

**Dvoracek Memorial Library
Wilber, Nebraska**

Policy Statement

The following policies were prepared by the board of the Dvoracek Memorial Library and serve as a directive for the board as to the operational policy of the library. The board unanimously adopts the policy statement of the American Library Association, the Library Bill of Rights and the Freedom to Read, and the Freedom to View statement on book selection and controversial materials. These objectives and policies will be examined annually and may be revised at any time by action of the board as outlined in the by-laws governing the trustees.

General Library Objectives

- To assemble, preserve, and administer, in organized collections, books and related educational and recreational material in order to promote, through guidance and stimulation, the communication of ideas, an enlightened citizenship, and enriched personal lives.
- To serve the community as a center of reliable information.
- To support and promote educational, civic, and cultural activities.
- To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- To seek continually to identify community needs, to provide programs of service to meet such needs and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- To provide opportunity for recreation through the use of literature, music, videos, and other media.
- To keep the community well-informed about library services.
- To provide a climate for the appreciation of the creative arts.

Use of the Public Library

- The use of all collections and the public access computer is free to anyone within the library.
- Home use privileges are free to all current cardholders. Families who have never held a card at this library must pay a \$10 cash deposit to apply for a 1-year temporary card. At the end of this period the deposit is returned and a permanent card is issued if the applicant has been in good standing.
- The director shall use discretion on the use of materials by persons residing outside the library's service area, and may require a cash deposit equal to the value of the materials checked out. The deposit will be refunded if the materials are returned when due and in good condition.
- 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.
- The use of the library or its services may be denied temporarily for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.
- Recipients of Interlibrary Loan material will pay return postage and other fees on material received before it can be checked out.
- The number of library materials that can be borrowed at any time by any library user shall be based on a uniform standard to be determined by the director.
- The use of the library or its services will be limited when the excessive demands of groups or individuals for material, space, or staff time tend to prohibit quality service to the general public.

Confidentiality of Patron Records

All patron records are confidential. No library employee shall reveal the identity of a borrower to any requestor or make known in any manner any information contained in patron records. With the exception of library personnel performing their required library duties, patron records may only be disclosed to:

- The patron himself/herself upon verification of identity.
- The parent or guardian named on the library user application of any child under the age of 18 listed on the application.
- The presenter of a court order or subpoena, in which case the library staff are to refer all requests for the above information to the library director.

The records referred to in this policy, whether print or electronic, include, but are not limited to:

- Circulation records
- Interlibrary loan requests
- Patron book requests
- Computer log records
- Reference requests received in person, via email, or by telephone
- All other personally identifiable uses of library materials, facilities or services including computer usage

The confidential information in these records includes, but is not limited to:

- Subjects researched
- Materials consulted
- Individual titles borrowed
- Patron name and other individuals listed on the library user application; address, phone number

Conduct

The following actions are prohibited and will result in temporary or permanent denial of library services:

- Consumption of food or beverages, smoking, or using smokeless tobacco in the public service areas of the library
- Talking on a cell phone. Ringers must be turned off. Conversations must be conducted outside the building.
- Bringing in animals except those trained to assist persons with disabilities.
- Possessing weapons or hazardous items.
- Vandalizing or defacing the library building, grounds, furniture, equipment or materials.
- Causing a disturbance or engaging in any behavior that interferes with normal library use.
- Infringing on staff-only areas, including behind the circulation desk and the office.

Regular Schedule-September 1 to June 1

Monday through Friday 10 am to 5 pm
 Saturday 9 am to Noon
 Sunday Closed

Summer Schedule-June 1 to September 1

Monday through Friday 9 am to 5 pm
 Saturday 9 am to Noon
 Sunday Closed

The library will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday and Saturday, Christmas Eve, Christmas Day, and New Year's Eve. If a holiday falls on a Friday or a Monday the library will also be closed on Saturday at the discretion of the director.

If the director feels the library should be opened or closed for special reasons, the decision will be made by the director and the board president. The library will be closed whenever Wilber-Clatonia School is closed due to inclement weather.

Checkouts and Renewals

- All borrowers must have a current library user registration in order to check out books.
- A book will be checked out for a two-week period. A grace period of five days allows material to be returned or renewed without fines. Books may be renewed one time for an additional two-week period.
- Some reference books may be checked out for a limited time at the discretion of the director.
- Magazines may be checked out in the same manner as books with the exception of the current issue which cannot be circulated.
- Audio and video cassettes, CD's and DVD's may be checked out for two weeks.

Fines

- A fine of ten cents per day per item will be assessed for overdue material. After the 5-day grace period has expired the fine will be retroactive to the due date.
- When materials are reported as lost, any fines accrued must be paid. The borrower then has two months (during which no fines will accrue) to find and return the material to the library. At this time the material must be paid for if it has not been found. The material then becomes the property of the borrower and cannot be returned for a refund even if the material is found at a later date.
- Fines for lost, torn, marked, or otherwise damaged material shall cover the cost of repair or replacement. Replacement cost will reflect the current cost of books, and will be at the discretion of the director.

- No material will be checked out to a library user or anyone listed on their registration if they have unpaid fines. These patrons may continue to use the library, but without the privilege of checking out material or using the public access computer.

Library Collection and Services

Collection and Procurement-Adult

- Ultimate responsibility for book selection, as for all library activity, rests with the director, who operates within the framework of policies determined by the board.
- Purchases and selections that best meet the interests and needs of the community will be made with the help of reviews from reputable sources.
- Scarcity of material on a given subject may prompt the purchase of additional material.
- The library will take advantage of Interlibrary Loan services to fill the needs of a patron if sufficient material is not available locally.
- Materials on controversial issues will be made available to represent both sides of the issue.

Collection and Procurement-Children

- Work with children shares the major objectives of the whole library. The aim is to extend, cultivate, and encourage lifetime education, and to promote voluntary individual enjoyment of reading by children through the use of public library resources.
- Books for children will reflect the wide diversity of our times.
- Books in all genres will be considered for purchase.
- Books in a series will be considered on an individual basis.
- Abridged classics will be purchased only if the original material content has not been weakened.

Collection and Procurement-Young Adult

Young people's books are selected with the aim of helping teenagers find self-realization, live productive, well-adjusted lives in the community, and know and understand the world at large. Books are selected to widen the adolescent's thinking, to enrich lives, and to help fulfill recreational and emotional needs.

Exclusions

If a book is not chosen for the library's collection, it has been excluded because it does not comply with the library's standards, because the library already has adequate coverage on the subject, or because of budget limitations.

Textbooks

It is not the purpose of the collection to serve as an elementary, high school, or college supplementary library, although many of its books and materials may be so used. It is the responsibility of the public school system to supply these curriculum materials.

Religion

In the literature of religion, more perhaps than in any other class, library selection may be broad, tolerant, without partisanship or propaganda, yet consistently directed toward the choice of the best books regarding authority, timeliness, and good literary quality.

Library Services

- The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print, audio and visual resources, and computer technology.
- The library will initiate programs, story hours, and exhibits to stimulate the use of library materials.
- The library will cooperate with civic and community agencies and organizations to help them with program materials.
- The library will supplement, but cannot perform the functions of school and other institutional libraries which are designed to meet curricular needs.
- The director shall provide information regarding the Talking Book & Braille Service upon request. As a service, the library will provide large print books.
- Printing from public access computers is available at the current charge per page.
- Copy service is available at the current charge per page.

Weeding

Materials which no longer meet the stated objectives of the library will be discarded according to accepted professional practices. Disposition of library materials so weeded will be at the discretion of the director, subject to all relevant provisions of the Charter of the Town of Wilber, Nebraska, and the statutes of the State of Nebraska. MUSTY is an acronym for five negative factors which frequently ruin a book's usefulness and mark it for weeding:

- M Mislending and/or factually inaccurate
- U Ugly (worn and beyond mending and rebinding)
- S Superseded by a truly new edition or by a much better book on the subject
- T Trivial (of no discernible literary or scientific merit)
- Y Your collection has no use for this book (irrelevant to community needs)

Gifts, Bequests, Memorials

The library is grateful for gifts and its collection has been enriched greatly by many fine donations of books, prints, periodicals, audio and video cassettes, CD's, and other materials. These gifts will be added to the collection only when needed. A donor may leave contact information with the director if he/she wishes to reclaim donated items which will not be used by the library.

The same principles of selection which are applied to purchases are applied to gifts. Some gifts may not be used because of reasons such as these:

- Book may be interesting, but not of sufficient reference or circulation value to the library, which must scrutinize every book with shelf space in mind.
- Book may be a duplicate of an item the library already owns.
- Book may be in poor physical condition and would not justify the expense of processing for circulation.

A collection of books will not be accepted which requires special treatment. Monetary gifts specified for book purchases will be accepted on the condition that the director makes the final selections. However, the library encourages donors to specify fields of interest. Unrestricted gifts of money, lands, or property will be gratefully accepted by the board. Gifts or bequests with specific restrictions attached will be reviewed by the board before acceptance.

Finances

The library is funded by two private endowments, the Stastny Trust, administered by Jones National Bank, Seward, Nebraska; and the Lohmeyer Endowment, administered by The Nebraska Community Foundation, Lincoln, Nebraska. If income from the endowments is insufficient to cover expenses, the Wilber City Council authorizes funds to be transferred from the general fund to the library's account.

The library director submits vouchers to the city treasurer, who disburses the funds for the claims which have been approved by the library board.

Budget requests are submitted to the Wilber City Council by the library board. If approved, the request is forwarded to the city auditor who prepares the city's budget.

The annual report to the city council is prepared by the library director and approved and delivered by the library board. The report contains all statistics and activities of the library, names of board members and staff, staff salaries, and sources of income. A copy of the Public Library Statistical Report is made available upon request.

Physical Facilities

To achieve the goal of good library service the library board accepts the responsibility to provide and maintain facilities which will adequately meet the physical requirements of library service. Such facilities will offer to the community a compelling invitation to enter, read, look, listen, and learn. The building will fit an expanding program of library services.

Meeting Room

- The Stastny Meeting Room may be used without charge by groups within the area for meetings which are civic, cultural, or educational in nature and appropriate to the facilities. Reservations are made with the director. The room may not be used for commercial purposes.

- No admission fee may be charged by any group using the Stastny Meeting Room. Exceptions are meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums involving small fees. All exceptions must be approved by the board. In the event of a conflict, preference is given to meetings which are free and/or open to the public.
- Smoking is not allowed in the rooms of the public library. Food and drinks will not be permitted in the library without permission from the director.
- Groups other than the Wilber City Council may not schedule regular meetings on an annual basis. Groups wishing to hold more than a single meeting must obtain permission each time in advance from the director. Library programs and the Wilber City Council receive first consideration in scheduling all events.
- No additional furniture or equipment other than that furnished by the library is to be used without the director's approval. The library cannot allow any organization to store any equipment at the library.

Czech Heritage Room

- For the enjoyment of patrons and guests interested in Czech heritage.
- A microfilm reader and microfilm reader/printer are available for research of *The Wilber Republican* newspaper. Copies of microfilm may be made at the current charge per page.
- No items from the Czech Heritage Room may be removed from the library.

Exhibits and Displays

The public library is anxious to provide educational and cultural exhibits for the community. All displays, exhibits, posters, pamphlets, brochures, leaflets, or booklists must be approved by the director before being placed in the library. The library assumes no responsibility for the preservation, protection, damage, or theft of any item displayed. The owner of items placed in the library assumes all risk.

Emergency and Safety

- The library board will review all insurance policies annually so as to have adequate coverage on buildings, contents, liability and compensation.
- The basement of the library is designated as a tornado and severe storm shelter. The basement may be reached by a stairway at the south end of the reading room. There is also an outside exit from the basement.

Personnel

- The library director will be hired by the Board of Trustees. All other employees will be hired by the director.
- Staff members will be selected solely upon merit, with due consideration of qualifications, training, and aptitude for the position; regardless of religion, race, physical condition, age, or social, economic, or political status or sexual orientation.
- All employees will be directly responsible to the director for their work requirements and conduct while on duty at the library.
- In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for Dvoracek Memorial Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five days of any criminal drug statute conviction for a violation occurring in the workplace. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.
- Harassment on the basis of sex is a violation of federal and state law. Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by Dvoracek Memorial Library. The library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.
- All salaries paid to employees shall be set by the board. Employees will be paid bi-weekly by the City of Wilber, with deductions made according to law. Salaries may be adjusted at the discretion of the board.
Refer to City of Wilber employee policy for additional information.
- Staff Benefits
Refer to City of Wilber employee policy for information.
- Attendance and Punctuality

It is important that employees report to work on time on a regular basis. It is also important that the work schedule is adhered to as closely as possible. We understand that situations do arise that require a change in schedules. Any changes should be requested as soon as possible and must be approved by one of the co-directors.

- **Internet Usage**

Personal use of the library's Internet should be limited during working hours. Acceptable uses of the Internet include communicating with vendors or patrons regarding matters within an employee's assigned duties, acquiring information related to the performance of regular assigned duties or duties as may be assigned by a superior. Sending, saving or viewing offensive material is prohibited.

- **Personal Phone Calls and Visits**

We understand that there are circumstances in which a family member needs to contact an employee by phone or in person. However, personal phone calls and visits must be limited.

- **Personal Appearance**

The personal appearance of the staff is an important part of our relationship with our patrons. Clothing should be clean and appropriate.

- **Professional Expenses**

Professional growth is an important aspect of employment at Dvoracek Memorial Library. Staff members are encouraged to attend conferences, conventions, professional meetings, and workshops pertaining to library activities. Membership and participation in state organizations is recommended, but not required. Library funds will pay for mileage (rate is set by the state) for one vehicle, registration fees, parking, and lodging for the director, staff, and board members who attend library meetings approved by the board.

Publicity and Public Relations

- All publicity concerning the library shall be the responsibility of the director, who will inform the public of services and activities available at the library by means of the news media and other methods.
- The board recognizes that public relations involve every person who has any connection with the library. The director will serve as the public relations agent between the library and the community. The board urges its own members and every staff member to realize that she/he represents the library in every public contact. Good service supports good public relations.