

**SIDNEY  
PUBLIC  
LIBRARY  
POLICIES**

**1112 12<sup>th</sup> Ave, Sidney, NE 69162**

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## **Policies and Procedures**

The Sidney Public Library is operated under the direction of the Library Board pursuant to enabling legislation of the State of Nebraska and the ordinances of the City of Sidney. Its goal is to provide library resources that encourage and inform a society in a community whose residents represent broad interests. This goal is accomplished by taking an active approach to meeting ever-changing community needs for informational and recreational library materials in all formats, by exercising community leadership in education, and by providing cost-effective library services including cooperative efforts through the *Nebraska Library Commission* and the *Panhandle Library System*.

*Revised December 2005*

## **Mission Statement**

It is the mission of the Sidney Public Library to provide and promote open and equal access to the resources and services of the library in order to meet the informational, educational, and cultural needs of the community. The library seeks to encourage reading and the use of current technology for life-long learning and the enhancement of the individual's quality of life. It is our goal to serve the public with expert assistance and provide outreach to the community.

*Approved by the Library Board August 8, 2010*

## **Amendments**

These by-laws may be amended at any regular meeting of the Library Board with a quorum present, provided the amendment was stated in the call of the meeting. The by-laws are subject to the approval of the appointive body of the Board.

*Approved by the Library Board September 1, 1992*

## **Library Services**

Library services shall be extended to all residents of the Sidney Public Library service area upon completion of an application form, presentation of a valid ID and proof of address. Residents are those who live in, own property in or attend a school located in Cheyenne County, Nebraska. This includes students enrolled in classes at the Sidney Campus of Western Nebraska Community College. Legally recognized organizations located in Cheyenne County, Nebraska may attain a single library card for use by representatives of said organization.

Non-residents may obtain a library card upon completion of an application form, presentation of a valid ID and payment of an annual non-resident fee of \$30 per household. Every person residing within said household for the majority of a calendar year is then eligible to receive a library card.

Nebraskacards may be used at the Sidney Public Library.

*Revised by the Library Board July 13, 2015*

## **Library Collections**

The responsibility for the selection of library materials is delegated to the Library Director, Adult Services Librarian, and Children's Librarian as appropriate for management within the context of the library's **COLLECTION DEVELOPMENT POLICY**. Recommendations reflecting the broad range of community interests are encouraged.

The Library Board affirms the American Library Association's ***LIBRARY BILL OF RIGHTS and FREEDOM TO READ*** statements as its policies within the context and procedures of the library's **COLLECTION DEVELOPMENT POLICY**.

## **Material Loan Periods**

Library materials are generally loaned for two-week periods and may be renewed for another two weeks. Videocassettes and DVD's are loaned for a one-week period and may be renewed for another week. Art prints and sculptures are loaned for a period of 60 days, with no renewal. Audio-visual equipment is loaned on a 24-hour basis and may be renewed if demand permits upon payment of the designated fee.

## **Library Fee Schedule**

Fees for audio-visual equipment loan, lost/damaged library materials, library card replacement, and other non-basic library services may be established by the Library Board in a **LIBRARY FEE SCHEDULE** consistent with enabling legislation on a cost recovery basis. The **LIBRARY FEE SCHEDULE** will be reviewed periodically by the Library Board and may be adjusted to reflect changes in service costs.

## **Suspension of Service**

The use of the Library or its services may be denied temporarily for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or improper conduct upon the library premises.

## **Confidentiality of Library Records**

Library records containing personally identifiable information are for the sole purpose of maintaining and conserving public property and are not to be used for identifying the titles or kinds of material, equipment, or services used by individual library patrons.

Such records or information shall not be made available to any individual or agency of state, federal or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative power.

Upon receipt of such process, order or subpoena, the Library Director shall consult with the City Attorney to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. Upon that validation, the library will comply with the request.

Any costs incurred by the Sidney Public Library in any search of such library records, under court order, shall be chargeable to the agency demanding the search.

*Revised by the Library Board August 2013*

## **Advocacy and Marketing**

To promote a comprehensive understanding of the Library's objectives and services among governing officials, civic leaders, and the general public, library staff and board members are encouraged to participate in activities that advocate for the library. . The Library shall take the initiative in helping non-users see the appropriateness of the Library's services to them and others.

The Library Director shall inform the public of the services which the Library is able to perform and to act as a public relations agent between the Library and the various organized groups in the community. The activities of the Library shall be coordinated with like agencies to avoid gaps or duplication in service.

Full advantage shall be taken of social media, marketing and news services through a marketing plan for the Library developed by the Library Director and Board. The marketing plan will be reviewed annually.

*Revised by the Library Board August 2016*

## **Gifts to the Library**

Gifts of money, land, property, or unrestricted bequests will be gratefully accepted by the Sidney Public Library Foundation, Incorporated. Gifts or bequests with specific restrictions will be reviewed by the Board of the Sidney Public Library Foundation, Incorporated, before acceptance. Gifts of library materials will be reviewed by the Library Director and Staff, who may accept them in conformity with the **COLLECTION DEVELOPMENT POLICY**.

*Revised by the Library Board August 2013*

## **THE LIBRARY BOARD**

### **Appointment and Responsibility**

The Library Board for the City of Sidney, Nebraska is created pursuant to *Ordinance 842* (passed January 14, 1974) and *Ordinance 960* (passed January 14, 1980) as cited in *Chapter 268* of the *Sidney Municipal Code*. This board is composed of five (5) members appointed for the city-at-large by a majority vote of the members of the Sidney City Council. The term for each board member is four (4) years as set forth in enabling legislation which further provides that they shall serve until their successors have been qualified and appointed and that no board member shall serve more than two (2) terms consecutively, not including any portion of an unexpired term.

The duties, power and responsibilities of the board are set forth in state laws and city ordinances and include the power to make and adopt such bylaws, rules and regulations for its own guidance and for the government of the Library not inconsistent with statute.

### **Officers**

The officers of the Board shall be elected at the Annual Meeting of the Board and shall be as follows: President, Vice-President, Secretary, and Treasurer. They shall take office at once if present and shall remain in office until their successors are qualified and elected.

The President of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize calls for special meetings, and generally perform the duties of the presiding officer. In the absence of the President, the Vice-President will carry out these duties.

The Library Director may designate a Secretary to the Board and he or she shall keep a true and accurate account of all meetings, shall have custody of minutes and other records for the Board, and shall notify the appointive body of any vacancies of the Board. The Library Director shall draw vouchers on the Library Fund by order of the Library Board to be paid out by the City Clerk-Treasurer, shall keep an accurate record of all money received and disbursed by he/she and make a report thereof to the Library Board monthly or as often as the Board shall require.

### **Meetings**

The regular monthly meeting of the Sidney Public Library Board shall be held on the second Monday of each month in the Sidney Public Library at such time or place the Board shall determine. \* Unless the Library is closed for a legal holiday. Then the meeting will be the next day (Tuesday). Added. \*November 12, 2013

Special meetings may be called by the President or upon request of any two (2) members. Notification of all special meetings shall be made by the Executive Secretary to all members at least three (3) days before the special meeting, unless waived.

The Annual Meeting shall be held immediately following the regular monthly meeting for the month of January.

### **Quorum**

Three (3) members of the Library Board shall constitute a quorum. Any motion, resolution or order passed by the Board in order to be valid shall require the vote or assent of three (3) members of the Board.

### **Order of Business**

The order of business at the regular meeting shall be as follows:

1. Call to order
2. Sign acknowledgement of receipt
3. Comments from the public
4. Approval of minutes from the previous meeting
5. Financial report
6. Approval of bills
7. Communications
8. Report of the Library Director
9. Report from Staff (if applicable)
10. Unfinished business
11. New business and miscellaneous topics
12. Adjournment

*Approved by the Library Board December 2005*

### **Board Minutes**

A copy of the most recent Board Minutes may be viewed as they become available.

*Revised December 2005*

## **THE LIBRARY DIRECTOR**

### **Appointment**

The Library Board shall have the power to appoint a suitable Library Director, to fix his/her compensation, and to remove their appointee at their discretion.

### **Authority**

The Library Director shall have sole charge of the administration of the Library under the direction and review of the Library Board. The Library Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under financial conditions set forth in the annual budget. The Library Director shall serve as Executive Secretary to the Library Board, or the Library Director may designate a Secretary to the Board, and shall attend all meetings of the Library Board except those at which his/her appointment or salary is to be discussed.

*Approved by the Library Board, September 9, 2013*

### **Duties**

The Board feels that it is imperative the Library Director be directly visible to the public as much as possible and personally provide the best service he/she can offer in a most courteous manner to all patrons of the Library.

The Director must fill in whenever possible when an employee is absent.

Whenever possible the Director will greet any special groups that come in the Library.

The Director shall make every attempt to get the Library involved with the School System and the general public. (Classes, workshops, services provided by the Sidney Public Library, etc.) Any suggestions by the Schools or the public can be brought to the Library Board for discussion.

The Director is encouraged to contact and present programs to local service groups and clubs regarding Library Services and solicits donations for the Library or the Foundation whenever appropriate.

The Director is to enforce all policies adopted by the Library Board and give recommendations to the Board when new policies are needed.

*Approved by the Library Board, September 9, 2013*

## **LIBRARY EMPLOYEES**

### **Employment Policy**

The Sidney Public Library is an Equal Opportunity Employer and it is the policy of the Library to comply with all Federal and State laws which pertain to fair employment practices. The Library does not discriminate on the basis of sex, race, national origin, or any other grounds prohibited by law.

Employees of the Sidney Public Library are responsible to the Library Director as outlined above and the Library Director is solely responsible for the hiring and dismissal of employees under policies established by the Library Board. Sidney Public Library employees do not come under the City of Sidney Personnel Manual except in those instances where the manual has been adopted specifically as Sidney Public Library policy.

### **Conflict of Interest**

No supervisor shall grant any preferential treatment to any employee under their supervision for non-job-related reasons. All employment decisions by any supervisor shall be limited to job related reasons unless an exception is approved by the Library Board for legitimate business reasons. If any supervisor believes that a decision on a specific employment issue would be a conflict of interest or appear to be a conflict of interest, the supervisor may refer the decision to the Library Board or the Board's designee.<sup>1</sup>

Relatives of such persons may be appointed if the appointment is approved in advance by the governing body.<sup>2</sup>

### **Hours of Work and Attendance**

The normal work week consists of five eight-hour days, or a total of forty (40) hours per week for full-time employees. Part-time employees are limited to thirty-eight (38) hours per week. Evening and weekend schedules are prepared to meet the Library's service goals and to achieve an equitable distribution of hours. The Library recognizes that personal and family commitments are important however, an excessive amount of absenteeism adversely affects the ability of the Library to perform its function and may be cause for disciplinary action.

### **Rest Periods**

The Library provides for paid rest periods of fifteen (15) minutes midway through any four (4) hour shift. Breaks are considered working time and work may be required during them if necessary.

### **Employee Compensation**

Employees will be maintained in appropriate pay grades for compensation on a salary schedule which shall be the *City of Sidney Salary Schedule* as amended. Compensation is reviewed annually and upon recommendation of the Library Director, appropriate adjustments may be

made by the Library Board.

### **Employee Benefits**

Provisions for vacation, sick leave, leave of absence, health and accident insurance, life insurance, retirement, bonus, and longevity pay shall be as provided in the *City of Sidney Personnel Manual*.

### **Staff Professional Development**

Continuing education and in-service training programs are provided for in a separate **STAFF PROFESSIONAL DEVELOPMENT** and authorization for participation and reimbursement for expenses incurred in these activities must be approved by the Library Board, usually in advance thereof.

### **Telephone and Visitors**

Telephones are provided for the purpose of conducting Library business. Telephones are not routinely made available to the public. Employees may make or receive brief calls of a personal nature, but the privileges should not be abused. The Library also permits employees to receive occasional personal visits. Abuse of telephone calls or personal visits may be cause for disciplinary action.

*Addendum (1) & (2) approved and added By the Library Board September 9, 2013*

**SIDNEY PUBLIC LIBRARY**  
**Grievance Form**  
**Staff to Board**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Library Director: \_\_\_\_\_

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**Statement of Grievance:** (attach additional paper if necessary):

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

**List violation of policy:**

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

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

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Date Received by Library Board: \_\_\_\_\_

Signature of Library Board President: \_\_\_\_\_

**Response in writing to employee within five working days. (Please attach written response to this paper.)**

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## **Staff Attendance at Board Meetings**

The Board may request that a staff member attend a regularly scheduled Board Meeting on a quarterly basis.

The purpose of their attendance at these meetings is to allow staff to observe and/or report on various programs if requested. The communication between the Board of Trustees and staff members can reward the Library with an increased level of cooperation and understanding.

It is the Library Board's wishes that all of the Library Staff can carry out their duties effectively and as efficiently as possible and to serve the public in a pleasant and helpful manner.

NOTICE OF THESE BOARD MEETING DATES AND TIMES WILL BE POSTED BY THE DIRECTOR ONE (1) WEEK PRIOR TO THE MEETING.

*Approved by the Library Board, July 1993*

## **Employee Bulletin Board**

In addition to the Library's policy concerning public bulletin boards, an employee bulletin board is provided in the workroom to keep employees informed of any changes in policy or developments within the Library. Such posted information should be read routinely.

*Approved by the Library Board August 8, 2005*

## **Staff Professional Development**

It is the policy of the Sidney Public Library to support an active in-service training program as part of its responsibility for maintaining an effective, patron-oriented library service. To this end, the Library provides for:

1. Membership in the *Nebraska Library Association* for all Trustees and Library Staff and for the attendance of Library Board members and of the Library staff at the Annual Conference of the *Nebraska Library Association*;
2. The one-day closure of the Sidney Public Library so that all Library Staff Trustees may attend the annual regional *Nebraska Library Association* Meeting if need arises;
3. The participation of full-time employees in the Basic Skills classes and other training opportunities necessary to maintain *Nebraska Public Librarian Certification*;
4. And, for in-service staff meetings conducted by the Library Director. In-service staff meetings may be scheduled by the Library Director as necessary with proper to all staff. A temporary schedule change or compensatory time off may be granted the discretion of the Library Director to facilitate attendance of all staff at these meetings. Compensatory time off will be granted by the Library Director at a time mutually convenient to the employee and to the Library.
5. The Director will keep track of the accumulated hours for each staff member that are necessary to maintain Nebraska Public Librarian Certification. The Director will notify the Library Board prior to any staff member losing their certification. The Director will notify the Library Board when seminars or training sessions are available that a staff member could attend to become certified before the certification expires.
6. All information received by the Library Director or the Library regarding seminars, workshops, training sessions or specific classes, etc., will be initialed by each full time staff member to ensure that they are aware of all available courses.
7. Any interested staff member who wants to attend a specific course to receive hours for certification shall notify the Library Director. The Library Director will do all that is possible to schedule staff members to attend. If scheduling does not allow, the Library Director will contact the necessary parties to determine if this course will be offered at a later date. If it is not available then the Director will re-evaluate scheduling of staff members. The matter will be brought to the Library Board's attention if a solution cannot be found.

*Revised August 2013*

## **Staff Meetings**

Staff meetings will be conducted as needed and organized by the Library Director, although input and active participation in these meetings from all staff is strongly encouraged. These meetings are opportunities to develop and enhance the quantity and quality of communication between all Library employees. They are a forum to begin the process of turning ideas into actions.

Attendance by full-time staff at these meetings is not required, but is very strongly recommended. Part-time staff may attend these meetings if they wish, so long as the provision of library service to the public is not hampered. meeting times should be posted far enough in advance that as many employees as possible can make plans to attend.

Any staff member who cannot attend should alert the Library Director in advance of the meeting. The Library Director is responsible for communicating a summary of the meeting to any staff member who could not attend.

Compensatory time off will be credited to any employee attending a staff meeting scheduled outside of his/her normal work hours.

*Approved by the Library Board January 10, 1995*

## **Outside Earnings**

Any staff member who provides a service and acts as a representative for the Library during their regularly scheduled hours and earns a monetary compensation for their services shall be entitled to keep said monetary sums.

It will be the full responsibility of the staff member who performs these services to collect their compensation. This Board will not act on their behalf to collect compensation agreed on between staff member and third parties.

No staff member shall enter in any verbal or signed contract in regards to services performed during regularly scheduled working hours until the Board of Trustees vote and approve of these services and the length of time involved.

These services can be, but are not limited to, teaching classes or workshops in the surrounding school systems.

*Approved by the Library Board, July 1993*

## **Employee Classification**

The Library hires six classes of employees. They are and require:

### Library Director (Professional ; Grade 21)

- Master's degree in Library Science from a program accredited by the *American Library Association*
- Five years (FTE) increasingly responsible post-graduate library experience

### Librarian (Professional ; Grade 15)

- Master's degree in Library Science
- Additional library experience as required for the specific position
- Supervisory experience

### Librarian (Paraprofessional ; Grade 12)<sup>2</sup>

- Bachelors degree or four years (FTE) of college (degree preferred), plus
- Six years (FTE) of library experience, or
- combination of college education and library experience to reach 10 years total, or
- Twelve years (FTE) of library experience

### Library Specialist (Paraprofessional ; Grade 7)<sup>2</sup>

- Associate's degree or two years (FTE) of college (degree preferred), plus
- Three years (FTE) of library experience, or
- Combination of college education and library experience to reach five year total, or
- Six years (FTE) of library experience

### Library Assistant (Paraprofessional ; Grade 5)<sup>2</sup>

- One year (FTE) of college, plus
- One year (FTE) of library or related experience, or
- Combination of college education and library or related experience to reach two year total

### Library Clerk (Paraprofessional ; Grade 2)

- High School diploma or G.E.D.

*Approved by the Library Board July 21, 1994*

- 1 This policy replaces all previous policies addressing these topics.
- 2 Any of these requirements may be waived through a demonstration of the skills needed for the classification at the discretion of the Library Director.

## **Filling Position Vacancies and Determining Employee Compensation (1)**

The Sidney Public Library will not discriminate based on age, national or ethnic origin, race, sex, or sexual preference in any regard, including the hiring of new employees. In conjunction with the *City of Sidney, Nebraska*, the Sidney Public Library is an equal opportunity, affirmative-action employer.

The Library hires people for four kinds of employment:

- Full-time permanent (ongoing employment; 40 hours per week)
- Part-time permanent (ongoing employment; less than 40 hours per week)
- Full-time temporary (not to exceed one calendar year; 40 hours per week)
- Part-time temporary (not to exceed one calendar year; less than 40 hours per week)

Only “full-time permanent” employees are entitled to the benefit package currently offered by the Library. Part-time and temporary employees are regularly scheduled to work less than 40 hours per week and do not receive benefits.

Positions at the Sidney Public Library may be filled in one of two ways.

First, the Library Director may offer the position to a current or prior Library employee who has demonstrated high quality in his/her job performance and work habits and is in good standing without first advertising the position. Positions need not be filled from within the organization, but they can be -- without advertising.

Second, the Library Director may advertise a particular job opening to accumulate a pool of applicants from which one or more applicants are chosen. Advertisement of position openings may result in a pool of applicants from which one or more positions are filled. If a full-time position is advertised, but no qualified applicants are found, it may be split into two or more part-time positions at the discretion of the Library Director.

Hiring decisions are made by the Library Director, but salaries, wages, and benefits are decided on by the Library Board. Establishment of or changes to employee salaries, wages, or benefits are to be recommended to the Library Board by the Library Director as he/she feels appropriate, yet the Library Board must approve any such recommendation before it can take effect.

*Approved by the Library Board July 21, 1994*

*(1) This policy replaces all previous policies concerning these topics.*

## **PERFORMANCE EVALUATIONS**

### **Library Director's Performance Evaluation Policy**

Pursuant to *Nebraska Library Law 51-211* and the *Sidney Public Library Policies and Procedures (revised 1992, page 4)*, the Library Board shall have the power to appoint a suitable Library Director, to fix his compensation, and to remove their appointee at pleasure.

### **Library Staff Performance Evaluation**

Exercising the responsibility delegated by the Library Board for personnel administration, pursuant to *Sidney Public Library Policies and Procedures (revised 1992, page 5)*, the Library Director reviews employees' performance evaluation at the end of a new-hire probationary period, a promotional probationary period, and annually thereafter. This evaluation will include a salary recommendation. Hourly employees are exempt from these provisions.

For standard or better, the Library Director will grant a salary increase of one-step on the established salary grade up to Step F; for standard performance, employees may be retained at Step F without prejudice. For above standard to outstanding performance, a two-step salary increase may be granted with adequate documentation subject to approval of the Library Board.

As a result of a below-standard performance evaluation, the Library Director may deny a salary increase or defer it for as many as twelve (12) pay periods; another performance evaluation will be prepared by the conclusion of the period of deferral. No salary increase will be granted on an unsatisfactory performance evaluation. Employees failing to achieve a rating of standard or above on a new-hire probation evaluation may be terminated without recourse.

Employees failing to achieve a rating of standard or above on an evaluation of promotional probation may be returned to their previous classification, if an opening exists, with a salary equal to not more than one step higher than their previous step in the grade to which returned; in no case will the salary be higher than the highest step of the grade to which the employee is returned. If there is no opening in the previous classification, the employee failing promotional probation will be separated from the Library employment and placed at the top of an eligibility list for one year for rehire in that classification.

In addition to regularly scheduled evaluations, interim performance evaluations may be prepared as necessary. Performance evaluations and salary review dates for Library employees at the time of adoption of this policy will be set to coincide with the fiscal year.

*Approved by the Library Board, November 1992*

## Finance Policy

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws and ordinances:

1. The Library Director shall establish an annual budget from the funds designated to the library from the city funds. Submission for approval will go before the Library Board, and then it will be submitted to the City Council for inclusion in the City budget.
2. After adoption by the City Council, the allocated funds will be made available in the library account for library materials and services.
3. On a monthly basis, the Library Director shall present a list of all expenditures to the Library Board for review, approval and will then forward written checks for expenditures to the City Clerk for signature. The Library Business Manager will then mail the checks. The Library Director will also present a monthly financial report to the Library Board showing the status of all accounts and funds. The Library Director will deliver an annual report to the City Council.
4. On an annual basis, all Library funds, expenditures and revenues will be audited as part of the City audit. Any notes or communications from the City auditor regarding the Library shall be communicated with the Library Board. Library finances will also be annually reported to the Nebraska Library Commission.
5. Any cash payments received by the Library from library cards, reimbursements for lost or damaged materials, printer copies, computer printouts, interlibrary loans and equipment rentals will be submitted to the City as general revenue which helps support the Library.
6. Disposal of property:
  - a. Withdrawn library materials and materials donated but not added to the collection will be disposed of at the discretion of the Library Director and staff.
  - b. All other Library property to be sold or disposed of will be approved by the City Council and monies from these items deposited in the general revenue.
7. Donations and Grants:
  - a. All donations to the Library shall be subject to the **Gifts Policy**.
  - b. Utilization of grant funds from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In the case the expenditure of these funds will be decided by the Library Director and/or the Library Board and approved at the regular monthly meeting of the Library Board. The Library Board shall have the right to approve or deny library utilization of grant or contract funds on behalf of the Library by external organizations.

*Approved by the Library Board October 11, 2010*

## **COLLECTION DEVELOPMENT**

### **Introduction**

The Sidney Public Library's primary responsibility is to provide materials that meet the wide variety of interests of a diverse clientele. It serves a broad community in the City of Sidney and the County of Cheyenne whose residents represent various socio-economic and educational levels.

The Library Provides resources and materials that encourage an informed and enlightened society. It organizes materials and guides users of all ages in their search for reliable information, greater understanding, and a creative pattern for living. It is guided by a sense of responsibility from the past to the present and into the future to develop a collection that encompasses all of human knowledge. The Library does not try to determine what the public should read, nor does it select as if granting a seal of merit. Rather, it attempts to meet the demands of an inquisitive, enlighten readership.

### **Responsibility and Selection**

Materials are selected in all media to satisfy residents of all ages both as individuals and as members of groups. The Library recognizes its responsibility to have available a representative selection of materials on all points of view including fiction and recreational subjects. The Library provides a resource where individuals can examine issues fully and formulate their own opinions. It is policy of the Sidney Public Library to avoid the sensational and inflammatory, as well as materials exhibiting racial or religious prejudice and those containing undocumented charges of libelous nature.

The Library seeks to present sound, factual data and honest expressions of opinion on all sides of controversial issues. This obligation arises not only from the need for balance and variety in the collection, but also from the obligation to uphold the traditional American doctrines of *Freedom of Speech* and *Freedom of the Press* as guaranteed by the *Constitution of the United States*, and supported by the American Library Association's Library Bill of Rights. In a democracy, it is essential that people have free access to ideas, even those of which some people disapprove; so-called "wrong" ideas can be effectively analyzed only through free access to information.

It is the policy of the Sidney Public Library not to take sides on public issues. It does not endorse the opinion or points of view expressed in its collection. Materials are selected using professional standards regardless of the personal opinions of any of the Library staff.

The Sidney Public Library provides several levels of service: basic community service, extension service through the Bookmobile, information networking and interlibrary loan in cooperation with the Nebraska Library Commission and OCLC. Yet, in Sidney and in Cheyenne County there are elementary, secondary, and higher education facilities, many with their own libraries.

Thus, while the Sidney Public Library has material on every subject and grade level, as a matter of policy, no attempt is made to become curriculum oriented. However, consideration is given to

the needs of people engaged in self-education by providing introductory and more advanced materials for those who wish to pursue independent study. The Library serves as a supplemental source in meeting the educational needs of students and it provides a wide variety of resources which may supplement academic programs.

The responsibility for the selection of library materials rests with the Adult Services Librarian and Children's Librarian, with final approval by the Director. The Library Director evaluates library materials within the context of this policy and the limits of available resources. Staff members also may participate in the selection process according to their expertise. The Sidney Public Library invites suggestions for purchase from the community of users.

## **Guidelines and Criteria**

To build collections of merit and significance, materials must be measured by objective criteria. All acquisitions of library material, whether purchased or received as gifts, are considered in terms of the following guidelines. Clearly, however, an item need not meet all the criteria in order to be acceptable. Appraisal of library material should consider the degree of importance of each criterion as applied to the particular item under consideration.

1. **Overall Purpose** - One criterion is the presumed intent of the author and the sincerity of his/her purpose. This is a valid standard and, although only subjective judgments can be made concerning it, titles are selected on the basis of the context as a whole. The honesty and integrity of the author is closely scrutinized in all media. Reading tastes continually change to reflect social and literary trends. Materials containing course language or certain subjects, which may be objectionable to some people, are included when it is judged that the author is sincere in what he/she is trying to portray. While the Library recognizes that some users may object, an attempt is made to provide materials to suit a variety of tastes.
2. **Reputation of Author** - In considering the reputation of the author, thought is given to several factors: whether or not his/her work is read and requested, even if a new title is not as well done as a previous work; whether the author has not been as widely read by the general population, yet his/her work may be a significant cultural contribution.
3. **Timeliness** - Illumination of the present or another era is an important consideration. Books on issues of current interest are purchased if timeliness gives them relevance and importance.
4. **Permanent Value and Importance to the Collection** - The comprehensiveness, clarity, accuracy and logic of presentation are all considered in determining the permanent value and importance of materials to the collection. In addition to past and current distinguished material, the Library also acquires popular and experimental works having potential future value.
5. **Popular Demand** - Demand is also a factor in book selection. To be of any value, best sellers must be chosen in time to meet mass demand. Usually these are selected as soon as they read the best seller lists.
6. **Appearance in Book Selection Aids** - Since it is impossible for the Library Staff to personally review the large number of books published, reviews found in professional, literary, specialized, and general periodicals as well as special bibliographies are used as a beginning for selection in addition to the standard library bibliographies.
7. **Reputation of Publisher and Material Format** - The reputation of the publisher as a

reliable producer is also considered in evaluation of materials. Specifically with books, the quality of paper, the presswork, and the binding are all considered in evaluating the impression of the book. In some instances, these standards cannot be applied without sacrificing their content and significance.

## **Gifts**

A gift for the Library collection may consist of material or of funds for the purchase of materials. While the Sidney Public Library encourages unrestricted gifts of funds to permit their most flexible use to enrich the collection, funds are welcomed for the purchase of specific items as well as for the acquisition of material recommended by the Library Staff.

Materials given to the Sidney Public Library are evaluated by the same standards as purchased material. It is explicitly understood that such factors as duplication, lack of community interest, processing costs, or inadequate housing may prevent the addition of gifts to the collection, or their permanent retention and that, if the Library cannot use them, it may dispose of the gifts in any appropriate manner.

## **Weeding**

Weeding is the systematic evaluation of the Library's collection with an eye to the withdrawal of damaged or obsolete materials from the collection. This process is an integral part of collection development.

The library maintains an active withdrawal policy based on removal of unnecessary items, outdated material, books no longer of interest or in demand, duplicates, and worn or mutilated copies. Frequency of circulation, community interest, and the availability of newer and more valid materials are of prime consideration. Both fiction and non-fiction items purchased to meet a demand which no longer exists are withdrawn. The library will retain local history, writings by local and select Nebraska authors and books with local settings regardless of circulation patterns.

In line with guidelines established for accreditation of Nebraska libraries, it is expected that 3% of the collection will be weeded annually when averaged over a three-year period of time.

Materials discarded from the collection are turned over to the Sidney Public Library Foundation for dispersal through book sales or donations to other libraries.

*Approved by the Library Board September 9, 2013*

## **Controversial Material**

The Library does not practice censorship. Patrons desiring reconsideration of any material should complete the Library's **Reconsideration of Materials Form**. When a patron submits a written request for reconsideration of an item in the Library's collection, it will be reviewed by Library Staff in light of the **Collections Development Policy**. The Library Director will make a recommendation in the matter and final determination will be made by the Library Board.

*Approved by the Library Board, September 9, 2013*

### **Reconsideration of Material Procedure**

1. Ask patron to speak to the Library Director about complaint/concern.
2. If necessary, ask patron to complete a **Reconsideration of Material** form. This allows the patron and the Library Director to focus on the facts of the complaint.
3. Once the form is completed, the Library Director and staff are responsible for reviewing the objections. Any material used in the selection process should be obtained and reviewed for an evaluation of the material being reconsidered. Using the guidelines for selection of library material as outlined in this manual, a decision is made. The Library Director then informs the patron in writing and explains the decision.
4. If the patron continues to feel the objections were inadequately reviewed, the patron may take his/her complaint to the Library Board. The Library Board will take appropriate action by reviewing the material, the merits of the request and the initial response by the Library Director. The Library Board will reach a decision and inform the patron in writing.

*Revisited by the Library Board August 2013*

**Request for Reconsideration Form**

**ITEM DESCRIPTION:**

Author \_\_\_\_\_  
Title \_\_\_\_\_  
Publisher or Producer (if known) \_\_\_\_\_  
Date of Publication or Production \_\_\_\_\_  
Type of Material \_\_\_\_\_

**REQUEST INITIATED BY** \_\_\_\_\_

Telephone # \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_

Library in which item is used \_\_\_\_\_  
Person making the request represents: \_\_\_\_\_him/herself \_\_\_\_\_group/organization  
Name or group \_\_\_\_\_  
Address of group \_\_\_\_\_

Did you review the entire item? If not, what sections did you review?  
\_\_\_\_\_  
\_\_\_\_\_

To what in the item do you object? (Please be specific; cite pages, or frames, or sections)  
\_\_\_\_\_  
\_\_\_\_\_

---

In your opinion, what harmful effects might result from the use of this item:  
\_\_\_\_\_  
\_\_\_\_\_

Do you see any value in the use of this item? (Instructional, literary, self-development)  
\_\_\_\_\_  
\_\_\_\_\_

Should the opinion of any additional experts in the field be considered? (If yes, please list suggestions)  
\_\_\_\_\_  
\_\_\_\_\_

In the place of this item, would you care to recommend other material which you consider to be of equal or superior quality for the purpose intended?  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to make an oral presentation to the review committee?  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*If you need more space to respond, please attach additional pages

## **Purchases**

Any non-essential purchase that does not qualify as a necessity for the day-to-day operations of the Sidney Public Library must be approved and voted on by the Library Board. Emergency purchases or expenses can be granted by the President or Vice President.

*Approved by the Library Board, September 2006*

## **Circulation**

The Sidney Public Library serves a population of nearly 10,000 people with a collection of approximately 45,000 items. Materials are provided in several formats for the public's use. Some formats are more expensive and in shorter supply than others. In order to provide equitable service to all customers, the following policies have been developed. For that reason, the following circulation limits and loan periods have been set by the Board of the Sidney Public Library:

<b><u>Type of Material</u></b>	<b><u>Number</u></b>	<b><u>Loan Period</u></b>	<b><u>Renewal Period</u></b>
Adult, juvenile, easy, large print books	15	2 weeks	2 weeks
Cassettes, Cd's	5	2 weeks	2 weeks
Newspapers, Magazines	5	2 weeks	2 weeks
Videos, DVD's	5	1 week	1 week
Art Prints, Sculptures	5	60 days	none
Reference, Microfilm	0	n/a	n/a

- If there is a reserve on an item it may not be renewed.
- If an item is lost or damaged, a fee will be charged based on the cost of the item. If this data is unavailable, charges will be as follows:
  - All material \$30.00
- Patrons with overdue items will not be allowed to check out any further materials until all are returned and/or paid for.

A total of 20 items may be checked out on any personal library card.

A total of 35 items may be checked out on an organizational library card.

Any individual or organization may apply for a library card so long as they meet and agree to the requirements set forth on the registration form.

*Revised by the Library Board August 2013*

## **Addendum to Circulation for Teachers/Home School**

The following circulation limits apply to the Patron Type [Teacher / Home School]:

<b><u>Type of Material</u></b>	<b><u>Number</u></b>	<b><u>Loan Period</u></b>	<b><u>Renewal Period</u></b>
All Books (Except reference)	25	30 days	30 days
Cassettes & Cd's	5	14 days	14 days
Newspapers, Magazines	10	14 days	14 days
Videos	5	7 days	7 days
Reference	0	0	0

- A total of 35 items may be checked out on a Teacher / Home School Library Card.
- If there is a request for an item, the patron may be called, and asked to return the item at an earlier date.

*Revised by the Library Board August 2013*

### **Non-Resident Fee**

The Sidney Public Library is supported by taxpayers. Those who support this Library are assessed a tax, either by the General Fund of the City of Sidney, Nebraska or by Cheyenne County, Nebraska.

It has been supported through policy by this Board and previous Boards that all patrons who enjoy the privilege of using the Sidney Public Library pay their fair share.

Residents of households outside of Cheyenne County, Nebraska may pay an annual non-resident household fee of \$30 for library services.

The use of resources within the library is free and open to all. Check-out privileges are only accorded to those who financially support the Sidney Public Library.

*Revised by the Library Board July 8, 2015*

## **Confidentiality of Library Records**

Library records containing personally identifiable information are for the sole purpose of maintain and conserving public property and use are not to be used for identifying the titles of kinds of material, equipment, or services used by individual library patrons.

Such records or information shall not be made available to any individual or agency of state, federal or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of, any pursuant to federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative power.

Upon receipt of such process, order or subpoena, the Library Director shall consult with the City Attorney to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. Upon that validation, the library will comply with the request.

Any costs incurred by the Sidney Public Library in any search of such library records, under court order, shall be chargeable to the agency demanding the search.

*Approved April 12, 2004*

## **Photocopying Prices and Related Policies**

Students and other patrons often need only a small amount of specific information from a source. Often, patrons will check out a title rather than simply photocopying the small amount of material they really need. This causes information needed by other patrons to be removed from the Library, reducing the level of service we are able to provide to our customers.

The Sidney Public Library Board has approved the photocopying costs listed on the following page of this policy sheet. This should make photocopying an affordable alternative to check out of heavily used materials. All staff are encouraged to suggest photocopying to patrons.

If a patron has a question that can be answered by running a quick photocopy, staff should not hesitate to do this AT THE LIBRARY'S EXPENSE. The small cost to make a photocopy for a patron is returned many times in the goodwill we can create.

*Approved by the Library Board December 13, 1993*

## **MATERIALS CHECK OUT**

A valid library card must be presented at the time of each checkout or computer use. Non-cardholders may use a computer with the presentation of a valid ID.

### **Quantities**

The Sidney Public Library serves approximately 10,000 people with a collection of over 45,000 items. For many people, the primary use of the Library's collection is for entertainment, while other users rely on the collection for obtaining specific information on a wide variety of subjects. So that we may provide all library users with the best possible service, please remember that others also enjoy or may need these materials. All library users are encouraged to...

**Please check out only what you know you will use.**

The Library reserves the right to limit the number of titles checked out to any patron at any time.

Educators, businesses, and others will be encouraged to have multiple titles on a given subject placed on reserve as "reserve use titles" rather than checking out all of the Library's materials on any given topic. There is no charge for this service.

The library staff may place a time limit on the use of a computer if others are waiting for a computer to become available.

### **Renewals**

Items can be renewed at any time, except for the following:

- Items with a patron reserve list.

Any exceptions to these policies are made at the discretion of the Library Staff.

*Amended by the Library Board, May 11th, 2015*

### **Daily Cash Received**

All funds received will be logged individually. A separate log is to be kept for the Foundation in regards to the Annual Book Sale funds. A separate log is to be kept for the income which is directly deposited to the City of Sidney' account in regards to income from photocopies, fax charges, lost/damaged items, fees, misc., etc. These logs shall be balanced with the funds and verified daily. Deposit slips with their respective accounts will coincide with each day's income. This process will be verified by a second staff member.

These amounts will be reported to the Library Board at the next scheduled meeting.

*Approved by the Library Board, July 1993*

## **Hours of Operation**

Hours of operation for the Sidney Public Library are chosen to best serve the needs of both Library users and taxpayers. Hours for the Library are set by the Library Board upon the recommendation of the Library Director.

Hours of operation:

Monday, Tuesday, Wednesday, Thursday	9:00 am to 7:00 pm
Friday, Saturday	9:00 am to 6:00 pm
Sunday	CLOSED

The Bookmobile schedule will be prepared by the Outreach Specialist, in consultation with the Library Director. The Bookmobile schedule will be announced via news media (see below) and handouts to Bookmobile users.

At various times the Library will close for holidays, in-service training, or other reasons. Any deviation from these hours must have prior approval of the Library Board (preferred method) or approval from the Library Board President.

The Public will be notified of any deviation from the Library's normal hours of operation. Notification should be one week in advance, or as soon as time otherwise permits. Signs providing such notification will be posted at the front and rear entrances to the Library, as well as at the Circulation Desk. In addition, local news media (*Sidney-Sun Telegraph*, *KSID Radio*, and local *Cable Channel*) will be notified.

*Approved by the Library Board August 8, 2011*

## **Closure for Inventory**

Each August the Sidney Public Library will be closed for one week to perform inventory and maintenance.

*Approved by the Library Board August 7, 2006*

## **Holiday Closures**

The Library will observe the holiday schedule set by the *City of Sidney*.

The Library will close at 6:00 pm on the days preceding Independence Day, Thanksgiving, Christmas, and New Year's Day. The Library will also close on:

- the Saturday immediately following Thanksgiving
- the Saturday immediately following Christmas if it falls on a Friday
- the Saturday immediately preceding Christmas if it falls on a Sunday or Monday

These Saturdays are not "paid" holidays.

The public will be notified one week in advance of any Library holiday closures. Signs providing such notification will be posted at the front and rear entrances to the building, as well as at the Circulation Desk. In addition, local news media (*Sidney-Sun Telegraph, KSID Radio, and the local P.E.G. Cable Channel*) will be notified.

*Approved by the Library Board May 13, 1994*

## **Bulletin Board**

The Sidney Public Library maintains a public bulletin board to inform its patrons about current community events and cultural activities.

Announcements posted in the Library usually are from non-profit organizations having cultural and educational purposes.

Advertising from for profit business organizations is not usually posted.

To keep the bulletin board current, posted material must receive approval from the Library Director or Library Staff, who will initial and date each announcement prior to posting.

*Approved by the Library Board September 9, 2013*

## **SAFETY POLICY**

No person shall engage in inappropriate conduct on the premises of the Sidney Public Library or when participating in public library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other persons lawfully using Library premises or otherwise inconsistent with activities such as reading, studying, proper use of library materials, and other similar conduct normally associated with a public library. Library users are required to observe the rules governing the use of Sidney Public Library. (See Rules).

### **Support of Staff Members Actions**

Library staff who have acted on their best judgment in confronting a person will be supported by the full-time staff and library director. Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the patron. Staff should use their judgment as to whether the situation requires assistance from another staff member.
- Immediately telephone the police if the situation is of a severe/violent or emergency medical situation.
- Contact full-time staff in charge if the situation is of a nature the staff member chooses not to confront the patron.
- At any time contact police if the patron is not responding to staff requests to conform to the Library Rules.

In all cases the full-time staff should be notified as soon as possible when the staff member confronts a library user who violates the Library Rules. The full-time staff will be responsible for notifying the library director and staff member who confronted patron.

### **Incident Reports**

Incident reports must be filed in all cases when it was necessary to call for outside help and in other situations in which the library director and full-time staff should be informed because of possible repercussions. Copies of all reports will be kept at the Circulation desk. A log of incident reports, patrons banned and problem patrons will be available for staff and police to review in case of repeat offenders. A calendar will be used to keep track of dates of offenses and the time period a patron is banned. In addition to written reports, staff members are encouraged to talk through upsetting incidents to share their knowledge of problems with other staff who might be involved.

### **Inappropriate Conduct – Minor Offenses**

The following shall be deemed “inappropriate” and considered to be minor offenses: Excessive and disruptive conversations in public area of the library; unauthorized canvassing, selling, soliciting, or engaging in any other commercial activity; violating Internet and computer policies; excessive staring at patrons or staff; preventing staff from normal, reasonable, clean-up,

reshelving activities, especially 10 minutes before closing; being in a state of intoxication; smoking/vaping; bringing animals into the library (except working animals which assist the disabled) and any other activities (not listed as Major Offenses) which are inconsistent with activities such as reading, studying, use of library materials, and other similar conduct normally associated with the use of public library facilities.

### **Treatment of Minor Offenses**

- One warning for first infraction of any offense.
- Second infraction within 30 days results in removal from the library premises for 1 day. Parents of children under 18 will be notified in writing when their child commits a second infraction and has been removed from the library.
- Third infraction within 60 days or continuous repeat infractions may result in banning from the library premises for not less than 2 weeks or more than 6 months

### **Inappropriate Behavior – Major Offenses**

Any persons violating the following rules will be immediately removed from the building. The patron may be banned for a period up to six months at the discretion of the Library Director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.

Stealing, defacing, or damaging library property; abusive, indecent, profane or drunken conversation and/or behavior; committing any crime, misdemeanor, or violation of a municipal ordinance, not covered under MINOR OFFENSES, on the premises of the library; knowingly entering non-public areas of the library.

### **Banning Procedure**

After staff consultation regarding repeat or major behavioral problems, and it is determined that the person should be banned:

1. Full-time staff in charge will make a recommendation to the Director detailing the reasons for the proposed banning;
2. The Director will consult with full-time staff and provide written decision;
3. The written decision shall set forth the period during which the patron shall be banned from the library and shall specify the reasons for the determination. The patron may be banned for a period from 2 weeks to 6 months at the discretion of the Director, depending on the nature and the seriousness of the offense which required removal, the extent of damage or disruption caused, any history of prior infractions of library policies and other relevant circumstances.
4. The patron and all staff will be notified in writing of the reasons for and length of the banning. A copy will also be sent to the police and to the Library Board President.

5. The Director may review or reconsider the decision upon written request of the patron and may shorten or terminate the banning period if information submitted by the patron warrants such modification. The Director will respond in writing and notify the individual of the appeals process.

### **Repeat Offenders**

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters or remains on the library premises during the period in which he or she has been banned from the library, will be subject to arrest and prosecution for trespassing.

After the banning period has elapsed, the patron may reapply for re-admission through administrative channels. However, he or she will need to be prepared to show evidence that the offending behavior will not re-occur. In the absence of valid documentation (from a social worker, doctor, or police) application may be denied.

In the event that a person is granted re-admission and then exhibits any of the behaviors described earlier, they will be denied access with no further possibility of reinstatement.

### **Specifics to Library Rules**

#### UNATTENDED MINORS

Children five years of age and under must be closely accompanied at all times by an older responsible person for the sake of their well-being. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while in the Library. Children may be left unattended during scheduled library programs and the responsible person may leave the building, but he/she must be at the Library when the program is scheduled to conclude. The child's parent will be contacted if the child is left unattended. The library reserves the right to turn over to the proper authorities minors (under age 18) left unattended for extended periods of time or left after library hours.

#### INAPPROPRIATE USE OF CHILDREN'S SERVICES

If an adult in Children's Services is not involved in appropriate use of children's library materials and is observed by staff to be spending an unnecessary and unusual amount of time in Children's Services, such person shall be asked to use other areas of the library. If the person does not comply or repeats, consequences will follow those under "TREATMENT OF MAJOR OFFENSES/INAPPROPRIATE BEHAVIOR"

#### INAPPROPRIATE PERSONAL HYGIENE

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building. When the problem is corrected, patrons may re-enter the library.

#### THEFT AND VANDALISM/ ILLEGAL ACTIVITIES

The police will be called when a patron attempts to steal or maliciously destroy library and/or personal property (belong to staff and /or patrons). The library will prosecute anyone who steals or maliciously destroys library property. When other illegal activities (e.g. indecent exposure) are committed by a patron, the library will prosecute.



### EMERGENCY SITUATIONS

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur.

### EMERGENCY MEDICAL SITUATIONS

If the person is conscious, offer help and try to get identification. Remain calm, supportive, sympathetic, and see the person is comfortable. Keep other people away. Call 911 and meet rescue squad to direct them to accident. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.

### INCLEMENT WEATHER

In case of inclement weather, such as tornadoes, staff will alert public and direct them to the hallway. In case of unattended children, staff assumes "loco parentis," and directs them to shelter. A person who wishes to stay in the library proper cannot be forced to take shelter elsewhere.

### FIRE

Call 911, evacuate building and meet in fire safety designated area. Diagrams are on display in the library.

## **Rules Governing the Use of the Sidney Public Library**

### **The following actions are prohibited on library property:**

- Annoying, harassing, or threatening another person
- Physical, sexual or verbal abuse of other library users or of library staff
- Carrying weapons of any type unless authorized by law
- Stealing, defacing, or destroying of library property
- Interfering with free passage of others
- Disruptive use of cellular phones(turn off or put on vibrate mode)
- Behaving in a disorderly, loud, or disruptive manner
- Playing audio equipment loudly enough to disturb others
- Soliciting/selling/campaigning
- Interfering with others' use of the library through poor personal hygiene
- Leaving young children or vulnerable adults unsupervised or unattended
- Public display of affection
- Bringing animals or vehicles into the library except as required for young children or persons with disabilities

### **Library Staff shall:**

- Detain any individual who intentionally takes and carries away, transfers, conceals, or retains possession of any library material beyond the front desk
- Request identification and proof of address when applying for a library card.
- Restrict the length of time an individual may use library equipment when others are waiting to use it

*Approved by the Library Board August 8, 2010*

## **Standards for Acceptable Behavior**

The Sidney Public Library is a tax-supported facility, and citizens expect and deserve a clean, quiet, pleasant, and safe environment. Unfortunately, the behavior of a few library visitors may destroy this environment. Behavior becomes unacceptable when it unreasonably interferes with other persons use of the library, when it could result in injury to oneself or others, or when it could result in loss or damage to customer or library property. Engagement in such behavior may subject the individual(s) involved to exclusion from library premises and, in some cases, to legal prosecution. Examples of unacceptable library behavior include:

- Abuse/Vandalism of library facilities, materials, or equipment
- Attempting to access SPL computer programs or computer system software which is restricted to staff use
- Bathing/washing clothes
- Chewing or spitting tobacco
- Eating or drinking
- Excessive public displays of affection
- Exhibitionism/flashing
- Gambling
- Harassment of physical, sexual, or verbal abuse of library users or staff
- Lack of shoes or shirt
- Leaving young children unsupervised
- Loitering, including refusal to leave promptly at closing
- Noisy behavior, including whistling and loud talking
- Disruptive use of cellular phones (turn off or put on vibrate mode)
- Occupation of more than one seat or study space
- Overcrowding at study tables or carrels
- Possession of an animal (except service animals), in the Library
- Possession of dangerous weapon(s)
- Running
- Skating, including use of skates, skateboards, and inline skates
- Sleeping
- Smoking
- Soliciting
- Theft
- Use of radios/TVs without headphones
- Use of wrong restrooms
- Visible intoxication from alcohol and drugs
- Voyeurism/peeping
- Any unlawful behavior and any other behavior that unreasonably interferes with the use of the Library by other person

*Approved by the Library Board February 9, 2000*

## **INTERNET SAFETY AND USE POLICY**

### **Introduction**

In response to the changing needs of our community, Sidney Public Library provides resources and services which meet the cultural, educational, informational, and recreational needs of Sidney and Cheyenne County's growing and diverse community. It is within this context that the Sidney Public Library offers its patron's access to the Internet.

The policy of Sidney Public Library is to: (a) prevent unauthorized access and other unlawful online activity; (b) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (c) comply with the Children's Internet Protection Act (Pub.L.No. 106-554 and 47 USC 254(h)).

As with other Library materials, parents and legal guardians who are concerned about their children's use of the Internet should provide guidance to their children and should monitor their use of this resource. The Library cannot act *in loco parentis*. It is the responsibility of parents or guardians, not the Library staff, to guide their children—and only their children—in the selection of resources compatible with the values and beliefs of their family. Patrons under 18 years of age must have a borrower form signed by a parent/guardian before using the Internet.

### **Local Guidelines**

1. Library Internet access computers are available for public use during normal library hours.
2. Users not eligible for a free library card may receive access by showing an ID at the information desk.
3. Users may bring in discs and storage drives for use on library computers. CD's are available for purchase for \$1.00.
4. Printing costs-\$.10/page, monochrome (black); \$.25/page, color. Users are encouraged to use Print Preview before printing. The library will not be responsible for refunding unwanted pages that print out.

The following applies to both use of the library computers and Wireless Internet (WIFI):

5. Misuse of the computer or Internet access will result in the loss of computer privileges.
6. In the case of a violation involving criminal behavior, the police will be called.
7. Users are cautioned not to reveal personal information over the Internet.
8. Not all sources on the Internet provide accurate, authoritative, factual or complete information. The user is responsible for verifying the accuracy of any material.

### **Legal Requirements**

1. In compliance with the Children's Internet Protection Act, all computers have technology protection measures used to block inappropriate information, specifically visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

(See definitions below)

2. Minor users may not use library computers for viewing, sending or receiving materials which may be determined to be harmful to minors as defined by State of Nebraska Statutes Section 28-807(6).

Users may not use library computers for viewing, sending or receiving materials which may be determined to be legally obscene as defined by State of Nebraska Statutes 28-807(10).

3. Users may not violate licensing agreements and copyright laws or attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations or install any software.

Library computers may not be used for inappropriate network usage including (a) unauthorized access (hacking) or (b) unauthorized disclosure, use and/ or dissemination of personal identification information regarding minors.

Adult users may request the filtering software be disabled. If a minor user requests a site be unblocked, staff is authorized to review the site and decide whether to unblock such sites on a case by case basis.

## **Definitions**

1. Minor User: As used in this policy, any library patron under 18 years of age.
2. Adult User: As used in this policy, any library patron 18 years of age or older.
3. Technology Protection Measure: The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:
  - a) Obscene, as that term is defined in section 1460 of title 18, United States Code;
  - b) Child Pornography, as that term is defined in section 2256 of title 18, United States Code;
  - c) or Harmful to Minors. The term “harmful to minor” means any picture, image, graphic image file, or other visual depictions that:
    - i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion.
    - ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
    - iii. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

***The Library reserves the right to terminate an Internet session at any time. Any misuse or abuse directed toward other Library users, Library staff, the Library’s services and/or equipment will result in suspension of Library privileges.***

## **Patron Responsibility for Computer Access:**

In order to reduce staffing cost and to better serve the general public, the Board of the Sidney Public Library has instituted the following policy regarding patron requests for computer training.

1. All patrons using Library computers to run software programs not directly related to library-type functions, such as catalog searches, are expected to possess sufficient knowledge to operate the software with minimum assistance from the Library staff.
2. Staff members will not be responsible for training patrons in the use of such programs as Word, Works, Internet, Games, etc. Staff members are responsible only for assisting patrons in the use of the library-related programs such as catalog searches.
3. Patrons desiring training in the use of any of the computer software are encouraged to inquire as to training materials the Library may have available. In addition, patrons are encouraged to check into local training courses that may be available.

*Approved by the Library Board, August 12, 2013*

## **Special Programs**

All special programs will be voted on and approved by the Library Board. Any expenses in connection with approved programs will be set by the Board with recommendations from the Director or any staff member who has direct input and will allow the Board to set the proper amount needed to carry out the program successfully.

Any staff members involved with the selection and/or direct purchases of materials for these programs will be notified immediately of the allowed budget they have to work with for a specific program.

Any awards given to participants will also be approved by the Board. If the funds are donated by the Sidney Public Library Foundation a meeting will be held indicating what awards or gifts are most appropriate and in what amount they will be. Recommendations from all Library Staff will be considered.

Any Board Member who has a direct conflict regarding these gifts or rewards for special programs may abstain from voting.

Approved by the Library Board, September 9, 2013

## **Resource Sharing**

It is the policy of the Sidney Public Library to participate responsibly in resource sharing among the libraries of the Panhandle Library System and within the Nebraska Interlibrary Loan Network. The Sidney Public Library will loan materials to and borrow materials from other libraries in accordance with the Nebraska Interlibrary Loan Code and the OCLC World Share standards.

*Approved by the Library Board, September 9, 2013*

## **Genealogy Room**

The Sidney Public Library agrees to house the collection of the Cheyenne County Genealogical Society in a room set aside for genealogy materials and will catalog same. The public has access to the materials, within the following guidelines:

- Patrons will sign in on a sheet provided by the library.
- Materials may not be removed from the library. Any materials may be taken to the Virginia Smith Room for perusal.
- Patrons may take a pad of paper and pencil with them into the Genealogy Room.
- Any copying of materials from the Genealogy Room must be done by a library staff member.

*Approved by the Library Board September 9, 2013*

## **Meeting Room Policy**

The Virginia Smith Room is available for use as a meeting room. The public may use the room for small group meetings during regular Library hours. Reservation forms are available at the Circulation Desk and must be completed before use of the room is allowed. Requests for use of the room will be taken on a first-come, first-serve basis.

State regulations limit the number of the group to twelve (12) or less. No smoking is allowed in the meeting room. This conforms to policy for the entire Library facility.

No fees or admission charges for any meeting will be allowed. Library activities will take precedence over any other meeting. Maintenance of the room will be the responsibility of the organization reserving the room, as well as any damages.

*Revisited September 9, 2013*

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**Sidney Public Library  
Reservation Form - Virginia Smith Meeting Room**

Date of Application: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

# in Attendance: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

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**For Library Use Only**

Staff member making reservations: \_\_\_\_\_

\*\*Please write meeting time on appropriate monthly calendar and file this sheet behind the monthly calendar.



**Incident Report Form**

This report needs to be completed by the supervisor and the staff person/s that were present at the time of the incident.

Date and time of incident: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Witness: \_\_\_\_\_

People involved in the incident: \_\_\_\_\_

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

What was the cause of the incident?

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

Description of what happened:

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

Were the police called?

\_\_\_\_\_

Was the person banned?

\_\_\_\_\_

## Sidney Public Library 3D Print Job Policy & Submission Form

### **Procedures:**

1. Design a 3D model or find one on a site such as [www.thingiverse.com](http://www.thingiverse.com).
2. Make sure your file is in the .stl or .obj format and its size is less than 6x6x6 inches.
3. Material & color will be limited to what the library has in stock.
4. Submit your file on a flash drive (labeled with your name) along with this form.
5. Please pick up your object in a timely fashion once the library contacts you that it's ready. A \$5 fee per print job will be due at that time.

### **Rules:**

1. The 3D printers may be used only for lawful purposes. Individuals will not be permitted to use the 3D printers to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate.
  - d. In violation of another's intellectual property rights. The printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Sidney Public Library reserves the right to refuse any 3D print request.
3. To request a 3D print job, the individual must have a Sidney Public Library account in good standing.
4. Items must be picked up by the individual whose name is listed on this form. Items not picked up within 14 days of notification will become property of the Sidney Public Library and a \$5 fine will be placed upon the individual's account.
5. The cost of a print job will be a flat rate of \$5.00. Files may be combined into one print job when applicable.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

File Name \_\_\_\_\_

Phone \_\_\_\_\_

Preferred Material & Color \_\_\_\_\_

Brim/Sidewalk: yes no      Support Structure: yes no

Your signature indicates that you have read the procedures and rules above and agree to follow them.

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Signature & Date