



# Public Deliver



**Independence Public Library  
Policy Manual**

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## **I) Vision, Mission and Goal Statements**

- A)** The Independence Public Library welcomes and celebrates everyone. As an innovator, we inspire curiosity and empower people to discover a world of ideas which enrich our community.
- B)** The mission of the Independence Public Library is providing equal access to a center of learning and literacy that reaches out to enrich the lives of our diverse community.
- C)** The goals of the Independence Public Library are to:
- 1) Be a fun and welcoming place.
  - 2) Be a multicultural center to enrich lives.
  - 3) Encourage the sharing of ideas by connecting our community and the world.
  - 4) Enhance individual experiences through actively seeking to provide resources for the enjoyment of all.
  - 5) Advance literacy and personal growth through innovative services for everyone.

## **II) Who May Use the Library**

- A)** All residents or property owners in the SEK Regional Library System area are entitled to a free patron registration by completing a written application form. Any registered patron in good standing may check out circulating material upon request. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age, or sexual orientation.
  
- B)** The use of the library may be denied 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 any other illegal, disruptive, or objectionable conduct on library premises.

### **III) Patron Responsibilities and Conduct**

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

- A) Young children:** The Independence Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age seven must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

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

#### **IV) Services of the Library**

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

- A)** Select, organize, and make available necessary books and materials.
- B)** Provide guidance and assistance to patrons.
- C)** Sponsor and implement events, exhibits, displays, book lists and classes which would appeal to children and adults.
- D)** Collaborate with other community agencies and organizations.
- E)** Secure information beyond its own resources when requested (using interlibrary loan and other resource-sharing methods provided through the system and state.
- F)** Lend to other libraries upon request.
- G)** Develop and provide services to patrons with special needs.
- H)** Maintain a balance in its services to various age groups.
- I)** Collaborate with, but not perform the functions of, school or other institutional libraries.
- J)** Provide service during hours which best meet the needs of the community.

#### **V) Responsibilities and Authorities of the Library Board**

Refer to Chapter 12 of the Kansas Statutes Annotated (particularly section 12-1287), the Kansas Public Library Trustee Manual and individual library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

- A)** The Board is responsible for maintaining compliance with *Kansas Statutes* and Independence City Ordinances pertaining to libraries.
- B)** The Board is responsible for conducting the Library's business on a regularly determined basis in open meetings with the Library director in attendance.
- C)** The Board is responsible for hiring a professional Library director, setting the Library Director's salary, evaluating on a regular basis, and removing the Library director, if necessary.
- D)** The Board adheres to the Statement of Ethics for Library Trustees as endorsed by the Boards of Directors of the American Library Trustee Association and the

Public Library Association.

<http://www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/Ethics%20Statement.pdf>

- E)** The Independence Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the regional library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

## **VI) Volunteers and Friends**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Independence Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the community it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, classes and events to benefit the library. In particular, a friends group is involved in fund-raising for the library. Friends groups always serve at the pleasure of the library board, which is the only body with legal authority to set policy for the development of the library.



## **VII) Materials Selection/Collection Development Policy**

### **A) Objectives**

- 1) The purpose of the Independence Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
- 2) Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.
- 3) The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.
- 4) The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Independence Public Library Board of Trustees and are integral parts of the policy. (For the Library Bill of Rights see: <http://www.ala.org/advocacy/intfreedom/librarybill> and for the Freedom to Read Statement see: <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

### **B) Responsibility for Selection**

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

### **C) Criteria for Selection**

The main points considered in the selection of materials are:

- 1) individual merit of each item
- 2) popular appeal/demand
- 3) suitability of material for the clientele
- 4) existing library holdings
- 5) budget

Reviews are a major source of information about new materials. The primary sources of reviews are nationally recognized library journals. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **D) Interlibrary Loan**

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

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

The interlibrary loan service is offered to library patrons who are in good standing. Although any library patron may request a loan, patrons are encouraged to request their interlibrary loans through their home libraries.

#### **E) Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection, which are applied to purchased materials, are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable that gifts of or for specific titles to be offered after consultation with the library director. The director will make book selection if no specific book is requested. The Independence Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

#### **F) Weeding**

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

### **G) Potential Problems or Challenges**

The Independence Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for viewing of materials by children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

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

### **H) Challenged Materials**

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

*This section revised March 2017.*

## **VIII) Memorial Improvement Donation Policy**

The purpose of this policy is to establish guidelines, and standards for the installation and care of donated library physical property improvements. These donations may include, but are not limited to, benches, trees, public art and other amenities and accessories. The library desires to encourage donations and also manage the aesthetic impacts and mitigate on-going maintenance costs. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements and long term care of such donations.

### **A) Appearance and Aesthetics**

The Library and the community have an interest in ensuring that improvements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The improvements and their associated donation acknowledgements should reflect the character of the Library facility. All improvements will be installed in such a manner that will not substantially change the character of the library facility and surrounding property or its intended use.

### **B) Maintenance**

Donated improvements and their associated donation acknowledgements, become the property of the facility owner. Accordingly, the facility owner has a duty to maintain the donation for the expected life cycle of the donation. The Library, at its sole discretion, may choose to replace or remove the donated improvement.

### **C) Repair**

The community has an interest in ensuring that all improvements remain in good repair and the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated improvements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism. Due to factors beyond the Library's control, it cannot guarantee the longevity of the donated improvement.

### **D) Costs**

The Library has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance at the discretion of the Library Board during the expected life cycle of the donated improvement. The donation's costs shall also include the cost of the donation, and acknowledgement plaque. A separate fee schedule is maintained in which the Library will detail the costs for donations, installation, and maintenance.

## **IX) Circulation Policy**

### **E) Registration**

All borrowers must be registered. Patrons must fill out an application form to register.

Applicants under 12 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

All borrower's cards expire after 1 year but may be renewed.

**F) Loan periods**

Everything	21 days
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The director may establish the loan period and fines for special collections, materials that are temporarily in great demand (such as for student projects) or materials added to the collection that are in a new format.

**G) Limits**

New borrowers are limited to borrowing 5 items on their first visit.

Other limits on types of materials may be established based on need, demand, and supply. Signs will be posted to notify borrowers.

**H) Reserves**

Reserves may be placed by patrons either in person, over the phone, or through the online patron catalog. Patrons will be notified by phone or email when materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

**I) Fines and Charges**

Lost or damaged items are charged to the patron and may be replaced at the discretion of staff. The director may establish the period when items are determined to be lost, not to exceed 6 months.

**J) Damaged Materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost as well as costs for shipping. A notice of these charges will be sent to the borrower. A sample of the

notice is in the Appendices. It is at the discretion of the Library staff whether or not to allow the patron to keep the damaged item.

### **K) Confidentiality**

As specified in Kansas Statutes Annotated (K.S.A.) 45-221 (23) "Except to the extent disclosure is otherwise required by law, a public agency shall not be required to disclose: "(23) Library patron and circulation records, which pertain to identifiable individuals."

The Independence Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

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

*This section revised June 2018.*

## **X) Reference Service Policy**

The Independence Public Library:

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

## **X) Programming Policy**

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library program for children and speakers for young adults and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

### **Program Attendance Policy**

With regard to attendance at programs, a minor's attendance at the program demonstrates parent/guardian approval of attendance. The Independence Public Library does not act in loco parentis.



## **XI) Equipment Use Policy**

Computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of computers. However, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

Computer printers are available. Printing costs are \$ .10 per black & white print and \$.20 per color print and must be paid for at the beginning of the session. The first two prints per day per patron are free of charge.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.15 per sheet.

Outgoing fax service is available for \$.50 per page.

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

(This section revised December 2011)

## **XII) Internet Use Policy**

The Independence Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. Library Staff is not expected to train the users or do the searches for them. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

The library provides Internet access. However, this service may be restricted at any time for use not consistent with the adopted guidelines.

Parents of minor children must assume responsibility for their children's use of the library's Internet service. *All young people under the age of 18 must have signed permission by their parents on file to use the Internet.*

Each user is allowed one 1-hour session. If there is no patron waiting for the service at the end of a session, the user can have another 30 minute's use.

### **Expectations:**

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable use of the service will result in the suspension or revocation of Internet use privileges *for one day. Repeated unacceptable usage may result in complete loss of privileges.*

### **Warnings:**

The Internet is a decentralized, unmoderated global network; the Independence Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet. The Independence Public Library adheres to *K.S.A. 21-4301, K.S.A. 21-4301b, K.S.A. 2-4301c, and K.S.T.A. 21-3516*, to help protect minors from exploitation.

In order to restrict access to those materials that are child pornography harmful to minors or obscene all Internet connections have filtering that complies with the Children's Internet Protection Act and Kansas House Bill 2109.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

## **Guidelines:**

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use an e-mail service which does not incur a cost to the Library and which will establish and maintain an account for them. The Library is unable to manage e-mail accounts for any organizations or individuals.

*The user will not disclose, use and or disseminate personal information that could threaten or create vulnerability for a minor, for any other person or for the library.*

*The users will not participate in email, chat room or instant messages that use information that is obscene as defined by Kansas Law: K.S.A. 21-4301a and K.S.A. 21-4301c, as amended.*

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not *copy materials* for illegal purposes: *United States Code, title 17, Section 107.*

Users will respect the rights and privacy of others by not accessing private files

Users agree not to incur any costs for the library through their use of the Internet service.

Users shall not create and/or distribute computer viruses over the Internet

Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

*Users will not use library computers to access unauthorized secure data, including so-called "hacking." Violations will be immediately reported to appropriate law enforcement officials.*

## **WiFi Policy**

The Independence Public Library now allows for personal computer equipment to access the Internet via a wireless network throughout the entire building which is incorporated by reference herein.

Persons utilizing the wireless connection agree to comply with all provisions of the current Independence Public Library Internet Policy which is incorporated by reference herein.

The Independence Public Library wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold

the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron's electronic device.

The Independence Public Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless Internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Independence Public Library from any such damage.

The Independence Public Library accepts no responsibility regarding the ability of patron owned equipment to connect to the wireless network. Library staff will not change settings on patron equipment.

(This section revised Sept. 2010)

### **XIII) Displays and Exhibits Policy**

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings that do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

## **XIV) Disasters Policy**

### **A) Fire**

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

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Training on the proper use of fire extinguishers is available through the fire department. The staff will receive training on the proper use of fire extinguishers and review the proper use of them annually.

### **B) Health emergencies**

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Ambulance/Police (911) should be called immediately in the event of any serious problem.

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

### **C) Bomb threats**

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

**D) Snow storms**

The Library shall close for inclement weather. The Director and/or Library Board Chairman upon consultation with Independence law enforcement authorities shall decide this. In the event the Library is closed for inclement weather, the Director shall notify all employees and local and area radio and TV stations. When the Library is closed for inclement weather conditions, all full-time employees will be paid in the normal manner. In the event the Library is open and a scheduled employee is unable to get to work due to weather conditions, the employee may choose to take a day of vacation pay or make up the time.

## **Revision of Library Policies**

The preceding statements of Independence Public Library's policies shall be subject to review and needed revision every year by the Library Board. Individual policies will be reviewed, amended or added as needed.

Adopted: \_\_\_\_\_



**XVIII) Appendix**

**A) Independence Public Library Bylaws**

**B) Behavior Policy**

**C) Laptop Checkout Policy**

**D) Photo/Video Release Policy**

**E) Movie Viewing Policy**

**F) eReader Lending Policy**

**G) Animals in the Library Policy**

**H) Social Media Policy**

**I) Meeting Room Policy**

## **A) Independence Public Library Bylaws**

### **BYLAWS INDEPENDENCE AREA PUBLIC LIBRARY Otherwise Known as the Independence Public Library**

1) Board of Directors:

The organization having control of the Library shall consist of a Board of Directors called Trustees. [K.S.A. 12-1284]

a) Membership: The Board of Directors shall consist of seven Trustees.

b) Appointment: the Mayor of the City of Independence, with the approval of the governing body shall appoint four members of the Board of Directors. Two members shall be appointed by the USD 446 Board of Education and 1 (one) member shall be appointed by the governing body of Elk City, Kansas. (K.S.A. 12-1222)

Individual trustees are responsible for regular attendance at board meetings and for acquiring knowledge of the principles of trusteeship as related to libraries. Since participation by each member is crucial to the proper functioning of the Board, if a member is absent from three consecutive monthly meetings, or more than four per year, the Board may request that trustee's resignation. Upon resignation the Chairman will request a replacement from the appointing authority.

c) Officers: At the June meeting the Board of Directors shall elect a Chairman, Vice-Chairman, Secretary and Treasurer, who shall hold office for one year or until their replacements are elected and qualified. [K.S.A. 12-1285]

(i) Chairman: The duties of the Chairman are to: preside at all meetings of the Board and guide discussion and ensure coverage of the topics, to appoint all standing committees subject to the confirmation of the Board, to serve as ex-officio member of all committees, and to draw up an agenda with the Library Director's assistance for Board meetings. The Chairman signs all contracts.

(ii) Vice-Chairman: In the absence or disability of the Chairman, the duties of his office shall devolve upon the Vice-Chairman.

(iii) Secretary: The duties of the Secretary are as follows: to keep a correct record of the transactions (minutes) of the Board and to sign the minutes of each meeting after they are approved. The minutes are to be submitted to the Chairman and Library Director no later than two weeks after the Board meeting. The Board has authority to appoint a Recording Secretary to write the minutes for the Secretary.

a. Recording Secretary: The duties of the Recording Secretary are as follows: to record the transactions (minutes) of the Board for the Secretary, to send the

minutes no later than two weeks after the Board meeting to the Secretary, Chairman, and Library Director.

(iv) Treasurer: The Treasurer shall be responsible for overseeing that the following duties be carried out properly: to keep and maintain adequate and correct accounts of the properties and business transactions of the Library, including the accounts of its assets, liabilities, receipts, disbursements, gains and losses. To deposit or invest all monies and other valuables in the name and to the credit of the Library with which depositories as may be designated by the Board of Directors. He or she shall disburse the funds of the operation as may be ordered by the Board of Directors; shall render to the directors, whenever they request it, an account of all his/her transactions as Treasurer and of the financial conditions of the Library; and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these bylaws. He or she shall be bonded (K.S.A. 12-1226), the cost of which shall be borne by the Library.

d) Functions: The Library Board shall be responsible for establishing written policies, rules and regulation to govern the library's property, operation, and safety. The Library Board shall have the responsibility for securing adequate funding for the Library. Trustees should be familiar with federal, state, and local laws concerning library operations. All formal actions of the Board must be in writing and available to the public. All bills, including an itemized list of salary claims, shall be presented to, and allowed or rejected by the Library Board.

The Library Board shall approve the annual budget and submit it in a timely manner to the City Commissioners, the Board of USD 446, and the Montgomery County Clerk.

## 2) Meetings

- a) The annual meeting of the Board of Directors shall be held each June. At this meeting the following business shall take place: annual election of officers and reports of the preceding calendar years financial and general Library activities shall be reviewed.
- b) Elected officers shall take office upon election.
- c) Regular meetings of the Board of Directors shall be held on the third Wednesday of each month at 5:15 p.m. in the Library Boardroom. A packet consisting of minutes of the previous Board meeting, the agenda for the currently scheduled meeting, and financial statements shall be mailed to each member of the Board not less than three days prior to such meeting dates. The Secretary, upon request of the Chairman or two other members of the Board may call special meetings. At such special meetings, the only business to be transacted shall be that business for which the meeting was originally called.

- d) Quorum: Four trustees shall constitute a quorum.
- e) The Order of Business at regular meetings of the Board shall be as follows:
  - (i) Approval of minutes of previous meeting
  - (ii) Approval of Treasurer's report
  - (iii) Library director's report
  - (iv) Allowance of bills
  - (v) Old business
  - (vi) New business
  - (vii) Announcements

### 3) Committees:

The chairman may from time to time appoint such committees as needed.

### 4) Code of Ethics

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.

- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
  - A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
  - Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
  - Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
  - Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- 5) Amendments: These bylaws may be repealed, amended, or revised at any regular meeting of the Board. Amendments to these bylaws may be made by a majority vote at any regular meeting of the Board, provided the change or changes have been presented in writing at the previous meeting.

Adopted \_\_\_\_\_

## **B) Behavior Policy**

### **INDEPENDENCE PUBLIC LIBRARY BEHAVIOR POLICY**

Independence Public Library endeavors to provide a safe, quiet place for all who wish to read, study, research, write, select books to read, and consult with library staff. All who enter this Library are entitled to enjoy a library atmosphere - a calm, quiet space, free from distractions - and have an implicit obligation to contribute to the maintenance of that atmosphere. The Library Board of Trustees, in establishing this policy, endeavors to identify behaviors that are in opposition to the purposes for which the Library is provided.

- 1) Anyone who enters the Independence Public Library is expected to pursue library-related activities quietly, with a minimum of disturbance to others.
- 2) Certain behaviors that may be appropriate outside the Library are not acceptable in the library setting. The behaviors and activities listed below have been determined through tradition and experience to be inappropriate and are prohibited.

#### **GENERAL RULE**

The Library offers a place for reading, study and research. Any behavior that, in the judgment of the librarian, disrupts or distracts other library users from using the Library or threatens the safety of library users and staff, is not allowed.

#### **DRESS**

Shoes and shirt must be worn.

#### **DISRUPTIVE BEHAVIORS, including, but not limited to . . .**

Noise-making, including such things as clicking, whistling, tapping, humming

Easily-overheard talking

Audible use of a device such as a Walkman, I-pod, or personal music player

Disruptive loud conversations lasting more than five minutes

Shouting

Panhandling or soliciting

Eating, drinking (including carrying of open food/beverage containers)

Game playing, card playing, craft making, etc.

Possession of animals (except dogs assisting the handicapped)

Smoking and tobacco products including e-cigarettes and smokeless tobacco

Sleeping

Using cell phones inside the building to either receive or make calls  
Being under the influence of alcohol/drugs  
Misuse of restrooms  
Hairdressing or grooming of another person  
Crying baby or out-of-control toddler  
Leaving unattended child seven years or under in the building  
Interfering with another's use of library or of staff in performance of duties  
Engaging in sexual activities  
Blocking of doors, passageways, corridors, steps or railings  
Running inside the building except in case of emergency  
Violence or threat of violence  
Verbal abuse or harassment of library staff or library patrons  
Bringing roller blades, bicycles, scooters or skateboards inside the building  
Using library computers to view sites inappropriate to a public library setting  
Spitting

**CRIMINAL BEHAVIOR, including but not limited to . . .**

Bomb threat or telephone harassment  
Child abuse  
Assault and battery  
Illegal possession of weapons  
Refusal to leave the building  
Sexual offenses  
Vandalism  
Theft from library patrons or library staff  
Theft or destruction of library property  
Concealment of library property  
Intoxication  
Drug paraphernalia  
Public indecency

Loitering

Using library computers to view and/or download child pornography

### **STAFF ROLE**

The librarians and support personnel are employed to serve the legitimate reference, information and pleasure reading needs of the public; they are not social workers, police or daycare providers. If a patron seems to be placing a staff member in the position of providing a non-library-related function, the staff member may bring the interaction to a prompt conclusion.

### **CHILD POLICY**

The Library welcomes children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the Library rests with the parent/guardian or caregiver and not with library staff members. Public libraries, by their nature, are subject to "stranger danger" and are not necessarily safe for unattended children.

Children seven years of age and under shall not be left unattended in the Library under any circumstances. They must be accompanied by a parent/guardian or caregiver. A caregiver must be at least twelve years of age. Parents/guardians, if delegating their responsibilities to a caregiver, must ensure the caregiver is a responsible person of suitable age.

A parent/guardian or caregiver must remain with the child during the entire time period in the Library, and must directly supervise the child.

Library staff members may contact the Kansas Social & Rehabilitation Services or other authorities, such as the Police Department, in the event a child seven years of age or under is left unattended in the Library, or the parent/guardian or caregiver fails to directly supervise the child; for example, by leaving the child alone in the Children's Room.

In the case of children over age seven, parents may be notified, at the determination of the Library Director or a senior staff member, if an unaccompanied minor's behavior in the Library is a problem.

Children are subject to the same rules of conduct as other patrons and are subject to the same consequences, including being asked to leave the Library.

KSRS, or other authorities, such as the Police Department, may be contacted in the event of a minor left unaccompanied in the Library for an extended period of time.

At library closing time, or in the event of an early closing due to inclement weather, etc., if unattended children are still in the building, the Police Department will be called to take custody of the children. Two staff members must stay with the child until he/she is in the custody of an appropriate caretaker.



## **SUSPENSION POLICY AND PROCEDURE**

Any patron ejected through the procedure explained in the Staff Enforcement Procedure section may be subject to a longer suspension for habitual or improper behavior.

Suspension from the Library means that the patron may not enter the Library for any reason or be present on outdoor library property. If the suspended patron enters the Library or is on the property outside the Library, the police will be called to remove the patron and the patron may be subject to criminal charges. In addition, other library privileges, such as the use of the Independence Public Library Card, will be suspended.

The Library Director may suspend a violator's library privileges, including the right to enter the Library, for a period of time greater than three days for repeat offenders or egregious behavior.

The offending patron must provide his/her name and address to the Library Director or the senior staff member on duty. Written notice will be sent to the patron or, in the case of a minor, to the patron's parents, with a date upon which the suspension will go into effect and a date upon which the suspension will end.

In the event of a suspension greater than three days, the patron may appeal the decision to the Library Board of Trustees' Behavior Policy Enforcement Committee.

The patron must provide written notice that he/she is requesting a suspension hearing. The written notice may be mailed or hand-delivered to the main desk and must be received before the effective date of the suspension. If written notice requesting a hearing is received, a suspension hearing before the Behavior Policy Enforcement Committee of the Library Board of Trustees will be convened as soon as practicable.

If written notice requesting a hearing is not received, or is received after the effective date of the suspension, the suspension will automatically go into effect upon the date stated in the notice from the Library.

## **POSTING OF BEHAVIOR POLICY**

This policy shall be posted in the Library and on the library website and copies shall be available upon request.

**Revised and adopted: May 18, 2005 by the Library Board of Trustees**

## **C) Laptop Checkout Policy**

The Independence Public Library is pleased to offer a laptop computer checkout service to our patrons. Laptops are available for checkout at the Library Circulation Desk.

### **Limits & Availability**

The laptop computers can only be checked out by Patrons with a valid library card.

The laptops are for use only in the library and cannot be removed from the building. If a laptop is taken out of the library the police will be notified and the borrower will be denied future borrowing privileges.

Patrons who have overdue books or fines are ineligible to use this service.

Laptops will be available on a first-come, first-serve basis. They cannot be reserved ahead of time.

An eligible patron is allowed to borrow one laptop at a time.

Laptops will not be checked out when there is less than one hour of time before the Library closes.

Borrowers may not install software on the machines.

Borrowers may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.

Printing is not available from laptops. Patrons may use Library desktop computers to print.

Audio or video files must be played with a headphone.

### **Loan Period & Renewals**

The checkout period for each laptop is up to four hours. All checked-out laptops must be returned to the Circulation Desk thirty minutes before the library closes.

A checked-out laptop can be renewed for another two hours, given that no other eligible patrons are waiting to check out a laptop.

The borrower must return the laptop along with accessories to the circulation desk at the end of a four hour checkout period to renew the checkout.

### **Fines & Liability**

A patron's privilege to check out a laptop may be removed if the patron fails to return loaned equipment by the due time or on more than two occasions or leaves before the check-in procedure is complete.

A fine of \$5.00 per hour or portion of an hour will be levied for overdue laptops.

After 24 hours an unreturned laptop will be considered stolen or lost. The Police will be notified and an investigation may be initiated.

The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.

Under no circumstances should a borrower leave the laptop unattended. The library will not be responsible for a lost or stolen laptop even when it is used in the library.

It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out or its replacement costs should it be lost or stolen.

### **Troubleshooting Problems & Questions**

If patrons experience problems with laptop hardware or applications or have questions, they should ask the Library Computer Specialist or Circulation staff.

The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.

### **Disclaimer**

The Library is not responsible for damage to any removable drive (i.e. floppy, CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.

## **D) Photo/Video Permission Policy**

The Independence Public Library uses photos and videos of patrons and events in its publications, website and blogs.

*The Independence Public Library will obtain photo/video release forms for the following cases:*

Photographs taken with the person acting as a model will require a release form to be signed before using the media.

When the photograph or video is a close-up of a child or adult the Library will obtain a release form before using the media.

*The Independence Public Library will not obtain photo/video release forms for the following cases:*

Programs hosted or sponsored by the Independence Public Library, the Friends of the Independence Public Library or any other organization using the Library to hold programs. In lieu of permission forms the Library will make an announcement before each program stating that you may be photographed or videotaped for promotional purposes, and that if you do not want to be photographed to contact library staff. However, if the Library does a close-up of a particular person in a large group a release form will need to be signed.

### **G) Movie Viewing Policy**

With regard to attendance at programs where films are shown, a minor's attendance at the program demonstrates parent/guardian approval of attendance. The Independence Public Library does not act in loc parentis, determining which films a minor may view.

**Adopted: December 21, 2011 by the Library Board of Trustees**

## **H) eReader Lending Policy**

To reserve an eReader, call the library at (620) 331-3030 or stop by the Circulation Desk. A library staff member will assist you in downloading book(s) to the eReader prior to checking the eReader out to you. Each eReader will also have many public domain eBooks loaded on them.

An eReader can be checked out by any patron age 18 and over with an established Independence Public Library card in good standing (no fines or overdue items and no history of a delinquent account)

An eReader circulates for 21 days. There is one renewal.

eReaders must be returned to an Independence Public Library staff member at the Circulation Desk. They may not be returned to any other public library. If the eReader is returned in the book drop box, a \$25 minimum fee will be charged to the user. Do not leave the eReader on the Circulation Desk if a staff member is not present.

Do not let anyone else borrow the eReader or allow children to play with the device.

Be cautious with the eReader and keep it safe from water or being dropped.

## **I) Animals in the Library Policy**

It is the policy of the Independence Public Library to prohibit all pets/animals, other than service animals and animals featured in programs sponsored by the Independence Public Library, from entering the library.

Anyone entering the library with a pet/animal will be asked to leave.

The Independence Public Library may have a library cat in the building. The library cat must have current shots, be kept in good health, and be approved by the library board.

## **J) Social Media Policy**

### **Policy Statement**

The Independence Public Library endeavors to develop collections, resources, and services that meet the informational, educational, cultural, and recreational needs of Independence's diverse community. To help achieve this goal, the Library uses social media to foster communication with library users and publicize library programs, services, and events.

### **Definition**

*Social media* is any website or application which allows users to generate and share content. The library uses several social media tools, including Facebook, Twitter, Flickr, Pinterest, and blogs.

### **Regulations**

User feedback posted on a library social networking site or blog is welcomed. Such postings will be monitored regularly by library staff for content and relevancy. Any postings deemed to contain inappropriate content by the library director or staff will be removed.

### **Appropriate Content**

Examples of appropriate content include:

- 1) Library announcements
- 2) Promotion of free thought, speech, press
- 3) Library advocacy
- 4) Dissemination of knowledge, instruction, and study
- 5) Links to resources
- 6) Relevant news from outside the library

### **Inappropriate Content**

Examples of inappropriate content include:

- 1) Offensive, obscene, sexist, or racist content
- 2) Personal attacks, insults or threatening or defamatory language
- 3) Plagiarized and/or copyrighted material
- 4) Commercial advertisements or spam
- 5) Comments or links not related to the discussion
- 6) Private, personal information published without consent
- 7) Organized political activity

Content that is in context to the conversation will not be removed by library staff, whether the content is favorable or unfavorable to the Independence Public Library.

The Independence Public Library assumes no liability regarding any event or interaction which may arise out of posted content.

These sites are for discussion purposes only and do not represent the official views of the Independence Public Library. Any views expressed on these sites are those of the individual post author only. The Independence Public Library,



administration, staff, and Board of Trustees accept no liability for the content of these sites.

Users should be aware that third party websites have their own policies, including privacy policies, and should proceed accordingly.

## **Content**

### **Social Media Profile**

The library's public profile may include the following:

- 1) Basic library information, such as hours, location, and contact details
- 2) Photos and videos of the library building, staff, and special events
- 3) Schedules of upcoming events
- 4) Readers' advisory tools and featured resources from the collection
- 5) Links to the library's OPAC and other resource-discovery tools
- 6) Other appropriate Facebook applications developed by library staff or a third party

### **Original Posts**

Library staff can make original posts and comments on the library's social media sites. Posts made by library staff shall assist with the library's mission statement, "to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community." Staff shall not use library social media to post commercial, religious, or overtly political content outside the library's mission. Staff shall respect copyright laws when posting someone else's work, attributing it to the original author and linking to the work's original publication (where applicable).

### **Privacy**

The links between the library's profile and users' profiles can create a positive sense of community. However, as users post more of their personal information online, library staff must take a responsible approach to the privacy of both users and staff.

### **Other Pages**

The library may connect to the social media pages of other groups and individuals, for instance by "liking" a page on Facebook, "following" a user on Twitter, etc. Staff should exercise judgment in deciding which pages are appropriate to connect to in this way. The library does not use social media to imply endorsement of political figures or beliefs, religious organizations, or commercial entities. Library staff reserves the right to remove any comments, "likes," or tags.

## **K) Public Meeting Room**

Independence Public Library has one meeting room available. Businesses and civic organizations may reserve the rooms for internal employee training, or for programs offered as a service to the public at large, for non commercial purposes.

Space is available during regular hours of the library only regardless of beliefs or affiliations of the users.

The meeting room may not be used for any unlawful purposes.

No fee, admission charge or donation is permitted for entrance into any event. Fees may be charged only to cover the actual expense of materials/supplies used during the meetings. No products or services may be advertised, solicited or sold.

No display, banners, charts, decorations, etc. will be attached to the walls or ceilings.

No display, banner or advertisements will use the library telephone number as a contact point, nor identify the library as a sponsor. Library staff will not handle phone calls or messages for persons utilizing the space.

Rules for food and beverages are as follows:

Food or non-alcoholic beverages may be served, but no cooking may be done on the premises and no flames are allowed. Food already prepared in slow cookers or roasters is allowed.

Reservations may be made up to 6 months in advance and as short as 24 hours prior. Groups are limited to scheduling 3 meetings at a time.

Those using the meeting spaces are responsible for setting them up and returning them to the designated configuration before leaving the building. They are responsible for clean-up, trash removal and all damages incurred. Sweeping and vacuuming are not necessary unless there are spills or out of the ordinary debris. Cleaning supplies are available upon request.

The Library is not responsible for lost or stolen items.

The number of persons in the room may not exceed the occupancy as set by the fire department.

Exceptions to these policies are permissible only by approval from the Library Board.

Users of the meeting room may use the ceiling-mounted projector, smart board, TV, and DVD player which are in the room. No technical support is provided. Users must supply their own laptops for PowerPoint or similar presentations.

Rev. October 18, 2017