

WAYNE PUBLIC LIBRARY POLICIES
Adopted with revisions 6/6/2017

MISSION STATEMENT

The Wayne Public Library provides materials for area residents in a variety of formats for recreational and leisure pursuits as well as accurate and current information for daily problem solving. Access to other materials or information will be obtained through interlibrary loan or online database services. Special emphasis will be placed on materials and programs of interest and benefit to children and youth that support enrichment of reading and learning.

Primary Roles of the Wayne Public Library:

The Wayne Public Library has chosen to focus on the following areas. These provide direction in purchasing materials, programming, and services offered by the library to make it a center for:

- Basic Literacy, Formal Learning Support, and Lifelong Learning
- General Information, Consumer Information, and Community Referral
- Formal Learning Support
- Commons Area and Cultural Awareness
- Information Literacy, focusing on
 - Business and career information
 - Government information
 - Local history and genealogy
- Current Topics and Titles
- Access to and training in new technologies

BOARD STATEMENT

The following policies were prepared by the Wayne Public Library Board to serve as a directive of the board as to the operational policy of the library. The board unanimously adopts the ALA Library Bill of Rights, the Nebraska Bill of Rights and the Freedom to Read Statement (found in the appendices). These objectives and policies will be examined as needed, or at least biannually, and may be revised at any time by action of the library board.

I. GENERAL LIBRARY OBJECTIVES

The general Library objectives of this public library shall be:

- A. 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, enlightened citizenship, and the enrichment of personal lives.
- B. To serve the community as a center of reliable information.
- C. To support educational, civic, and cultural activities, and lifestyles of individuals, groups, and organizations.
- D. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- E. To strive continually to identify community needs in order 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.

- F. To provide opportunity for recreation through the use of literature, music, films, and other art forms.
- G. To provide a competent staff to serve the community.
- H. To provide adequate technology and access to information to meet the needs of the community.

II. USE OF THE PUBLIC LIBRARY

A. Behavior

Library guests of all ages have the right to expect that the Library will be warm and inviting, providing options for reading and study. The primary role of Library staff is to assist patrons of all ages in securing needed information or Library materials. However, library staff will take appropriate measures to assure the library environment is not disturbed by unacceptable and disruptive behavior on the part of a few patrons.

1. Unacceptable and disruptive behavior includes:
 - a. Making excessive noise
 - b. Being boisterous or excessively active
 - c. Causing or threatening physical danger to self or others
 - d. Interfering with activities and services of the library
 - e. Damaging or defacing library property
2. The following guidelines are examples of expected behavior in the Library:
 - a. Walk.
 - b. Keep voices low; no profanity
 - c. Do not gather socially in a disruptive manner.
 - d. Do not physically or verbally abuse others.
 - e. Do not pull up extra chairs at tables, or sit on table tops.
 - f. One person per computer without approval of library staff.
 - g. One person per chair.
 - h. No food in computer areas
 - i. Limit cell phone conversations to building lobby or outside where others will not be disturbed. Cell phone ringers must be silenced in the Library.
 - j. No vandalism.
 - k. Civil, courteous behavior is expected when dealing with others.
 - l. Do not leave personal belongings unattended.
 - m. Comply with the Library's Internet Acceptable Use Policy.
 - n. Library guests must not be under the influence of alcohol or drugs.
 - o. No illegal activity is permitted in the Library.

Parents or caregivers must assume responsibility for the behavior of their children while in the Library. Such responsibility includes the parental exercise of any measure to bring disruptive behavior under control. **Children who are younger than age eight (8)** should be accompanied by a parent or caregiver over the age of eleven (11) when visiting the Library. **Children, aged eight (8) to ten (10)**, may be in the Children's Department while their parent/caregiver is in another part of the Library. **Children must be age eleven (11) or older** to use Library facilities independently. The extent to which these policy guidelines will be enforced will be based on the individual child's behavior, considerations for the child's safety and welfare, and the child's ability to observe these expected behaviors, in the judgment of the Library's paid staff.

Failure to comply with the library's established standards of acceptable behavior may result in removal from the building and/or restriction of library privileges.

B. Bulletin Board

As part of its mission to support independent learning and encourage life-long learning, Wayne Public Library provides bulletin board space for community organizations and individuals for notices of charitable, educational, cultural, social and recreational interest. A second bulletin board is available for small home-based businesses to advertise.

1. Bulletin Board 1 – Notices
 - a. Exhibits, displays and postings will not be accepted on political topics or of a commercial nature.
 - b. Flyers are limited in size to standard letter paper (8 ½ x 11 inches). Larger posters will be approved on a case by case basis depending on space available.
 - c. All items on the library bulletin board located just outside library entrance doors must be approved by library staff members. Library staff has the authority to remove any postings that have not been approved by a staff member
 - d. Items will be displayed for a maximum of 2 months. Flyers will be removed after completion of advertised event or at the end of 2 months, whichever comes first
2. Bulletin Board 2 – Home-Based Businesses
 - a. Flyers are limited in size to standard letter paper (8-1/2 x 11 inches). Larger posters will be approved on a case by case basis depending on space available.
 - b. All items on the library bulletin board located just outside library entrance doors must be approved by library staff members. Library staff has the authority to remove any postings that have not been approved by a staff member.
 - c. Items will be displayed for a maximum of 2 months, at which time the notice can be renewed or replaced as needed.

C. Cell Phone Use

1. Cell phone use is not allowed in the library except in the entrance foyer. All patrons are asked to turn cell phones off or to "vibrate." If a cell phone is ringing or a patron is talking on a cell phone, library staff may ask them to step outside.
2. Exceptions may be made to no cell phone conversations in the library at staff discretion.
3. If a patron fails or refuses to comply with a request of the library staff or personnel, or responds to the request in an abusive manner, he or she will be required to leave the library for the remainder of the day. Further offenses may result in longer terms of suspension of library privileges.

D. Check out and Renewals

1. All borrowers must be a registered patron in order to check out books. If a patron does not have a card with them at the time of check out, library staff (at their discretion) may require other proof of identity.
2. Wayne Public Library does not circulate/checkout reference books, newspapers, pamphlet file materials or microfilm. All circulating items, except DVDs, games, and art work, may be checked out for a period of two weeks. All circulating items, except DVDs, games, and art work, may be renewed by a patron one time. Each renewal period is for two weeks from renewal date. An item may not be renewed if there is a hold on the item. DVDs and games may be checked out for 5 days and cannot be renewed. Art work may be checked out for 62 days and cannot be renewed.

3. The patron or any member of the patron's family will not be allowed to check in an item and then immediately check it out again.
4. Reference books may be checked out overnight with the approval of a staff member.
5. DVDs, games and equipment are checked out for 5 days with no renewals.
6. Art prints are checked out for 62 days with no renewals.
7. Patrons may request a hold on any material currently checked out or in processing. Upon notification of a hold being available, patrons have 5 days in which to pick up the material. DVDs will be held for no longer than 3 days.

E. Children's Computer Stations

1. The computers in the children's room have simple games. They are not Internet accessible, nor do they permit printing.
2. Users without basic computer and reading ability should be accompanied by an older sibling or caregiver. Library staff members are not always available to assist inexperienced users.
3. If someone is waiting to use a computer station in the children's room, use is limited to 30 minutes per session. If no one is waiting, use may be extended to 1 hour per day. Children (preschool through 8th grade) have priority use at all times.

F. Computer Lab Use

1. To fulfill its mission of providing free and equal access to information, knowledge, independent learning and the joy of reading to our diverse community, the Wayne Public Library provides free access to the Internet.
2. Links to Internet sites can be found on the home page of the library. These pages are selected using the same materials selection guidelines as govern the print collection. Beyond this, the library has not participated in the development of these other sites and does not exert any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the library. The library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.
3. The Internet User cannot expect the library to monitor or control the content of the material accessed through the Internet. Not all information found on the Internet is accurate, complete, up-to-date, legal or philosophically acceptable to all individuals. The library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the library's Internet terminals. The library does not monitor an individual's use of the Internet.
4. All Internet Users must complete an agreement to abide by the Wayne Public Library Board of Trustees policies and guidelines.
5. The library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts through the library's Internet terminals. The library assumes no responsibility and shall have no liability for any claims or damages which result from the provision of such access to users.

6. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Children under the age of 19 will be denied access to the Internet terminals unless a parent or guardian signs a permission slip or the child presents a current, valid college ID.
7. Users who misuse the computers or Internet access will lose their privileges. Misuse includes, but is not limited to:
 - a. using the Internet for unauthorized or illegal purposes;
 - b. sending, receiving, or displaying materials which may reasonably be construed as inappropriate or obscene;
 - c. interfering with public access workstations;
 - d. making changes to the setup or configuration of library computer software or hardware; and
 - e. bringing in and using software ~~disks~~ from outside the library
 - f. disturbing other patrons in the area

G. Finances

1. Authority – The Library Board has final authority over all equipment and materials owned by the library and over the expenditures of all funds available to the library.
2. Annual Operating Budget
 - a. The Board delegates to the Library Director the responsibility for the preparation of the preliminary draft of the annual budget with necessary supporting data
 - b. The Board reviews, revises and approves the proposed budget before it is submitted to the City Council.
 - c. The City Council approves the annual operating budget after a review of the proposed budget submitted by the Library Board and of the recommendations of the City Manager.
 - d. When the budget has been approved, the Library Director is responsible for the operation of the library under the financial conditions set forth in the annual budget.
 - e. To ensure ongoing monitoring of the budget and to meet requirements of the local ordinance, all disbursements must have the approval of the Board president and the Board secretary. Disbursement lists are reviewed at monthly Board meetings. The Director shall provide at least quarterly reports to the Library Board on the status of the current year's budget.
 - f. All unused balances in the Annual Operating Budget revert to the City's General Fund
3. Library Special Funds
 - a. Monies in Library Special Funds are spent with the approval of the Board after a recommendation from the Director.
 - b. Unlike the Annual Operating Budget, the balance in all library special funds can be carried over to the next fiscal year unless state guidelines require expenditure.
4. Gifts and Bequests
 - a. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Board to be used at its discretion. Gifts or bequests with specific restrictions attached will be reviewed by the board before acceptance.
 - b. All gifts and bequests shall be managed by the Wayne Library Foundation.
5. State Funds
 - a. These funds are received annually from the state as direct state aid to public libraries. The amount is dependent on the number of libraries participating and the accreditation status of the libraries. The program is administered by the State

- Library.
 - b. According to administrative guidelines these funds may not be substituted for local tax monies.
 - c. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditures.
6. Grants
- a. When required, applications for grants shall have the approval of the Library Board before submission.
 - b. Grant funds requiring special reporting and auditing shall be placed in a distinct account as designated by the City Finance Department. Small grants which do not require extensive recordkeeping or special auditing shall be deposited in either the Trust and Agency account or in the WPL Foundation account and tracked internally by the Library.
 - c. Expenditures from these accounts shall not require prior approval by the Library Board, but all expenditures shall be listed on the monthly list of disbursements.
7. Purchasing Policy
- a. The library will follow fundamental principles of prudent procurement practices, applicable State law and budgetary and administrative control requirements when purchases are made.
 - b. Administrative purchasing policies and procedures shall be reviewed periodically by the Library Director and shall always be available for examination by an auditor or by the public.
 - c. Purchasing policies and procedures will attempt to be similar to City policies and procedures. The expertise and procurement resources of the Central Purchasing Division of the City Finance Department shall be used whenever appropriate.
8. Disposition of Surplus Property
- a. Equipment and furniture
 - i. First choice is given to other City departments
 - ii. Disposition of Property Valued at Less than \$500 shall be disposed of by any of the following methods: sale at a fixed price established by the Director, sale at a public auction, resale shop, or by sealed bid.
 - iii. Disposition of Property Valued at \$500 or more shall be turned over to the city for disposal at auction or through other means.
 - iv. The Library Board may make exceptions to this policy in the event they wish to sell the property to another government agency
 - v. All monies received from the sale of surplus items shall be returned to the fund from which it was purchased (General Fund, Gifts and Bequests Fund, etc.). If the surplus item has not been sold after all reasonable sale efforts have been made, the Library Director may dispose of the item in the most appropriate manner, including donation to other non-profit organizations.
 - b. Books and other Library Materials
 - i. These items shall be withdrawn from the library's collection as outlined in the Library Board's Materials Selection Policy.
 - ii. Discarded items become the property of the Friends of the Library, an arm of the Wayne Public Library Foundation.
 - iii. All monies from the sale of withdrawn library materials will go to the Friends account to be used to benefit the library

H. Fines and Overdue Materials

- 1. Items are considered overdue one day after the final due date. All fines take effect two days after the final due date. A maximum of three overdue notices will be sent to

patrons with overdue items that have not been returned. The final notice will be a letter from the library director advising them that if they have not made arrangements with the library director within ten days in regard to the overdue items, the matter will be turned over to the City Attorney to be prosecuted.

2. Fines for late DVDs, games, and art work are \$1 per day per item. Fines for all other late materials are ten cents per day per item. There is a \$6.00 cap per item on all overdue materials.
3. When an item is lost or damaged to the extent it needs to be removed from the collection, the charge will be set by the Library Director based on the cost to replace the item with a duplicate (or if the exact item is no longer available, a comparable item). In no case will the replacement cost be less than:

Adult and Young adult hardback books (fiction and non-fiction) \$25.00
Adult and Young adult trade paperback books \$15.00
Adult and Young adult mass market paperback books \$8.00
Children's hardback books (fiction and non-fiction) \$18.00
Children's trade paperback books \$12.00
Children's mass market paperback books \$6.00
DVDs \$30.00
Reference books \$40.00
Audiobooks \$40.00
Art work \$100.00
Grandmapa bags \$75.00
Killawatt \$30.00
Movie screen \$100.00
LCD projector \$150.00
Laptop \$700.00
Interlibrary Loan items \$50

4. At the discretion of the Library Director, an unused exact replacement may be provided by the patron. Should a replacement be accepted, the patron will also be charged \$10 to cover the cost of reprocessing the replacement item.
5. Because the library makes every effort to quickly reorder replacement materials, refunds on payments for lost items cannot be provided. If a lost item is paid for and later found, the item becomes the property of the patron.

I. Hours of Service

1. Opening Hours
 - a. Summer and winter hours will be determined by the Board in accordance with the *Nebraska Guidelines for Excellence* and the needs of the community. Hours will be posted in a prominent place.
 - b. If the librarian feels the library should be opened or closed for special occasions (exhibits, staff in-service, etc.) the decision will be made by the librarian and one member of the board.
2. Holidays
 - a. The library will be closed in accordance with city regulations, with posted exceptions. Holidays include: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.
 - b. If December 24th or December 31st falls on a weekday, the library will follow stated city hours. If they fall on a weekend, the library board will make the

- determination of open hours.
- c. The library will be closed on the Friday after Thanksgiving instead of Veteran's Day, and December 26th instead of Martin Luther King Day.
- d. Traditionally, library closes on Easter Sunday.

J. Lobby Display Case Use

1. Purpose: The Wayne Public Library display case is a tool by which the library supports its mission of providing access to the world through opportunities for seeking knowledge, gathering information and pursuing creative use of leisure time. The library seeks assistance from community organizations and individuals in furthering this mission. The presence of a particular display in the library does not indicate that the library either advocates or endorses the viewpoints of the exhibits and/or exhibitors.
2. Use:
 - a. Staff determine use of the display case according to the following priority listing:
 - i. Library or Senior Center-sponsored displays including Friends of the Library, Library Foundation, Library or Senior Center Boards.
 - ii. Community based non-profit organizations or other government agency
 - iii. Adult and/or teen resident or local taxpayer
 - b. Examples of displays that are not permitted include but are not limited to:
 - i. More than one use per calendar year by a single entity
 - ii. Advertisement of products and/or services for sale
 - iii. Displays on the same general topic within a rolling 12 month period (with the exception of on-going observances by either the library or senior center)
3. Quality of Display
 - a. The library has latitude to make adjustments to the display to improve aesthetics. Content and message will not be altered unless quantity is excessive, quality is below standard and/or message is not clear. The library director has discretion to refuse permission to use the display case.
4. Sign Up Procedure
 - a. Display case signup is limited to a single use
 - b. Display case signup may be reserved up to a year in advance by calling 375-3135 or visiting the library circulation desk.
 - c. If the display is not set up during the first 3 days of the month, use of the case may be forfeited.
 - d. Displays must be removed from the case by the exhibitor by the last library business day of the month, unless other arrangements are made in advance with library staff.
 - e. Displays that are not removed by the exhibitor by the agreed time may be removed by library staff.
 - f. All displays need to be labeled in the display case with the name of the sponsor and enough information to clearly communicate the message of the display.
 - g. Exhibitors are responsible for repair if the display case is damaged during set-up or removal of display items.
 - h. The display is not considered confirmed until the Agreement is signed by a library representative.
 - i. The sponsor must sign an agreement in advance of installing a display. This agreement will include an "Exhibit Release Statement" freeing the library from any responsibility for loss, damage, or destruction of exhibited items while they are being displayed at the library. Regular library security will be given to the display; however the library provides no insurance.

K. Miscellaneous fees

1. The library facsimile machine is available for public use. There is not a charge for a standard cover page. Cost is \$1.00 per page for both in-coming and out-going faxes, with a minimum charge of \$1.00.
2. Charges for photocopies, computer printer copies, and microfilm reader printer copies are 10 cents per page for black & white text. Color copies are available for \$1.00 per page.
3. The replacement fee for lost library cards is \$1. There is no fee to replace library cards worn out over time, or when it is a required upgrade in order to use library online services.
4. The library provides Interlibrary Loan service for \$3 per request.
5. All residents of Wayne County are entitled to a Wayne Public Library card at no charge. Current Wayne State College students are also entitled to a Wayne Public Library card upon presentation of a driver's license and current WSC student ID. Upon verification, non-county residents who own property and pay property tax inside Wayne County will be treated as living inside Wayne County. All others may acquire a Wayne Public Library family card for an annual fee of \$35.

L. Wayne Public Library Outreach Services Policy

1. Statement of Philosophy for Outreach Services
 - a. The Wayne Public Library is committed to providing library materials and information to all residents of its service area. Delivery of library materials to residents who are unable to visit a fixed facility due to illness, disability, lack of transportation, or care-giving to a person needing continuous care is a part of that commitment.
 - b. The service is provided monthly. Participants receive materials on a regularly scheduled basis
 - c. Homebound service may be discontinued or modified for safety reasons. Service may also be discontinued if the purpose for the service is not being met.
 - d. This service is provided in conjunction with the help of Friends of Wayne Public Library volunteers.
2. Eligibility for outreach services
 - a. To be eligible for home delivery of library materials, a patron must complete an Application for Outreach Services that will confirm the applicant:
 - i. Resides inside the Wayne city limits, and
 - ii. Is unable to get to a fixed library facility due to health or lack of transportation, or
 - iii. Is a caregiver to a person requiring continuous care
 - b. Institutions and senior centers within the city are eligible to receive delivery of library materials. Institutions include, but are not limited to nursing homes, senior centers, hospitals, correction facilities, and assisted living centers.
3. Material Loan Periods for Outreach Services
 - a. Patrons who receive materials through the Outreach Home Delivery Services must have a WPL user card. They may borrow any circulating items. All items are charged out for 1 month. DVDs will not be available for Outreach home delivery until they are moved out of the NEW display bin.
 - b. Individuals residing in nursing homes, retirement communities, and assisted living centers qualify for individual home delivery service in addition to deposit collections left at the facility

- c. There are no fines on home delivered items that are picked up on the monthly rotation. Fines will apply for materials not available for return as scheduled. Library staff will set up routes for delivery. Patrons may call to place holds for specific items to be delivered on their next route date. Popular items may not be available immediately, but the patron's request will be placed in the system holds list.
- d. Patrons receiving homebound delivery are responsible for damage to or the loss of materials in their possession
- e. A Reader's Advisory Form may be completed by the patron and kept by Library staff for selection purposes.
- f. A record of all materials checked out by a homebound delivery patron will be maintained on a database for selection purposes
- g. No more than 20 items will be sent to a homebound patron per delivery

M. Use of Library Laptops

The library owns five laptops which are available for checkout in two-hour increments. A patron is responsible for providing a flash drive to save documents as no files may be saved to the laptop's hard drive. Laptop users must be 19 or older AND have a library account in good standing (no fines or overdue materials) in order to check out a laptop. This service is subject to availability, and library use of the laptops for programming will take precedence. Library staff reserves the right to limit or restrict library equipment usage. Printing from the laptop is not available.

Laptop computer users are expected to be self-directed in their use of a computer. It is assumed that they are familiar with the Windows platform and with the MS Office suite. Hardware problems or assistance with the online library databases and resources should be directed to the front desk staff.

1. Limits and Availability
 - a. The laptop computers can only be checked out by patrons with a WPL card and a current ID which must be left at the circulation desk until the laptop is returned.
 - b. The laptops are for use only in the library and cannot be removed from the library portion of the building.
 - c. Laptops are available on a first-come, first-serve basis. They cannot be reserved.
 - d. Laptops not be checked out when there is less than one hour before the Library closes.
 - e. Borrowers may not install software or alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.
 - f. Files cannot be saved to the hard drive. Borrowers must provide their own flash drives for saving documents and files
 - g. Audio or video files must be played with a headphone (headphones may be requested from the front desk)
2. Checkout Procedure
 - a. A patron borrowing a laptop should read and agree to abide by the Wayne Public Library Laptop Checkout Policy and the Wayne Public Library Internet and Computer Use Policy.
 - b. A borrower is required to leave his/her ID card at the front desk when checking out a laptop.
 - c. A patron cannot use another person's WPL card. The laptop may not be transferred to another user.
 - d. A borrower must have a signed Laptop Policy Agreement on file before taking a laptop away from the front desk
 - e. At checkout, the laptop will be inspected by a staff member to make sure it is intact and functioning properly

- f. Borrower will be cautioned to save files in a flash or jump drives or to send them via an email attachment. All files will be erased after the computer is returned
 - g. The laptop will be checked out to the borrower's WPL account
3. Loan Period and Renewals
 - a. All checked-out laptops must be returned to the front desk 30 minutes before the library closes, or at the end of their two-hour checkout period (whichever comes first).
 - b. A checked-out laptop can be renewed for another two hours, given that no other eligible patrons are waiting to check out a laptop
 4. Check-in Procedure
 - a. Borrowers must return the still turned on laptop to a staff member at the front desk
 - b. When returning, the borrower should allow time for a staff member to check the equipment
 - c. A staff member will verify that all parts are present and that the computer and all accessories are in good working order
 - d. The laptop will then be checked in from the borrower's library account
 5. Fines and Liability
 - a. Laptops not returned by library closing time will be considered stolen and the theft reported to the Wayne Police Department.
 - b. The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out
 - c. 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
 - d. 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.
 6. Troubleshooting Problems and Questions
 - a. If patrons experience problems with laptop hardware or applications or have questions, they should ask for assistance at the Front desk.
 - b. The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.
 7. Disclaimer – The Wayne Public 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.

N. Use of Library Wi-Fi

Wayne Public Library provides free wireless access to online services to supplement and enhance its information resources. Users of the wireless network are advised that the Library neither controls, nor can be responsible for, the contents of these systems, networks, and services and that all of the online information, graphics, and messages accessible throughout the Library's computers and wireless access points originate outside the Library.

1. Wireless users agree to abide by the Library's Internet Computer Use Policy while using the Library's wireless network.
2. The Library's wireless network is not secure. Since radio signals can potentially be intercepted, activity requiring transmission of credit card numbers, passwords, and

other personal information should be avoided.

3. Users are responsible for knowing how to configure their own equipment. Library staff cannot provide technical support for establishing or maintaining a connection. Since everyone's computer is different, the Library will not support equipment configurations and cannot be responsible for any changes made to an individual computer's settings.
4. The wireless network is open. Simultaneously connected computers are visible to each other and therefore vulnerable to other users' viruses, malware and hacks.
5. Users may not plug equipment into the Library's computer network.
6. Patrons may only access web-based functions. There is no access to FTP, PPTP, SMTP, Telnet, File Sharing, or POP mail.
7. The wireless network is intended to be a shared resource and limited bandwidth is available. Do not download large files or stream video or audio over the network.
8. The Library reserves the right to terminate a wireless Internet session at any time.
9. The Library is not responsible for any loss of data, or for theft or damage to personal equipment.
10. Important Information
 - a. Users must bring their own wireless-enabled laptop computer or other wireless device to the Library. The Library does not provide wireless cards.
 - b. Users should maintain up-to-date antivirus software and firewalls.
 - c. Bring a fully charged battery. Public electrical outlets may not be available.
 - d. If you plan to use audio, bring your own headphones.
 - e. Printing to library equipment is not available.
 - f. The wireless network is not secure. Use at your own risk. Do not use it for sensitive information such as personal banking, shopping, or any website that requires a special log in.
 - g. The wireless network is only available during library hours.

O. User Privileges

1. Everyone may use all reference materials and collections within the library building. Anyone may use the public Internet service who reads and agrees to the library's Internet policy agreement and safety guidelines. Anyone under 17 years of age must have a parent present to sign the registration
2. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
3. Library cards are available at no charge to patrons age 5 and older. Children under age 19 must have a parent sign the application card. An exception will be made for any child under age 19 who can show a current college ID card. All cardholders will be routinely asked to update personal registration information. Proof of identity and address is required upon initial registration and at library staff discretion thereafter.
4. The use of the library or its services may be denied temporarily for due cause. Such cause may include but not be limited to failure to return books or to pay penalties, destruction or theft of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

5. It is the responsibility of the library patron to keep the library informed of current address and telephone number. The library will try to contact the patron about overdues and holds based on the information provided by the patron.
6. Interlibrary loan is available to all active patrons in good standing after the completion of their 3-month "New" status.

III. LIBRARY COLLECTION AND SERVICES

A. Collection Development

1. The librarian shall be responsible for the selection and purchase of items that best fill the needs of the community. Selection for purchase and weeding shall take place in an on-going manner.
2. Each acquisition shall be coded to identify purchase, and original ownership by the city.
3. The following criteria will be used to evaluate materials for acquisition and weeding.
 - a. Author
 - b. Recommendations
 - c. Format, technical quality, durability
 - d. Content
 - e. Ease of use
 - f. Originality
 - g. Style
 - h. Timeliness or lasting value
 - i. Scope
 - j. Accuracy
4. The following criteria will be used in making final selections for acquisition:
 - a. Price
 - b. Physical limits of building
 - c. Relationship to existing collection
5. The following criteria will be used in making final selections for weeding:
 - a. Physical limits of building
 - b. Usage statistics
 - c. Relationship to existing collection
 - d. Physical condition of item
6. The library will endeavor always to balance special group interests with general demand, to present fairly and truthfully opposing sides of every controversial subject handled. Political or social affiliations of specific author will not be cause for rejection of his works. Neither will serious works, which present an honest aspect of life, be excluded because of coarse language or frankness. While the library does select its material to maintain a quality collection, it does not censor any book for reasons of religious or political thought expressed. Judgment is made after thoughtful review of the whole book.
7. Visual Electronic Media. In addition to the criteria stated above, the library will also consider the acquisition of R-rated movies that are book-based titles and/or Academy Award Nominees or Winners. All R rated media will be clearly marked on the browser and the container. R rated media may be checked out to anyone, but parents may request that minor children be denied the privilege of checking them out. Upon such

request a message will be placed on the minor child's library account. The library does not purchase TV series, but will accept donations for consideration.

8. Generally excluded will be denominational and proselytizing works and textbooks.
9. The library adopts the Library Bill of Rights, the Nebraska Library Bill of Rights, and the Statement on Intellectual Freedom.
10. A "Request for Purchase" form is available upon request. All patron requests for materials will be subject to the same criteria as other purchases. Patrons will be notified upon processing if materials they have requested are purchased.
11. A "Request for Re-Consideration" form is available upon request. All requests for re-consideration will be reviewed in the following manner:
 - a. Item in question will be pulled from the shelves
 - b. Reviews for the item will be acquired as possible and copied
 - c. Two staff members will review the item and its reviews, reaching independent recommendations.
 - d. The director, upon review of materials and staff members' recommendations, will make the final decision and notify patron of decision and the right to appeal this decision to the library board.
 - e. If decision is appealed by patron, all materials will be presented to the library board, whose decision in the matter is final.

B. Services of the Public Library

1. The library staff will provide guidance and assistance for people to obtain the information they seek.
2. The library will initiate programs, story hours, reading club, booklists, training sessions, etc., to stimulate the use of library materials and to guide in the effective use of technology and related software for the enlightenment of people of all ages.
3. The library will cooperate with civic and community agencies and organizations to help them with program materials.
4. The library will supplement, but cannot perform the functions of school and other institutional libraries, which are designed to meet curricular needs.
5. The library board recognizes that no single library can meet all demands of its patrons. Because of this, full advantage shall be taken of the interlibrary loan service. The charge is \$3 per filled request, payable when the item is picked up, and whether the item is still wanted or not. Interlibrary loan is available to all active patrons in good standing after the completion of their 3-month "New" status. Borrowers must contact the library **one week** prior to the due date to request permission from the loaning library to renew the item. Borrowers are responsible for the prompt return of interlibrary loan materials and for any charges placed by the lending library. This includes, but is not limited to, overdue fees, processing fees, damage or loss of the material.
6. Proctoring of tests may be considered by the library director, to be given under the supervision of a member of the library staff, provided that, (a) the test will be given only during regular library hours or when staff is normally scheduled for work, and (b) that the test does not require constant supervision which will prevent the staff member from completing regular duties. Proctoring which requires direct supervision must be approved by the director and will be billed at \$20.00 per hour.

7. Wayne Herald Search Services (adopted June 3, 2008) -- approved as standalone, no change except to add into the primary policy document
 - b. For persons who want assistance with searching Wayne Herald files or other library materials, the library does offer a fee-based reference service. These charges are incurred anytime a library staff member spends time reviewing the library materials at a patron's request, whether or not the requested information is located. A maximum of 2 hours (120 minutes) search time is available per request due to limited staff time.
 - c. Requestors must agree to the fee guidelines before any searching is begun. They are:
 - i. Searching is available at \$15.00 per 30 minutes of staff time. This includes the printing and mailing of up to 4 pages
 - ii. Additional copies can be made and mailed at 25 cents per page
 - iii. If the requestor has the exact date and issue of the newspaper, 1 copy of an article or obituary will be made and mailed for \$5.00. If the requestor has the exact date and issue of the newspaper, one article or obituary can be emailed at no charge.
 - iv. All checks should be made out to Wayne Public Library

IV. GIFTS, BEQUESTS, MEMORIALS

- A. The library accepts gifts of books, periodicals, movies, musical compact discs, and other material with the understanding that they will be added to the library collections only when needed. 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:
 1. Duplication of materials already owned by the library
 2. Physical limitations of the building
 3. Physical condition and/or age of the donated materials
 4. Extent to which the donated materials meet the library's mission
- B. Donations of materials that are not added to the library collection may be given to the Friends of Wayne Public Library.
- C. All gifts and bequests shall be managed by the Wayne Library Foundation.

V. PHYSICAL FACILITIES

A. General statement

To achieve the goal of good library service, the library board will strive to provide and maintain public library facilities which will adequately meet the physical requirements of modern library service. Such facilities will offer to the community an invitation to enter, read, look, listen, and learn. All changes to the building will be made according to ADA standards.

- B. Library/Senior Center Conference Room
 1. Reservations
 - a. Reservations will be made through the Wayne Public Library, by calling (375-3135) or by stopping at the desk.
 - b. Reservations should be made at least two days in advance, but next day notice may be possible.
 - c. Library and Senior Center events will take priority.
 - d. The hours of use are during Library or Senior Center business hours. The Library will need to be notified for any cancellation. Requests to use the room

outside normal business hours will only be approved if building staff is available. The renter is responsible for covering staff time at a rate of \$ \$20.00 per hour.

2. Rental Fee and Deposits
 - a. Non-Profit groups
 - i. Non-Profit groups do not have to pay a rental fee, but a refundable deposit of \$25 will be held at the Library circulation desk pending favorable inspection of the room following the meeting. Inspection may be the following weekday.
 - ii. Non-profit groups that use the conference room on a regular basis may request to be exempt from the deposit requirement, but will remain liable for any damage to the conference room or to Library/Senior Center property. Granting the request is at the discretion of the Library Director.
 - iii. Non-profit groups that reserve noon meals at the Senior Center and use conference room if available will be exempt from the \$25 deposit.
 - b. For-Profit organizations
 - i. For-Profit organizations or individuals will be charged a \$25 rental fee in addition to the refundable damage deposit of \$25.
 - ii. Any damage to the conference room or to Library / Senior Center property will be charged to the renter and any deposit will not be returned.
 - iii. The deposit and rental fee must be paid at the Library circulation desk prior to use.
 - c. Other
 - i. Groups or individuals that don't fall into the above categories may be permitted to use the room in conjunction with attendance at a Senior Center or Library event.
 - ii. Requirements are the same as for Non-Profit groups.
3. Keys: Conference room access will be handled by Library or Senior Center staff. The Contact Person for the organization will let the Library staff (or if closed, the Senior Center staff) know when the meeting is finished, so that the room may be inspected and secured.
4. Food and Drinks: Any spills should be reported and shown to the library staff, so that stains may be treated early.
5. Special Arrangements
 - a. Groups may ask to use a library laptop and lcd projector. Reservations must be made in advance.
 - b. Library and Senior Center events have priority.
 - c. Also available are markers for the white board, and a cd player.
 - d. Those using the room have access to the library's WiFi
6. Responsibilities
 - a. All items brought into the room must be removed or put in the wastebasket provided before leaving.
 - b. Please check the floor for debris, push in the chairs, and turn out the lights.
 - c. Return any items borrowed from the Library.
 - d. Report any problems to the Library staff.
 - e. Stop at the Library desk to inform the staff that the group has left and to get the deposit if needed.
7. Prohibited
 - a. No tobacco products or alcoholic beverages are permitted in the Conference room or in any part of the Library/Senior Center facility.

- b. Because of potential fire hazard, smoking is also prohibited on the outside property grounds.
- c. Violations of this policy will result in forfeiture of both deposit and future use of the room.

C. Insurance

Under current city code, insurance policies are determined by the city council and the library will be governed accordingly.

VI. PERSONNEL

A. Employment

1. Selection of staff members is based solely upon merit, with due consideration of personal, educational, and physical qualifications of training and aptitudes for the positions, regardless of race, color, creed, age or gender. Performance evaluations will be completed annually.
2. All city requirements for employment will be followed.
3. All appointments are made for a probationary period of six months. An employee may be released by the librarian at any time during the probationary period, after being given two weeks notice, if his/her services are unsatisfactory or if they prove to be unqualified for the position to which they were appointed. This six month probationary period is a pre-requisite for permanent appointment.
4. All categories of employment shall be determined according to the city's job schedule.
5. All employees will be directly responsible to the librarian for their work requirements and conduct while on duty for the library.
6. The Library Director, the Adult Services Librarian and the Youth Services Librarian will acquire and maintain Nebraska Library Certification, as recommended by the "Fundamentals in Public Library Service, Advanced Accreditation Guidelines". The Library Director will hold at least Level III certification.
7. The Library Board will maintain board certification, as recommended by the "Fundamentals of Public Library Service, Advanced Accreditation Guidelines."

B. Salaries

1. All salaries paid to employees of the library shall be set with the approval of the Wayne Public Library Board and with budget approval of the city council.
2. All salaries will be commensurate with the duties of each employee.
3. All personnel will be paid every other week with deductions made according to the city payroll policy.
4. Salary increases are at no time automatic. Salaries may be adjusted at the discretion of the board in consideration of qualifications, tenure and quality of service rendered by the person being considered.

C. Dismissal

The librarian has the right and authority to recommend to the board dismissal from the staff of any employee whose attitude, professional ethics and conduct, or performance of duties, warrant such action. In every case the employee shall have the right to present his case both to the librarian and to the board. No staff member under permanent appointment shall have his/her services terminated without cause.

D. Weather Related Closings

1. Sec. 8.110 of City Personnel Manual
 - a. Under extreme circumstances, it may be in the best interest of the City to send employees home from work or ask that they not report for work at the start of their normal shift. Under those extreme circumstances, time away from work will be charged to administrative leave
 - b. Employees who fail to report for work or who leave work before the end of their normal shift because of the weather and without the work shift being canceled, shall have that time away from work charged against their vacation time, or holiday time.
 - c. If the employee does not have any accrued vacation time or holiday time, the City Administrator may charge the time to future accrued vacation leave or holiday leave, or may deduct the time from the employee's next paycheck.
2. Library specific policy
 - a. If the schools close early due to bad weather, the library will close no later than 3 pm. If the library staff is notified by the city that the library parking lot and sidewalks will no longer be plowed, the library will close as soon as possible. In either case, the designated board member (beginning with Board President) and the radio station will be notified. Library staff will post the closing on the library facebook page.
 - b. If neither of the above situations exist, but staff members have reason to be concerned for the safety of patrons and staff, the staff on duty may call the designated board member (beginning with Board President) for approval to close the library. If approval is given the radio station will be notified. Library staff will post the closing on the library facebook page.
 - c. Staff will not be paid for hours not worked, but where available may charge the time to vacation, holiday or personal leave. HOWEVER, if paragraph one of Section 8.110 of the City Personnel Manual is invoked, all scheduled employees will be paid for scheduled hours under Administrative Leave.

VII. PROFESSIONAL EXPENSES

A. Conventions, Meetings, Seminars, Travel

1. The library encourages the attendance of all staff members and board members at professional meetings, conferences, and conventions. When possible, time will be allowed with pay for staff members to attend.
2. Library funds will pay for mileage on one car and registration fees for staff members and board who will attend state and regional library meetings. Other expenses will be allowed depending upon the amount of travel and money available for the year.

B. Professional Memberships

The library shall pay national association dues for the Library Director. Dues will also be paid for the Library Director, the Adult Services Librarian and the Youth Services Librarian as well as library board members for the state library association.

VIII. PUBLICITY AND PUBLIC RELATIONS

A. Publicity

All publicity concerning the library shall be under the direction of the library director, who shall inform the public of the services the library performs and its activities as a public relations agent between the library and the community. Full advantage will be taken of all news media.

B. Public Relations

The Board recognizes that public relations involves every person who has any connection with the library. The board urges its own members and every staff member to realize that he/she represents the library in every public interaction.

IX. POLICY and GUIDELINES

A. Confidentiality of Library Records

The library board of the Wayne Public library recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential in nature.

All librarians and library employees are advised that such records shall not be made available to any agency of state, federal, or local government except to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

The board shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. (In other words, upon receipt of such process, order or subpoena, the library's board will consult with their legal counsel or the city attorney to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.)

In accordance with Nebraska state law, library records are confidential; however, the federal USA Patriot Act requires the library to provide access to those records when requested with the appropriate authorization. If information is request, the USA Patriot Act will prohibit the library from notifying the patron of the request. To preserve the confidentiality of records, the library retains personally identifiable