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## **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 or indicate that it is a permanent expulsion.

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.

*This section revised July 2019.*

## **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*

## **L) Open Access Policy**

### **INDEPENDENCE PUBLIC LIBRARY OPEN ACCESS POLICY**

Open Access service provides patrons access to the Library outside of normal operating hours including the use of computers, printing, materials selection, and self-check out.

#### **REGISTRATION REQUIRED**

To register, patrons must have a Library card in good standing and be 16 years of age or older and agree to the following terms of acceptable use:

- 1) Open Access patrons will use their own Library card to gain entry.
- 2) While using the service, customers will not respond to vendors or persons trying to enter the facility.
- 3) Security cameras monitor the use of the facility.
- 4) Announcements will be made during the course of Open Access hours and patrons agree to comply with directives.
- 5) All Library policies are in effect during Open Access hours including the Library Code of Conduct and Computer and Internet Use Policies.

*Adopted July 2019.*