a low conversational voice or move outside
* Body odor so offensive as to disturb others
* Soliciting or selling items in any public area, and in staff areas unless authorized by the Director
* Anything which may be reasonable expected to result in injury to self or others
* Any illegal activity

Patrons indulging in improper conduct may be asked to cease that conduct, to move to another location or activity, or to leave the Library; severe or recurring problems may be dealt with by barring use of the Library to the individual involved, or by making Library use conditional. In general, the least restrictive means, which effectively deals with the conduct, should be employed. In some cases, those involved in serious or recurring problems may be barred indefinitely from use of the Library. Police shall be called when conduct is illegal, when it poses a threat to the Library or an individual, or when an individual refuses to leave the Library when asked to do so.

When any serious incident or one in which an individual is asked to leave the Library occurs, a written account will be on file by the end of the next working day.

The Blue Rapids City Library reserves the right to randomly check Patron’s backpacks, coats, shirts, notebooks, bags, personal effects should the need arise.

**10**. Unattended Children

**A**. The Library does not provide care of supervision of children, except to the extent needed to uphold Library rules of conduct and use, and does not accept responsibility for such care. Parents or other caregivers are responsible for their children’s behavior.

**B**. Children under the age of seven may not be left unattended in the Library, except during scheduled Library-sponsored programs.

**C.** Children over the age of seven may be left unattended providing they are mature enough to stay alone and observe proper conduct. Such children are subject to the same rules of conduct as other patrons and the same consequences, including being asked to leave the Library. This possibility should be taken into account when deciding whether to leave a child unattended in the Library.

**D.** Children of any age with mental, physical, or emotional problems which render supervision necessary shall be accompanied by a parent or other caregiver at all times.

**E.** Children left unattended in the Library in violation of this policy may be considered a child in need of care, and the matter referred to the Department of Social and Rehabilitation Services or other authorities.

**11.** Public Use Computers, Internet Access, and Internet Safety

**A. General Mission**

The Blue Rapids City Library provides access to the Internet and productivity software for registered library users from multiple computer terminals in the library. The library also offers free wireless Internet access in the library to people who have their own portable wireless devices. This policy also applies to wireless use of the library Internet connection. The Internet offers information of every kind through a vast global network. This resource fits into the mission of libraries as forums for information and ideas, and into this library’s mission.

### B. The laws That Guide the Library’s Internet Policy

### **User Responsibilities**

1. The Library complies with state and federal laws. We have a particular awareness of Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a; and 41-4301c) and federal laws on copyright (U.S.Code, Title 17),.the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA). The Library and Library users must comply with these laws.

2. To use computers in the library, customers must:

a. Not access, create or display information that is obscene as defined by Kansas law (KSA 21 4301) , (KSA 21 4301a) and (KSA 21 4301 C

b. Not disclose or disseminate personal information that could threaten or create vulnerability for any person or the library.

c. Not use library computers for any illegal or criminal use. Respect the legal protection provided by copyright and license to programs and data.(US Code Title 17)

d. Not tamper with computer hardware and/or software or attempt to gain unauthorized access to any data or computer network.

e. Respect other users’ privacy and rights.

### C. Internet Privacy and Confidentiality

1. The library does not monitor an individual’s use of any sites except when material displayed on the screen is not appropriate in a public environment and User Responsibilities are violated. Patrons use the Internet at their own discretion.

2. In general the library will treat information viewed on computers as confidential. Requests for disclosure of information regarding an individual’s use will be honored only if approved by the appropriate library administrator, when authorized by the owners of the information or when required by local, state or federal law.

3. The library reserves the right to terminate a computer session at any time. Staff is authorized to take immediate actin to protect the security of computers and the network and ensure the fair and reasonable use of Internet resources. This includes confiscating disks, requiring a user to leave the computer or the premises, and contacting law enforcement authorities. Use of personal laptop computers or tablets in the library is also subject to the same user responsibilities.

4. The library’s wireless network is NOT secure. The library is not responsible for the safety of personal equipment, device configurations, security or data files resulting from connection to the library’s wireless access.

### D. Restrictions, Age Limits and parental Supervision

* There are no age restrictions for children’s internet use in the library when supervised and supported by an adult.
* Parents and guardians, not the library or its staff, are responsible for their children’s use of the Internet through the library. Concerned parents are expected to monitor and supervise their children’s access to the Internet: library staff cannot provide this supervision. Filters are not always 100% effective in blocking sites that may be offensive to any individual. They can also block desired and inoffensive material.

### E. Time Limits

1. Adults: Computer sessions are limited to 60 Minutes only when other patrons are waiting. If other patrons are waiting, the current user has 14 minutes to leave a computer after informed of others waiting.

2. The library does not reserve computers or iPads. They are available on a first come first serve basis.

3. Patrons using wireless devices on the library’s network do not have a time limit.

### F. Downloading Files

Downloading files to a flash drive is permissible. Data cannot be stored on the hard drive or the library’s network.

### G. Availability of Staff Assistance

Library staff will offer searching suggestions and answer questions, but cannot provide individual training concerning Internet use of computer skills. Interested patrons are encouraged to use manuals and guides available in the library, or schedule time for individual in-depth help.