

GOESSEL PUBLIC LIBRARY POLICY BOOK

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I. Mission and Goal Statements

The mission of the Goessel 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 will make every effort to connect our patrons to services and timely resources which meet their needs.

II. Who May Use the Library

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

III. Patron Responsibilities and Conduct

A. General

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 limited or denied to the extent necessary to deal with the problem.

No list can be exhaustive; therefore, any conduct which 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
- body odor so offensive as to disturb others
- soliciting or selling items in any public area, and in staff areas unless authorized by the senior staff members on duty
- anything which may be reasonably expected to result in injury to self or others
- any illegal activity

Patrons using 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

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of the library to the individual involved, or by making library use conditional. In general, that least restrictive means which effectively deals with the conduct should be employed. Minor problems should be dealt with by the staff member observing it; more serious or recurring problems should be handled by the senior staff member on duty. Only the Director or library board may bar an individual indefinitely from use of the library. Police should 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, the staff member on duty will prepare a written account for the Director by the end of the next working day.

B. Young children

The Goessel Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff will not be expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age eight must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we request the parent/responsible person to remain in the library throughout the program.

C. Disruptive children

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.

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- Maintain a balance in its services to various age groups.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours that best meet the needs of the community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

The Responsibilities and Authorities of the Library Board are outline in the Goessel Public Library By-Laws. The Goessel Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Goessel Public Library, and appreciates volunteer services.

VII. Personnel Policy

GOESSEL PUBLIC LIBRARY PERSONNEL POLICY/EMPLOYEE HANDBOOK

A. Introduction

This handbook will acquaint you with policies, rules and benefits which apply to employees at Goessel public Library. It is your responsibility to read and be familiar with the contents of this handbook.

The information contained in this handbook applies to all employees of the Goessel Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract with any employee. This handbook is not intended to and does not constitute any sort of contract of employment, either expressed or implied.

Goessel Public Library expressly reserves the right to change any policies without prior notice, including those covered here, at any time. You will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the governing board of your respective employer, and you many not rely on policies that have been amended or

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deleted. No one other than the governing board of the Goessel Public Library has any authority to change any policy.

This employee handbook supersedes all previous personnel policies and management memos which may have been issued on subjects covered herein. If you are uncertain about any policy or procedure, please check with the Director.

Unless otherwise stated, the word “library” through out this handbook applies to the Goessel Public Library.

1. Responsibilities of the Library Board:

- The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
- The board shall establish all other positions and all wage and benefit levels for all library staff.
- The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
- The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

2. Responsibilities of the Director: the persona appointed as library director shall be charged with the sole administration of the library.

- The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
- The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
- The director will be responsible for hiring and firing staff, and for preparing annual performance assessments.
- The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
- The director will recommend changes in or additions to library policies as needed.
- The director will perform preparatory work to assist the board with regular library planning.

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3. Employment relationship

Employees of Goessel Public Library are “employees-at-will.” Goessel Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without notice.

No representative or employee of the library has any authority to enter into any contract or agreement with you concerning your employment except the Director or the board.

Resignation and Retirement Policy: A library employee wishing to resign or retire from employment should notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred. If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee.

B. Employment Policies

1. Equal Employment

Goessel Public Library maintains a policy of nondiscrimination with employees and applicants for employments. No aspect of employment with us will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by law.

2. United States Citizenship

Goessel Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

3. Nepotism

Two or more employees related through the immediate family will not be hired without the approval of the library board.

4. Immediate Family

Immediate family as used under Nepotism, Sick Leave, Funeral Leave, or elsewhere in this handbook, shall include spouse, children, grandchildren, grandparents, and parents, or other relative living in the same household, as well as comparable step-family members and in-laws.

5. No Smoking

The library is designated as a no-smoking building. No smoking is allowed anywhere in the building and employees and visitors who wish to smoke must leave the building to do so.

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6. Non-harassment Policy

Goessel Public Library will not tolerate the harassment of one employee by another. The following employment practices are part of our non-harassment policy:

It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, gender, age, national origin, or disability. Any such incident should be reported promptly to the director (or to a board member if the director is involved) for investigation and resolution. The report shall be in writing with date, location and names of individuals involved.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

This library will not tolerate sexual harassment in any form. No supervisor or employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but it not limited to:

- a. Touching or making improper or proposition advances;
- b. Abusive, vulgar language of a sexual nature;
- c. Suggestive jokes or comments about an employee's body or wearing apparel; and
- d. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment should report the situation to the director. All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the result of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination toward another employee will be subject to discipline, up to and including termination of employment.

7. Injury

Any injury, however slight occurring on the job must be promptly reported to your supervisor. This is for your own protection under Kansas Worker's Compensation regulation and a requirement under the Occupational Safety and Health Act Regulations.

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8. Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or intoxicants or controlled substances by employees or volunteers, at any time on library premises, or while on library business, is prohibited.

If the library has reason to believe that an employee is in violation of this policy, the library reserves the right to test such employee(s). Any employee who violates this policy or refuses to submit a test will be subject to discipline, including termination.

9. Weather Conditions

In the event of inclement weather, the library will close at the discretion of the Library Director. When the local school district (USD 411) closes, the director may determine that the weather is a risk to those traveling to the library.

10. Continuing education and travel

It is the policy of the library to encourage continuing education and professional involvement for employees.

11. Disciplinary Policy

An employee of the Goessel Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally, termination would be a final step which would follow:

- a. A substandard performance appraisal,
- b. Verbal and/or written warnings,
- c. Suspension, and/or
- d. Extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Goessel Public Library reserves the right to dismiss an employee without notice.

12. Personnel Records/Job Evaluation

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Important events in each employee's history with the library will be recorded and kept in the employee's personnel file. Regular job evaluations, changes of status records, commendation, corrective action warning, and educational attainment records are examples of records maintained.

Job evaluations are to be conducted annually. Copies of evaluation are placed in the personnel file.

13. Work Week/Time Sheets/Pay Periods

The work week is defined as Monday through Sunday.

Employees are required to maintain an accurate time sheet noting hours worked, vacation and other leave, and compensatory time earned and taken. Pay periods for employees shall be monthly.

C. Employee Benefits

Director's Paid leave

The director will receive the equivalent of two weeks' paid leave annually. At the time of employment, the director is entitled to take half of his or her first year's paid leave at the end of six months, and the second week at the end of nine months. The director will have discretion to use this paid leave as either holiday pay, vacation, sick leave, or other leave, including funeral leave, jury duty, maternity leave, or military leave.

Other employees are not entitled to benefits.

1. Holidays

The library will be closed on New Year's Eve, New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

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VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Goessel Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Goessel Public Library Board of Trustees and are integral parts of the policy. The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Goessel Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) Forecast, Growing Minds, and the BookPage. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand.

Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

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In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Goessel Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

The Goessel Public Library will request interlibrary loan material to individuals who have been active patrons for at least one year prior to checkout, are at least 19 years old, and in good standing. Patron card must be updated with current information and Identification (Driver's License or similar) and proof of residency. A patron who does not have a card or has allowed it to expire will be required to provide a reference and deposit.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. The director will make book selections if no specific book is requested. The Goessel Public Library encourages and appreciates gifts and donations. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Goessel Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

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H. Challenged Materials

Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Goessel Public Library Board of Trustees.

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid membership number to borrow library materials. Patrons must give the fill out a membership card that will include: address (PO and house), phone numbers, and email. Identification is required. A copy of a Driver's license will be attached to the membership card.

Applicants under 19 years of age must have a parent or guardian give their consent on the application form before a membership number can be issued. All prospective patrons are to be informed of the online account access and understand that they may not be receiving overdue phone calls. Renewals can be made from the online systems from any computer with internet access. The return of library materials is required by law.

B. Loan periods

- Circulating books make be checked out for three weeks. Books may be renewed two times via phone, email, or through the online system, if there is not a waiting list for the title. Further renewals will require a "visual check" to deter renewing of lost books.
- Generally, reference books do not circulate. Upon request and for a patron of good membership status, some reference materials may be checked out overnight.
- Interlibrary loans are due the date indicated by the lending library.
- Periodicals, STEM Tubs may be checked out for one week.
- One week for cassettes, audio books, videocassettes and compact discs.

The director may establish the loan period for special collections, materials that are temporarily in great demand, such as for student projects, or materials added to the collection, which are in a new format, e.g., computer software.

There is no limit on the number of items a patron can borrow at one time. However, patrons may be placed on probation restricting that number as determined necessary by the Director.

C. Reserves

Patrons either in person, over the phone, or through the online system may place reserves. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services. However, frequent users are encouraged to donate toward shipping costs.

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D. Fines and charges

The library is not responsible for notifying borrowers that materials are overdue. Reminders and overdue notices are a courtesy. Failure to receive reminders or overdue notices does not excuse borrowers from the responsibility of returning or renewing items on time to avoid penalties. Email overdue/fines messages are sent out weekly. Patrons are encouraged to submit email address. Phone calls about overdue material will be made at the discretion of the librarians.

All overdue materials will be charged 10 cents per day. However, there will be four days of grace on all materials. Fines will accrue until they reach the cost of the book or video plus a \$5.00 processing fee. If the material is from the NCKL Book Van, the processing fee will be \$10.00. If the book is not returned the patron will be charged the cost of the book plus the appropriate processing fees.

After the unpaid fines reach \$20 or materials are over one month overdue, the patron's library privileges will be suspended until fines are paid and/or materials are returned.

The following steps will be taken to ensure the return of library materials and/or the resolution of unpaid fines. The responsibility of returning materials rests squarely on patrons, as all patrons can access the automation system from any computer with internet access.

1. The automation system will send out weekly overdue emails.
2. Letter or postcard informant patron of materials overdue or phone call
3. Suspension of library privileges and information by certified mail of Goessel City Ordinance Article 6.2(b), Ord. 174. In addition to the above-mentioned fees, the patron will be charged the cost of the certified letter.

F. Damaged materials

If materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost and processing fees. A notice of these charges will be sent to the borrower; a sample of the notice appears in the appendix.

G. Confidentiality

Records of patron registration and circulation which pertain to identifiable individuals shall be regarded as confidential. As permitted in KSA 45-201(a) (23), they are deemed to be not subject to disclosure under the 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.

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X. Reference Service Policy

The Goessel Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. Programming includes such activities as story times, films and activities on no-school days, summer library program for children and speakers for young adults, and book or author discussion groups for adults. The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations Policy

A. Public relations goals of the Goessel Public Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

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C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

XIII. Meeting Policy

The Goessel Public Library is not suited for meetings due to lack of space and privacy concerns. If a meeting place is needed, it must be requested a week in advance to the necessity and availability of the community room. The meeting must be less than an hour in length and involve five people or less. If this criteria is not met then the meeting must be scheduled directly with the city clerk and will fall under their existing policy. The request will be filled or denied at the discretion of the city clerk and library director.

XIV. Equipment Use Policy

A. Computer Use

A computer is available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 30 minutes. Non-gaming users are to be giving priority to computer access. Computer gamers are allowed 30 minutes of computer time unless the use of the computer is needed for non-gaming reasons (i.e. email, word processing, card catalog etc.) Gamers will terminate their game to allow computer access at anytime as requested by staff or Tuesday Night volunteers for non-gaming use. Computer gamers can be requested to leave the library to read quietly after their allotted usage time to return after 30 minutes if at all, at the digression of the staff or Tuesday night volunteer. This policy is to be used to encourage appropriate library behavior and to discourage the chaos gaming sometimes creates. Appropriate library behavior would include the calm, quiet, respectful use of computers- not hovering around the computers or loud conversations.

Library staff is available for general assistance in using the computer. However, the staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

B. Printer/copier

A printer is available. Printer paper will cost \$.15 per sheet and must be paid for at the conclusion of the session. A photocopy machine is available to patrons who wish to copy materials at the rate of \$.15 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

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C. Digital Projector

The Goessel Public Library will check out the Projection System Cart (LCD Projector, DVD player, sound system) and screen to individuals who have been active patrons for at least one year prior to rental are at least 19 years old, and in good standing. Patron card must be updated with current information and Identification (Driver's License). A patron who does not have a card or has allowed it to expire will be required to provide a reference and deposit.

The projection system will be checked out from the library and will be placed in the community room by library staff. The system is NOT to be removed from the community room.

The patron will verify that they have the ability and knowledge to use this item in a safe and responsible manner. The Goessel Public Library will only provide a brief overview. To use this system with an Apple computer an adapter will be necessary.

While in possession of the equipment, the patron is responsible for it at all times. It may not be loaned to anyone else. **DO NOT LEAVE EQUIPMENT UNATTENDED** until room is locked. If an item is removed from the community room, you will be charged for the cost of the equipment. All devices should be returned with the same contents and settings that were placed at the time of check out. If any equipment is missing, the item will stay on your record until every piece is returned. In the case of missing equipment, following procedure will be followed:

- A registered letter will be sent and police will assist in recovering equipment as per Goessel City Ordinance Article 6.2(b), Ord. 174.
- Patron will be banned from future checkouts
- If any equipment is damaged while in your possession, you will be responsible for the cost of the repairs, not to exceed the replacement cost of that item.
- Replacement costs vary according to type and model of hardware, and we reserve the right to purchase an equal or similar model in case of discontinuation.

The checkout of the system and screen is free; however, to defray the cost of bulb and filter replacement a \$5 donation is requested. A form requesting the use of the digital projector is included in the Appendices of the policy book.

D. STEM Kits

STEM kits contain project kits related to specific themes. The materials included allow patrons of all ages to get a taste of how different things work and try their hands at creating something new, be it a robot or electric motor. There are currently eight STEM Kits available. The Goessel Public Library will check out STEM Kits to individuals who have been active patrons for at least one year prior to checkout, are at least 19 years old, and in good standing. Patron card must be updated with current information and Identification (Driver's License or similar) and proof of residency. A patron who does not have a card or has allowed it to expire will be required to provide a reference and deposit.

The STEM kits are checked out in their entirety. Individual items will not be removed from kits for checkout. While in possession of the equipment, the patron is responsible for it at all times. It may not be loaned to anyone else. If an item is removed from the STEM kit and not returned, the patron will be charged for the list cost of the item. Volunteers (Tuesday nights) cannot check-out

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or check-in the kits. It is not their responsibility to perform the inventory required to do these activities.

Tubs should be inventoried immediately at check-in by library staff (not volunteer staff) and zip-tied shut. If the kits are used in the library, the staff will provide supervision, and be responsible for the inventory process.

Goessel Public Library is NOT responsible for any injury or harm that may occur while using the STEM kits. It is the patron's responsibility to supervise and provide age appropriate activities for their child.

A form for the patron to sign that signifies agreement with the STEM kits/Cricut use is included in the Appendices of the policy book. The agreement will be held on file and only one will be necessary to allow use of all the kits.

E. Cricut

The Goessel Public Library will check out the Cricut and its accessory tote to individuals who have been active patrons for at least one year prior to checkout, are at least 19 years old, and in good standing. Patron card must be updated with current information and Identification (Driver's License or similar) and proof of residency. A patron who does not have a card or has allowed it to expire will be required to provide a reference and deposit.

The accessory tote will be checked out as a whole. Individual items will not be removed from tote for checkout. While in possession of the equipment, the patron is responsible for it at all times. It may not be loaned to anyone else. If an item is removed from the tote and not returned, the patron will be charged for the list cost of the item. Volunteers (Tuesday nights) cannot check-out or check-in the kits. It is not their responsibility to perform the inventory required to do these activities.

The tote should be inventoried immediately at check-in by library staff (not volunteer staff).

Goessel Public Library is NOT responsible for any injury or harm that may occur while using the Cricut. Patrons will need to use their own materials to cut (paper, cardstock, vinyl, etc.) as well as any other materials and supplies needed.

A form for the patron to sign that signifies agreement with the STEM kits/Cricut use is included in the Appendices of the policy book. The agreement will be held on file and only one will be necessary to allow use of all the kits.

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XV. Internet Use Policy

The Goessel Public Library offers access to electronic resources, including those on the Internet. The Library is committed to serving the information and lifelong learning needs of all. Providing access to computers and the Internet can enable the Library to expand its information services beyond the traditional collections and resources. Access to computers is a privilege, not a right, and requires responsibility on the part of the user.

Public access to the Internet and online services have become an integral part of the Goessel Library programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

Internet Safety Policy

The purpose of the Internet Safety Policy of Goessel Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Goessel Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board. This policy supersedes all previous Internet Safety Policy statements of the Goessel Library.

This policy document will be reviewed by the Goessel Library Board at least every three years.

Legal Requirements

The Goessel Library Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Goessel Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

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It shall be the responsibility of all members of the Goessel Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director in charge, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available in print at the circulation desk.

Computer and Internet Use

All computer and Internet resources accessible through the Library are provided equally to all library users.

The Library will treat information accessed on the computer as confidential. Requests for disclosure of information will be honored only when required by local, state or federal law.

The Goessel Public Library cannot fully monitor or control the information accessed through the Internet, which changes rapidly and unpredictably. As with other library materials, supervision or restriction of a child's access to the Internet is the responsibility of the parent or legal guardian, not the Library or its staff. Parents are encouraged to supervise their children's Internet sessions.

The Internet offers unlimited global access to all types of information. Not all sources are accurate, complete, current, legal or philosophically acceptable to all people. Some information may be offensive, controversial, illegal, erroneous, etc. It is the responsibility of the user to select or reject online information based on good judgment and discretion.

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Acceptable Use

All electronic traffic originating for Goessel Public Library will be in accordance with acceptable use standards. Failure to abide by these standards may result in the loss of Internet, computer and/or library privileges.

1. Respect for the privacy of others
2. Compliance with copyright law and licensing for individual data and programs. (Copyright is covered by US Code Title 17)
3. Consideration for the security and functioning of computer, computer networks and systems.
4. E-mail accounts may be set up but they must be web-based. We have no private ISP e-mail accounts available for public use.

Saving files to a disk is important, as our computers will not allow you to save to the hard drive. That information will only be on the computer until you log off, at that time it is automatically deleted. You may bring your own CD or flash drive for computer use.

Printing is available from the Xerox, LaserJet or DeskJet (color) printers. The cost of printing will be 15¢ per page if black and white. Please request help selecting an appropriate printer.

Unacceptable Use

The public and staff may only use library computers for legal purposes. Examples of unacceptable use include but are not limited to the following:

1. Uses for any purposes that violate applicable federal, state, or local laws including copyright laws.
2. Interfering with or disrupting other computer users, services, or equipment.
3. Attempting to gain or gaining unauthorized entry to other computing information, or communications sources or devices (hacking).
4. Malicious, threatening, harassing, or obscene behavior or language.
5. Obscene behavior including public display of obscene materials on computer screens or in hard copy. (K.S.A. 214301)
6. Misrepresentation of oneself or the library.
7. Activities that could cause congestion and disruption of networks and systems.
8. Unsolicited advertising.

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9. To access, upload, download, transmit or distribute pornographic, obscene, or sexually explicit language or material. (K.S.A. 214301)

Cautions

1. Parents are cautioned to monitor their minor children's use of the Internet.
2. Users are cautioned to guard closely the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
3. Users are cautioned to take steps to protect their systems from computer viruses and other destructive computer programs when downloading programs to disk for use on other computers.
4. Electronic files should not be considered confidential. The Goessel Public Library will disclose all files when and to the extent required by law.
5. The Goessel Public Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use of unavailability of the system.
6. Anyone making changes to any of the software or hardware settings may lose their computer privileges permanently.

XVI. Disasters Policy

A. Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

B. Health emergencies

Staff members should 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 it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be

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obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

C. Bomb threats

- Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.
- If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**
- Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
- Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

D. Snowstorms

Closing due to inclement weather will be at the discretion of the Library Director.

XVII. Revision of Library Policies

The preceding statements of Goessel Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: *February 12, 2018*

Board of Trustees President: *Tina Boese*

Board of Trustees Vice President: *Sheri Janzen*

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Form: Statement of Concern about Library Resources

Goessel Public Library
STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____
Address _____ Phone _____
City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book _____ Audio-visual Resource
_____ Magazine _____ Content of Library Program
_____ Newspaper _____ Other

Title: _____

Author/Publisher or Producer/Date: _____

What brought this resource to your attention?

To what do you object? Please be as specific as possible.

Have you read or listened or viewed the entire content? If not, what parts?

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend?

What do you want the library to do with this material?

Additional comments:

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Form: Sample of Damaged Material Notice

Dear _____

At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

----- \$-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

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Form: Projection System Agreement

Projection System Agreement

I have read the Goessel Public Library Projection System Policy and my signature below indicates my agreement with the above statements. I agree to assume full responsibility for Goessel Public Library equipment during the time that it is checked out to me. I will leave the projection system in the community room and it will not be removed from the room. I further agree that I will not leave the equipment unattended at any time until the room is locked, and I will protect it from damage. I will not tamper with the hardware or existing software. My signature below acknowledges that I have read and agree to the terms above. I understand that if I do not follow this policy, I will be charged replacement costs. It also indicates that I understand that this agreement, which will be kept on file at the Library, is binding and enforceable during the entire period in which I have privileges at the Goessel Public Library.

_____ Date: _____
(Signature)

Name: _____
(Please Print)

Patron Number: _____ Phone: _____ Email Address: _____

Date and time to be placed in the community room: _____

Comments:/Instructions for staff: _____

Items checked out:

Projector Cart (includes cables, DVD player, projector, and sound system):

Projector Screen:

Updated patron information card with license:

Placed in community room: Date: _____ Time: _____ am. pm.

Checked condition and existence of all items:

Staff Signature: _____

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Form: STEM Kit/Cricut Use Agreement

STEM Kit/Cricut Use Agreement

The Goessel Public Library will check out STEM Kits/Cricut Set to individuals who have been active patrons for at least one year prior to checkout, are at least 19 years old, and in good standing. Patron card must be updated with current information and Identification (Driver's License or similar) and proof of residency. A patron who does not have a card or has allowed it to expire will be required to provide a reference and deposit. The patron will also complete and sign the STEM kit/Cricut agreement which will be placed on file (form provided in the addendum).

The STEM kits/Cricut are checked out in their entirety. Individual items will not be removed from kits for checkout. While in possession of the equipment, the patron is responsible for it at all times. It may not be loaned to anyone else. If an item is removed from the STEM kit/Cricut Tote and not returned, you will be charged for the list cost of the item.

Goessel Public Library is not responsible for any injury or harm that may occur. It is the patron's responsibility to supervise and provide age appropriate activities for their child.

I have read the Goessel Public Library Projection System Policy and my signature below indicates my agreement with the above statements. I agree to assume full responsibility for Goessel Public Library equipment during the time that it is checked out to me. My signature below acknowledges that I have read and agree to the terms above. I understand that if I do not follow this policy, I will be charged replacement costs. It also indicates that I understand that this agreement, which will be kept on file at the Library, is binding and enforceable during the entire period in which I have privileges at the Goessel Public Library.

(Signature) _____ Date: _____

Name: _____
(Print)

Patron Number: _____ Phone: _____ Email Address: _____