

**SIDNEY
PUBLIC
LIBRARY
POLICIES**

**1112 12th Ave.
P.O. Box 119
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 *Western Library System*.

Approved by the Library Board December 2005
Revisited July 11, 2022

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
Revisited July 11, 2022

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 Library Board.

Approved by the Library Board September 1, 1992
Revisited July 11, 2022

DISCLAIMER

This policy manual is intended to inform employees of the Sidney Public Library's existing policies and procedures. It is not a contract of employment, nor is it a guarantee of any particular term of employment. Employees of the Sidney Public Library are "At-Will Employees," which means that they serve at the pleasure of the Sidney Public Library. Both the library and the employees retain the right to terminate their employment relationship at any time and for any reason.

Approved by the Library Board August 8, 2022

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 district located in or adjacent to 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.

Approved by the Library Board May 10, 2021

Revisited July 11, 2022

Suspension of Service

The use of the Sidney Public 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.

Approved by the Library Board May 10, 2021

Revisited July 11, 2022

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**.

Approved by the Library Board September 9, 2013

Revisited July 11, 2022

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.

Non-Basic Services

Replacement Card	\$5.00
Interlibrary Loan	\$4.00
Black/White Print	\$.10 Letter/Legal size
Color Print	\$.25 Letter/Legal size
Fax Service	\$1.00/page
CD	\$1.00
Flash Drive	\$3.00
3D Print Job	\$5.00
MakerSpace Fee	\$5.00/day or \$25.00/month

Audio/Visual Rentals (All fees are per 24-hour period)

Computer Projector	\$25.00
Marker Board	\$ 5.00
Overhead Projector	\$ 5.00
Slide Projector	\$ 5.00
Extra Carousel Tray	\$ 1.00
Projection Screen	\$ 1.00
Tabletop Screen	\$ 1.00
Lost/Damaged Items	Replacement cost

Approved by the Library Board July 11, 2022

Amended by the Library Board April 10, 2023

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.

*Approved by the Library Board August 2013
Revisited July 11, 2022*

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 Library 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 Library Board. The marketing plan will be reviewed annually.

Approved by the Library Board July 11, 2022

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 Library Board are set forth in state laws and city ordinances and include the power to make and adopt such by-laws, rules and regulations for its own guidance and for the government of the library not inconsistent with statute.

Approved by the Library Board December 2005
Revisited July 11, 2022

Officers

The officers of the Library 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/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 him/her and make a report thereof to the Library Board monthly or as often as the Board shall require.

Approved by the Library Board December 2005
Revisited July 11, 2022

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. If the Library is closed for a legal holiday the meeting will be the next day (Tuesday).

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 President 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.

Approved by the Library Board November 12, 2013
Revised July 11, 2022

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.

Approved by the Library Board December 2005
Revisited July 11, 2022

Order of Business

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

1. Call to order
 - Affidavit of publication in the Sidney Sun Telegraph
 - Acknowledgment of Open Meetings Act
2. Comments from the public
3. Report from the Friends of the Sidney Public Library
4. Approval of minutes from the previous Board Meeting
5. Financial report
6. Approval for payment of bills
7. Communications to and from the Library Board
8. Report from Library Director
9. Report from Library Staff (if applicable)
10. Unfinished business
11. New business
12. Closed session (if applicable)
13. Adjournment

Approved by the Library Board December 2005

Revised September 12, 2022

Board Minutes

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

Approved by the Library Board December 2005

Revisited July 11, 2022

THE LIBRARY DIRECTOR

Appointment

Pursuant to *Nebraska Library Law 51-211* and the *Sidney Public Library Policies and Procedures (revised 2005, page 4)*, the Library Board shall have the power to appoint a suitable Library Director, to recommend his/her compensation to the City Manager for final approval, and to remove their appointee at pleasure.

Approved by the Library Board September 9, 2013, Revised August 8, 2022

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, Revisited August 8, 2022

Duties

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

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

The Library 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 Library Director is encouraged to contact and present programs to local service groups and clubs regarding library services and solicit donations for the Library or the Foundation, whenever appropriate.

The Library 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, Revisited August 8, 2022

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 follow the *City of Sidney Employee Manual* except in those instances where the Sidney Public Library Policies supersede the *City of Sidney Employee Manual*.

Approved by the Library Board August 8, 2022

Conflict of Interest

The Library Director shall not grant any preferential treatment to any employee under their supervision for non-job-related reasons. All employment decisions by the Library Director shall be limited to job related reasons unless an exception is approved by the Library Board for legitimate business reasons. If the Library Director believes that a decision on a specific employment issue would be a conflict of interest or appear to be a conflict of interest, the Director may refer the decision to the Library Board or the Board's designee.¹ Relatives of such persons may be appointed if the appointment is approved in advance by the governing body.²

*Addendum (1) & (2) approved by the Library Board September 9, 2013
Revised August 8, 2022*

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.

*Approved by the Library Board September 9, 2013
Revisited August 8, 2022*

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.

*Approved by the Library Board September 9, 2013
Revisited August 8, 2022*

Employee Compensation

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

Approved by the Library Board August 8, 2022

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 Employee Manual*.

Approved by the Library Board August 8, 2022

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.

Revisited August 8, 2022

SIDNEY PUBLIC LIBRARY

**Grievance Form
Staff to Director**

Employee Name: _____

Job Title: _____

Library Director: _____

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

List violation of policy:

Date: _____

Signature of Employee: _____

Date received by Library Director: _____

Signature of Library Director: _____

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

IN THE EVENT OF AN APPEAL:

Date Given to Library Board: _____

Signature of Library Board President: _____

SIDNEY PUBLIC LIBRARY
Grievance Form
Staff to Board

Employee Name: _____

Job Title: _____

Library Director: _____

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

List violation of policy:

Date: _____

Signature of Employee: _____

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.)

Staff Attendance at Board Meetings

The Library 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 Library Board and staff members can reward the library with an increased level of cooperation and understanding.

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

Library Board meeting date and time will be listed on monthly staff work schedules.

Revised by the Library Board August 8, 2022

Employee Bulletin Board

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
Revised August 8, 2022

Staff Professional Development

It is the policy of the Sidney Public Library to support continuing education for all library staff. Authorization for participation and reimbursement for expenses incurred for these activities must be approved by the Library Director, usually in advance thereof.

An active training program is part of the library's 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 library staff and Library Board members, and for the attendance of library staff and Library Board members at the Annual Conference of the *Nebraska Library Association*;
2. The one-day closure of the Sidney Public Library so that all library staff and Library Board members may attend the Western Library System Annual Meeting if possible;
3. The participation of full-time employees in the Basic Skills classes and other training opportunities necessary to maintain *Nebraska Public Librarian Certification*;
4. In-service staff meetings conducted by the Library Director. In-service staff meetings may be scheduled by the Library Director as necessary with proper notice to all staff. A temporary schedule change or compensatory time off may be granted at 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 Library Director will keep track of the accumulated hours for each staff member that are necessary to maintain Nebraska Public Librarian Certification. The Library Director will notify the Library Board prior to any staff member losing their certification. The Library 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 recorded and available to view at a later date, or, offered at a later date. If it is not available then the Director will re-evaluate scheduling of staff members.

Approved by the Library Board August 2013

Revised August 8, 2022

Staff Meetings

Staff meetings will be conducted as needed and organized by the Library Director. 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 required. 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 dates and times should be posted far enough in advance so that employees 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
Revised August 8, 2022

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. The Library 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 Library Board members 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
Revised August 8, 2022

Employee Classification

The Library hires six classes of employees. They are:

- *Library Director (Professional; Grade 23)*
 - *Master's degree required; MLS from an ALA-accredited school preferred*
 - *Five years supervisory experience; preferably in a library setting*
- *Children's Librarian (Paraprofessional; Grade 13)*
 - *Bachelor's degree or equivalent*
- *Technical Services/Cataloging (Paraprofessional; Grade 13)*
 - *High school diploma or equivalent*
- *Library Assistant/Office Manager (Paraprofessional; Grade 12)*
 - *High school diploma or equivalent*
- *Adult Services Librarian/Bookmobile (Paraprofessional; Grade 12)*
 - *High school diploma or equivalent*
- *Circulation Librarian (Paraprofessional; Grade 11)*
 - *High school diploma or equivalent*

Approved by the Library Board August 8, 2022

Filling Position Vacancies and Determining Employee Compensation

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 City of Sidney. 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 works in conjunction with the City of Sidney Human Resource Director to 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 City of Sidney. 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

Revised August 8, 2022

PERFORMANCE EVALUATIONS

Library Director's Performance Evaluation

The purpose of this policy is to provide a process by which the Library Board may review and assess the performance of the Library Director and to identify objectives for the Library Director which are aligned with the library's strategic plan and/or other guiding documents approved by the Library Board. The Library Board shall review the Library Director on an annual basis.

The Library Board, as a whole, is responsible for evaluating the Library Director. The Library Board may, in its discretion, ask library staff members to also evaluate the Library Director using the same or similar form as Library Board members.

After the Library Board, and any staff members, have completed their evaluations, the Board shall meet in closed session to review and discuss the evaluations. The Library Board shall identify (a) focus areas for the Library Director for the current year that align with the library's strategic plan and/or other guiding documents approved by the Board and (b) any performance evaluation comments the Board wishes to provide to the Library Director.

The President, or Vice-President, shall communicate any performance evaluation comments from the Library Board, deliver a copy of confidential evaluation responses, and provide the list of focus areas identified by the Board to the Library Director. The Library Director shall have an opportunity to provide comments on the focus areas or any other aspect of his or her evaluation. The Library Board shall have ultimate authority to establish the Library Director's focus areas, provided that they are consistent with the Library Director's employment agreement and applicable law. The Library Director shall sign a form acknowledging receipt of the evaluation and focus areas.

A copy of this evaluation shall be given to the City of Sidney Human Resource office to be placed in the Library Director's personnel file.

Approved by the Library Board August 8, 2022

Library Staff Performance Evaluation

Exercising the responsibility delegated by the Library Board for personnel administration, pursuant to *Sidney Public Library Policies and Procedures (revised 2005, 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.

The purpose of this policy is to provide a process by which the Library Director may review and assess the performance of the library staff. The Library Director shall review the library staff on an annual basis.

After the Library Director has completed the staff evaluations, he/she shall meet with each staff member to review their evaluation. The staff member shall have an opportunity to provide comments on the responses on his/her evaluation. The staff member shall sign a copy of their evaluation acknowledging receipt of the evaluation. A copy of this evaluation shall be given to the City of Sidney Human Resource office to be placed in the staff member's personnel file.

For standard or better, the Library Director will grant a salary increase of one-step on the City of Sidney Pay Grid; for standard performance, employees may be retained at current step 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.

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 August 8, 2022

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 Office 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 placed on the City Auction 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
Revised August 8, 2022*

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 Cheyenne County 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, enlightened readership.

Approved by the Library Board September 9, 2013

Revised September 12, 2022

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.

Approved by the Library Board September 9, 2013
Revised September 12, 2022

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 coarse 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 the titles are listed on 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 titles 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.

*Approved by the Library Board September 9, 2013
Revised September 12, 2022*

Weeding

In order to maintain the best possible collection of materials, a continual weeding process takes place. Weeding is the systematic evaluation of the library's collection with an eye to the withdrawal of damaged, obsolete, or non-circulating 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.

Withdrawn items are plainly marked and may be placed on the Library Book Sale, or, if not in acceptable condition, will be discarded as the Library Director sees fit. Any other property having an individual current value of less than \$100, may, at the discretion of the Library Director, be discarded, turned in on new equipment or made available for sale on the City of Sidney auction.

*Approved by the Library Board September 9, 2013
Revised September 12, 2022*

DONATIONS, GIFTS AND MEMORIALS

General

The Sidney Public Library is grateful for gifts, and its collection has been enriched by donations of materials, as well as by contributions. 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. All donations are subject to the approval of the Library Director with the support of the Library Board.

Approved by the Library Board September 12, 2022

Donation of Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable portion can be used. Some materials cannot be used because any library material, though of value in itself, may be: (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated—interesting but not of sufficient circulating value to the library; and/or (3) in poor condition—which would not justify the expense of processing, i.e. cataloging and preparing material for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The library accepts gift materials with the understanding that items which are useful to the library collection will be retained and other items disposed of in whatever manner the Library Director deems best. The library reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Approved by the Library Board September 12, 2022

Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed, and valued, final decision on their acceptance rests with the Library Director.

Approved by the Library Board September 12, 2022

Donations – Other

The Sidney Public Library Foundation welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the Sidney Public Library Foundation to accept the contribution.

Approved by the Library Board September 12, 2022

Memorial Donations / Recognition

The library welcomes monetary contributions specifically for book purchases in memorial to, or, in honor of, named individuals. For memorial books to the library, the library may place within the book the name of the donor, if desired.

Approved by the Library Board September 12, 2022

Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

Approved by the Library Board September 12, 2022

Income Tax Statements

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he/she will determine the value of the donation or utilize an independent appraiser. While the gifts to the library qualify as tax deductible, the donor will have to consider the particular circumstances of his/her situation for the specific effect.

Approved by the Library Board September 12, 2022

CONTROVERSIAL MATERIAL

The library does not practice censorship. Patrons desiring reconsideration of any material should complete the library's **Request for Reconsideration 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, if necessary, the Library Board will make the final decision.

Approved by the Library Board, September 9, 2013

Revised September 12, 2022

Request for Reconsideration Procedure

1. Ask patron to speak to the Library Director about complaint/concern.
2. If necessary, ask patron to complete a **Request for Reconsideration 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.

Approved by the Library Board September 12, 2022

Request for Reconsideration Form

ITEM DESCRIPTION:

Author: _____

Title: _____

Publisher or Producer (if known): _____

Date of Publication or Production: _____

Type of Material: _____

REQUEST INITIATED BY

Name: _____

Address: _____

Telephone #: _____

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, 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

Revisited September 12, 2022

CIRCULATION

The Sidney Public Library serves a population of nearly 9,500 people with a collection of approximately 32,000 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 Library Board of the Sidney Public Library:

Circulation for Individuals

<u>Type of Material</u>	<u>Number</u>	<u>Loan Period</u>	<u>Renewal Period</u>
Books	20	2 weeks	2 weeks
CD's	10	2 weeks	2 weeks
Newspapers, Magazines	5	2 weeks	2 weeks
DVD's	5	1 week	1 week
Reference, Microfilm	0	N/A	N/A

- If there is a hold on an item it may not be renewed.
- Any exceptions to the material loan periods are made at the discretion of the library staff.
- If an item is lost or damaged, a fee will be charged based on the cost of the item.
- Patrons with overdue items will not be allowed to check out any further materials until all items are returned and/or paid for.

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

Any individual may apply for a library card so long as they meet and agree to the requirements set forth on the Borrower Registration Form.

Approved by the Library Board August 2013

Revised September 12, 2022

Circulation for Day Cares and Schools
(Includes Day Cares, Individual Classrooms and Home Schools)

<u>Type of Material</u>	<u>Number</u>	<u>Loan Period</u>	<u>Renewal Period</u>
Books	25	30 days	30 days
CD's	10	2 weeks	2 weeks
Newspapers, Magazines	5	2 weeks	2 weeks
DVD's	5	1 week	1 week
Reference, Microfilm	0	N/A	N/A

- If there is a request for an item, the patron may be called, and asked to return the item at an earlier date.
- If there is a hold on an item it may not be renewed.
- Any exceptions to the material loan periods are made at the discretion of the library staff.
- If an item is lost or damaged, a fee will be charged based on the cost of the item.
- Patrons with overdue items will not be allowed to check out any further materials until all items are returned and/or paid for.

A total of 35 items may be checked out on a Day Care, Individual Classroom or Home School library card.

Any Day Care, Individual Classroom or Home School may apply for a library card so long as they meet and agree to the requirements set forth on the Borrower Registration Form.

Approved by the Library Board August 2013
Revised September 12, 2022

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 Library 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 must 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.

Approved by the Library Board July 8, 2015
Revisited September 12, 2022



SIDNEY PUBLIC LIBRARY

Borrower Registration Form

Please provide all requested information. Incomplete registrations may not be accepted. This data is for library use only and will be kept strictly confidential. Proof of identification and address are required prior to the extension of borrowing privileges.

Please Print Clearly

Are you over 18 years of age? _____ Yes _____ No

Last Name

First Name

Middle Initial

Local Mailing Address

City & State

Zip Code

Primary Phone (with area code)

Secondary Phone (with area code)

Residence Status (please check one):

- ____ (1) Resides or owns property within the City of Sidney, NE or Cheyenne County, NE.
____ (2) A legally recognized organization based in the City of Sidney, NE or Cheyenne County, NE
____ (3) A student enrolled in a school located within the City of Sidney, NE or Cheyenne County, NE
____ (4) None of the above. (A \$30.00 non-resident fee covering all members of the household applies.)

I agree to the conditions by which materials may be borrowed AND the internet used from the Sidney Public Library.
(If the borrower is under 18 years of age, the signature of a parent or legal guardian is required.)

- ☞ A valid library card must be presented at the time of each checkout or computer use.
☞ A \$5.00 fee will be charged for each replacement card.
☞ If classified as a non-resident, I will pay the annual fee for borrowing privileges set by the Library Board prior to borrowing materials.
☞ This registration and library card is the property of the Sidney Public Library. The library card must be surrendered to the Library upon demand. My borrowing privileges may be temporarily suspended at any time without notice.
☞ I will promptly notify the Sidney Public Library if this card becomes lost or stolen; until then I am responsible for any materials borrowed with this card by any person. I will pay any charges assessed when materials borrowed with this card are damaged, lost, or returned late, including expenses incurred in collecting such charges.
☞ Neither the staff, the Board, nor any source of funding for the Sidney Public Library is responsible for any reaction to or interpretation of the content of materials borrowed or sites viewed from the Library. This is solely the responsibility of the borrower, or, for borrowers under age 18, their parent(s) or legal guardian(s).
☞ According to § 28-512 of the Nebraska Revised Statutes, I may be liable for prosecution if I have misrepresented myself in the data provided on this registration form. I will promptly inform the Library of any change(s) to the data I have supplied on this form.

Borrower

Date

Parent/Guardian

Date

NO COMPUTER PERMISSION

Parent/Guardian

Date

For Library Use Only:

Initials

Bar Code Number

Date

Photocopying and Printing

Patrons often need only a small amount of specific information from a source. Often, patrons will check out a title rather than simply photocopying or printing the small amount of material they really need. This can cause 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 prices listed in the **LIBRARY FEE SCHEDULE** policy. This should make copying/printing an affordable alternative to the checking 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 or printing a couple pages, 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
Revised September 12, 2022*

Public Bulletin Board

The Sidney Public Library maintains a public bulletin board in the lobby 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
Revised September 12, 2022*

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.

Approved by the Library Board September 12, 2022

Quantities

The Sidney Public Library serves approximately 9,500 people with a collection of over 32,000 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.

Approved by the Library Board September 12, 2022

Daily Cash Received

All funds received will be logged on the Daily Cash sheet. Separate columns are 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. A separate column on the Daily Cash sheet is to be kept for the Library Foundation in regards to Book Sale funds. These logs shall be balanced with the funds and verified daily. The Office Manager deposits these funds to the appropriate accounts within the City of Sidney and Security First Bank at the end of each month. This process is verified by a second staff member.

These amounts are reported to the Library Board on the Monthly Report at each meeting.

Approved by the Library Board, July 1993

Revised September 12, 2022

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. Effective October 1st, 2018 the library's hours of operation will be:

Monday thru Friday	9:00 am to 6:00 pm
Saturday	9:00 am to 5:00 pm
Sunday	CLOSED

The Bookmobile schedule will be prepared by the Adult Services Librarian/Bookmobile, in consultation with the Library Director. The Bookmobile schedule will be announced via news media (see below), flyers to local communities, and 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 the Circulation Desk TV. In addition, the library website, library social media platforms, and local news media (*Sidney-Sun Telegraph*, *NCN Radio*, and *Charter Channel 180*) will be notified.

Approved by the Library Board September 10th, 2018
Revised September 12, 2022

Holiday Closures

The library will observe the holiday schedule set by the *City of Sidney*. The library may close early on the days preceding Independence Day, Thanksgiving, Christmas, and New Year's Day. The library will also close on:

- The Saturday immediately following a City Holiday if it falls on a Friday
- The Saturday immediately preceding a City Holiday 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 library, as well as the Circulation Desk TV. In addition, the library website, library social media platforms, and local news media (*Sidney-Sun Telegraph*, *NCN Radio*, and *Charter Channel 180*) will be notified.

Approved by the Library Board April 12, 2021
Revised September 12, 2022

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 Library Rules)**

Approved by the Library Board September 12, 2022

Support of Staff Members Actions

Library staff who have acted on their best judgment in confronting a person will be supported by the 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 Library Director/Supervisor 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 Library Director/Supervisor should be notified as soon as possible when a staff member confronts a library user who violates the Library Rules. The Library Director/Supervisor will be responsible for notifying the City Manager if the situation warrants this.

Approved by the Library Board September 12, 2022

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. 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.

Approved by the Library Board September 12, 2022

Patron Incident Report Instructions

1. Call for another staff person or witness.
2. Make sure patron isn't in any danger and make them comfortable.
3. Is there medical assistance needed? (Call 911)
4. Is there another person with them or do we need to call someone.
5. Have at least two staff members/witnesses document the incident on the report.

Approved by the Library Board September 12, 2022

Incident Report Form

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

Date and time of incident: _____

Employee Name: _____

Library Director/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? _____

Rev. 9-12-2022

Inappropriate Behavior –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 verified working service animals) and any other activities (not listed as Major Offenses) which are inconsistent with activities such as reading, studying, using library materials, and other similar conduct normally associated with the use of public library facilities.

Approved by the Library Board September 12, 2022

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

Approved by the Library Board September 12, 2022

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.

Approved by the Library Board September 12, 2022

Banning Procedure

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

1. Library Staff in charge will make a recommendation to the Library Director detailing the reasons for the proposed banning.
2. The Library 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 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.
4. The patron and all library 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 Library 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 Library Director will respond in writing and notify the individual of the appeals process.

Approved by the Library Board September 12, 2022

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. (Meeting with Library Director)

The Library Director has final approval for re-admission.

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.

Approved by the Library Board September 12, 2022

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, but a parent/guardian must be at the library when the program is scheduled to conclude. 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 Area

If an adult in the Children's Area 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 the Children's Area, such person shall be asked to use other areas of the library.

If the person does not comply or repeats behavior, consequences will follow those under

Inappropriate Behavior – Major Offenses.

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 (belonging 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 that 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, library staff will alert patrons and direct them to the hallway. In case of unattended children, library staff assumes “loco parentis”, and directs them to hallway. 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.

Approved by the Library Board September 12, 2022

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 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 (except verified working service animals) or motorized apparatus into the library, except as required for persons with special situations

Library Staff shall:

- Call police when any individual intentionally takes and carries away, transfers, conceals, or retains possession of any library material beyond the front doors
- 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

Revised September 12, 2022

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 patron, staff, 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
- 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 computers or tables
- Possession of an animal (except verified working 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
- Inappropriate use of restrooms
- Visible impairment from alcohol/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

Revised October 11, 2022

SOCIAL MEDIA

The Sidney Public Library participates and uses social media in different forms. The library staff will maintain and edit the content of SPL hosted sites to comply with all Library Policies.

Social media is defined as any web application, site, or account created and maintained by the Sidney Public Library. These include, but are not limited to, social networking sites such as Facebook, Youtube, and Twitter.

Primarily, the purpose of social media at the Sidney Public Library is to disseminate information about, and promote the library's services and resources. Social media is also used to provide a forum for library staff and library users to share opinions and information about library-related topics and issues. Social media is also used, with careful discretion, to occasionally share news from Cheyenne County organizations which library staff feel meet the needs and interests of its social network audience, in order to contribute toward the building of partnerships with local organizations.

The Sidney Public Library welcomes the comments, posts, and messages of the community, and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review, and the Sidney Public Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate. The library reserves the right to ban or block users who have posted in violation of this policy.

Content containing any of the following will be removed immediately from any Sidney Public Library social media forum:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or library policies
- Comments, links, or information unrelated to the purpose of the forum
- Duplicated posts by an individual user
- Spam, or other commercial, political, or proselytizing messages
- Off topic comments

SOCIAL MEDIA, continued

The library asks that individual user complaints be addressed directly to the Library Director so they can be addressed quickly and specifically. Social media is not the mechanism used by the library to document or address library user problems and concerns, or influence library policy, procedures, or programs.

Any content that remains are the sole opinions of their owners and do not reflect the official views or policies of the Sidney Public Library. The library is not responsible for, or liable for, any content posted by any participant in a library social media forum who is not a member of the library's staff.

Approved by the Library Board February 9, 2000

Revisited October 11, 2022

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. 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 (\$1.00) and flash drives (\$3.00) are available for purchase.
4. Printing costs-\$.10/page (black & white); \$.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.
4. 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.
5. 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 Library Board 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 Excel, Publisher, Word, Works, Internet, Games, etc. Staff members are responsible only for assisting patrons in the use of the library-related programs such as library catalog or library database 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

Revised October 11, 2022

RESOURCE SHARING

It is the policy of the Sidney Public Library to participate responsibly in resource sharing among the libraries of the OCLC World Share program. 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
Revised October 11, 2022

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. The public has access to the materials, within the following guidelines:

- Patrons are required to fill out a sign-in sheet at the Circulation Desk before use of the room is allowed
- Materials may not be removed from the library. Materials may be taken to the Smith Room or main library area 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 should be done by library staff

Approved by the Library Board September 9, 2013
Revised October 11, 2022

MEETING ROOM

The 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, as well as any damages, will be the responsibility of the organization reserving the room.

Revisited September 9, 2013
Revised October 11, 2022

GENEALOGY ROOM

Name_____

Address_____

Phone_____

Email_____

Date_____Time_____

SIDNEY PUBLIC LIBRARY MEETING ROOM POLICY

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SIDNEY PUBLIC LIBRARY MEETING ROOM RESERVATION FORM

Date of Application: _____ Date of Meeting: _____

Meeting Time: _____

Name of Organization: _____

Contact Person: _____ Phone #: _____

in Attendance: _____

Special Notes: _____

For Library Use Only

Staff member making reservations: _____

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

Rev. 10-11-2022

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.
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.

Signature & Date