

# Columbus Public Library Board Policies:

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## CONTENTS

|   |    |
|---|----|
| CONTENTS.....                                   | 1  |
| CIRCULATION POLICY.....                         | 4  |
| In the Library.....                             | 4  |
| On the Bookmobile.....                          | 4  |
| COMPUTER USE POLICY.....                        | 5  |
| USAGE REQUIREMENTS:.....                        | 5  |
| MOBILE E-DEVICE PROCEDURE:.....                 | 5  |
| CONDUCT POLICY.....                             | 6  |
| IMPROPER CONDUCT.....                           | 6  |
| CONSEQUENCES OF IMPROPER CONDUCT.....           | 6  |
| PRIVACY POLICY.....                             | 7  |
| EMERGENCY CLOSING OF THE LIBRARY.....           | 7  |
| FINANCE POLICY.....                             | 8  |
| GIFT ACCEPTANCE POLICY.....                     | 8  |
| GENERAL PROVISIONS.....                         | 9  |
| RESTRICTIONS ON USE OF GIFTS.....               | 9  |
| HOLIDAY CLOSINGS OF THE PUBLIC LIBRARY.....     | 9  |
| INTERNET SAFETY AND USE POLICY.....             | 10 |
| LOCAL GUIDELINES.....                           | 10 |
| LEGAL REQUIREMENTS.....                         | 11 |
| DEFINITIONS.....                                | 11 |
| MAKERSPACE USE POLICY.....                      | 12 |
| GUIDELINES FOR USE.....                         | 12 |
| LIBRARY AUDITORIUM AND MEETING ROOM POLICY..... | 12 |
| RESTRICTIONS ON USE.....                        | 13 |
| ADMISSION CHARGES.....                          | 13 |
| USE OF LIBRARY EQUIPMENT.....                   | 13 |
| APPLICATION FOR USE.....                        | 14 |
| LIBRARY CARD POLICY.....                        | 14 |
| FULL PRIVILEGE CARDS:.....                      | 14 |
| Age requirements:.....                          | 14 |

|  |    |
|--|----|
| Identification requirements:.....  | 14 |
| Service Area Requirements:.....  | 14 |
| COMPUTER CARDS:.....   | 15 |
| Privileges:.....   | 15 |
| REPLACEMENT: .....   | 15 |
| LIBRARY COLLECTION CHALLENGES.....   | 15 |
| LIBRARY HOURS .....  | 15 |
| LOGO USE POLICY .....  | 16 |
| CLEAR SPACE: .....   | 16 |
| COLOR: .....   | 16 |
| RULES FOR USE: .....   | 16 |
| Do not: .....  | 16 |
| FONTS:.....  | 16 |
| UNAUTHORIZED USE:.....   | 16 |
| MATERIALS SELECTION POLICY.....  | 17 |
| RESPONSIBILITY OF MATERIAL SELECTION .....                                     | 17 |
| USE OF THE LIBRARY’S MATERIAL.....   | 17 |
| GUIDELINES FOR SELECTION.....  | 17 |
| General Criteria:.....   | 17 |
| Specific Criteria for the evaluation of works of information and opinion:..... | 18 |
| Specific Criteria for the evaluation of works of imagination: .....            | 18 |
| GIFT BOOKS AND OTHER GIFT ITEMS .....  | 18 |
| MAINTAINING THE COLLECTION.....  | 19 |
| MISSION STATEMENT .....  | 19 |
| NAMING POLICY.....   | 19 |
| PURPOSE: .....   | 19 |
| GENERAL DEFINITIONS:.....  | 19 |
| GUIDELINES FOR NAMING: .....   | 19 |
| GENERAL GUIDELINES: .....  | 19 |
| REQUEST PROCEDURE: .....   | 20 |
| GIFT RECOGNITION REPLACEMENT- SPECIAL CONSIDERATIONS: .....                    | 20 |
| PUBLIC RECOGNITION:.....   | 20 |
| POSTERS, DISPLAYS, & BROCHURES .....   | 20 |
| PRIVILEGES AND ACCOUNT COLLECTION .....  | 21 |
| SAFE CHILD POLICY.....   | 21 |

|   |    |
|---|----|
| GENERAL: .....  | 21 |
| STAFF AND VOLUNTEER (OF ANY AGE) CONDUCT BOTH ON AND OFFSITE: .....           | 22 |
| SCHEDULE OF FINES AND SERVICE FEES .....                                      | 23 |
| FINES & REPLACEMENT COSTS: .....  | 23 |
| SERVICE FEES:.....  | 23 |
| OTHER: .....  | 24 |
| INTERLIBRARY LOAN (ILL):.....   | 24 |
| SEARCH WARRANT PROCEDURES.....  | 24 |
| STAFF IN CHARGE OF BUILDING AND PERSONNEL.....                                | 26 |
| UNATTENDED CHILDREN .....   | 26 |
| VOLUNTEER POLICY .....  | 27 |
| DEFINITION OF A VOLUNTEER .....   | 27 |
| HOW TO BECOME A VOLUNTEER OUTSIDE OF JOINING THE FRIENDS OF THE LIBRARY ..... | 27 |
| SUPERVISION.....  | 28 |
| VOLUNTEER ORIENTATION AND TRAINING.....                                       | 28 |

## CIRCULATION POLICY

To checkout materials from the Columbus Public Library, the patron must have a current Columbus Public Library or Bookmobile card in good standing (per Privileges and Account Collection policy).

Borrowers, or their adult signatories, agree to accept full financial responsibility for materials for the duration of the checkout period, including failure to return the materials, and any damage incurred through abuse or misuse. By checking out an item, patrons agree that if the item is lost or stolen while checked out to them, the patron is responsible for the cost of its replacement.

Patrons may not purchase and/or download content onto the Library's e-devices. Any content purchased will be charged to the patron's account.

The Columbus Public Library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy on library devices made available for checkout.

### In the Library

|                        |   |
|------------------------|---|
| FICTION BOOKS          | 3 week checkout, two 3-week renewals*<br>Limit of 40 books  |
| NON-FICTION BOOKS      | 3 week checkout, two 3-week renewals*<br>Limit of 40 books  |
| RECORDED BOOKS         | 3 week checkout, two 3-week renewals*<br>Limit of 10 items  |
| MAGAZINES & NEWSPAPERS | 1 week checkout, one 1-week renewal*<br>Limit of 10 items   |
| ART PRINTS             | 4 week checkout, two 4-week renewals*<br>Limit of 5 items   |
| DVDs                   | 1 week checkout, one 1-week renewal *<br>Limit 10 per card. |
| E-READERS & TABLETS    | 3 week checkout, one 3-week renewal *                       |
| PROJECTORS & SCREEN    | 3 day checkout, no renewals                                 |

\*Items on hold for another patron are not renewable.  
Cardholders may have up to 10 items on hold at one time.

### On the Bookmobile

|           |   |
|-----------|---|
| ALL BOOKS | 2 week checkout, one 2-week renewal*<br>Limit of 30 books |
| MAGAZINES | 2 week checkout, no renewals<br>Limit of 2 magazines      |
| DVDs      | 2 week checkout, no renewals<br>Limit of 3 DVDs           |

\*Items on hold for another patron are not renewable.

Adopted by the Library Board on 03/13/08; revised 03/11/10, revised 11/10/11, revised 2/14/13, revised 3/13/14, 4/10/14, 7/9/15, 11/7/16.

## **COMPUTER USE POLICY**

### **USAGE REQUIREMENTS:**

E-Devices designated for In- Library Use Only may not leave the library under any circumstances.

Borrowers, or their adult signatories, agree to accept full financial responsibility for the device for the duration of use, including failure to return the device and accompanying equipment, and any damage incurred to the device through abuse or misuse. By checking out a mobile e-device, patrons agree to not leave the e-device unattended and that if the e-device is lost or stolen while checked out to them, the patron is responsible for the cost of its replacement.

When using operations that produce sound, patrons must use headphones.

Patrons may not purchase and/or download content onto the Library's devices. Any content purchased will be charged to the patron's account.

The Columbus Public Library disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy. Refer to the Internet Safety and Use Policy for guidelines and legal requirements.

### **MOBILE E-DEVICE PROCEDURE:**

Patrons must leave a photo ID, or other personal item, with staff while e-devices are checked out.

Return e-device to a staff member where it will be checked in and your ID will be returned. Devices must be returned to a staff person at least 15 minutes before the library closes.

The Columbus Public Library reserves the right to refuse this service to patrons who do not follow the lending policy or are repeatedly late in returning devices.

Adopted by the Library Board on 7/9/15

## **CONDUCT POLICY**

No conduct which interferes with, or discourages the public's use of the library, will be permitted. To assist in maintaining an atmosphere conducive to the public's use of the library and its collections, the Library Board has adopted this Conduct Policy and the consequences of violation of said policy.

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. Library staff is authorized to report violators of these Rules, the ordinances of the City of Columbus (City Code, 32.071 & 32.072) or the laws of the State of Nebraska (Nebraska Revised Statutes, 51-212) to the Columbus Police Department.

## **IMPROPER CONDUCT**

Improper conduct may include, but is not limited to the following:

- Talking in a voice louder than a normal conversational level;
- Inappropriate use of cell phones;
- Behaving in a manner which is either physically or verbally abusive to library staff or library patrons;
- Running or rushing;
- Repeatedly going in and out of the library, or excessive milling about;
- Public displays of affection;
- Swearing / cursing;
- Gathering in a way that impedes indoor and outdoor traffic areas;
- Sleeping, drunkenness, or consuming alcohol or illegal drugs in the library building or on the library premises;
- Smoking on library premises, indoors or outdoors;
- Eating and drinking where designated prohibited;
- Marking, breaking or otherwise damaging any portion of the library building, paved areas, sidewalks, or other structures constituting library property, including landscaping and grass;
- Defacing, tearing, cutting or writing upon any book or other library item; and
- Any activity deemed inappropriate by library staff.

Organizations and groups are responsible for the conduct of persons they bring into the library.

## **CONSEQUENCES OF IMPROPER CONDUCT**

Any individual who behaves in an improper manner may be asked by the staff to leave the library premises without a warning. If the individual is a child, the parent or caregiver will also be asked to leave. The Columbus Police Department will be contacted if the person does not obey such request to leave the premises.

If any person continues improper conduct after being readmitted to the library building after a previous violation, such person may be excluded from the library building for periods of one or more days, weeks, or months, up to permanently, as may be deemed appropriate by the Library Director, and involved staff, after a fair and reasonable consideration of the pertinent facts and circumstances.

Adopted by the Library Board on 5/11/1995, revised 3/12/2009, 3/10/2011, 9/10/2015

## **PRIVACY POLICY**

Information related to a customer's use of Columbus Public Library is confidential and can be disclosed to non-library staff only under certain circumstances.

1. Library records that contain information about patrons, the materials they have used, Internet usage, or the information they have sought, are private and must be treated as confidential information. Access and disclosure of these records to non-library personnel are acceptable in these circumstances:
  - a. For internal purposes (such as the recovery of lost or stolen library materials and/or fines; library staff reporting a crime involving the library to law enforcement) the Library Director may grant access or disclose to materials recovery agencies or any federal, state or municipal government agency, including representatives of law enforcement agencies and prosecuting attorneys.
  - b. In all other situations, a valid subpoena or court order is required to disclose or release library records.
  - c. Library staff may be prohibited by law from disclosing to the customer whose records were accessed, released, or subpoenaed.
2. Photos, videos and recordings that appear on the library's website may be gathered by library staff from public programs, events, and library spaces. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
3. Under no circumstances may the public take photographs or audio/videotape without the express permission of any Library patrons or staff who would be the primary subject within the composition.

See Neb. Rev. Stat. §84-712.05: Records which may be withheld from the public.

See Section 215 and 505 of the U.S.A. Patriot Act, Public Law 107-56.

Adopted by the Library Board on 6/8/2006 revised 3/4/2016

## **EMERGENCY CLOSING OF THE LIBRARY**

The library building may be closed to the public because of severe inclement weather or natural disasters. The Library Director, in consultation with the City Administrator, shall determine the need for closing the building. The decision should be relayed to the President of the Library Board as soon as possible. Proper and full public announcements should be made regarding the library closing. Such closing should be reported in the Library Director's Monthly report.

Whenever it is necessary to close the Library for a non-emergency, the Library Board reserves the right to be consulted at a regularly scheduled Library Board meeting

Adopted by the Library Board on 1/10/2002, revised 6/8/2006, 12/10/2009

## **FINANCE POLICY**

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission, and compliance with appropriate laws and ordinances.

1. The Library Director shall establish an annual budget. Submission for approval shall go before the Library Board of Trustees, or a Committee thereof. It will then go through the established City of Columbus budget process.
2. On a monthly basis, the Library Director shall present a list of all expenditures to the Library Board for review and approval. Approved expenditures will then go through the established City of Columbus payment process.
3. Any written communications from city officials or auditors regarding financial matters will be shared with the Library Board.
4. Receipts:
  - a. Monies received as revenue by the library will be allocated to the appropriate library account through deposit at the City Clerk's office.
  - b. Withdrawn library materials and materials donated but not added to the collection will be disposed of through the Friends of the Library book sales (per contract agreement) with the proceeds to be used to benefit the library.
  - c. Funds donated to the Columbus Library Foundation will be received according to Foundation policies. Funds donated to Columbus Public Library will be allocated according to the wishes of the donor. If the donor has no stated preference, funds may either be deposited to the Columbus Library Foundation or to the Library's revenue account, "Donations."
  - d. Grant funds from any source will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such case the funds will be deposited into the appropriate revenue account, "State Grants," "Federal Grants," or "Miscellaneous Revenue."

Adopted by the Library Board on 9/8/2011

## **GIFT ACCEPTANCE POLICY**

To protect the interests of the Columbus Public Library ("Library"), Columbus Library Foundation ("Foundation"), and the individuals and entities that support the Library, this policy will ensure that all gifts to, or for the use of, the Library are structured to be consistent with the mission and goals of the Library.

Donations to Columbus Public Library are welcomed and appreciated. The goal of this policy is to encourage donating without encumbering the Library with gifts that may prove to generate more cost than benefits or are not in keeping with the mission and goals of the Library.

This policy will enable the Library Board of Trustees, The Library Foundation Board, and staff to respond promptly, and in the affirmative where possible, to all gifts offered by prospective donors. It is understood that, except where stated otherwise, this policy is intended as a guideline, and flexibility shall be maintained as some gift situations can be complex, and decisions made only after careful consideration of a number of interrelated factors. Therefore, this policy will, in some instances, require



or allow that the Library Board of Trustees, The Library Foundation Board, and/or staff consider the merits of a particular gift.

## **GENERAL PROVISIONS**

Gifts of materials and subscriptions will be reviewed and handled per the Library Materials Selection Policy.

Anonymous gifts from individuals or entities may be accepted. Except as may otherwise be required by law, if requested, the Library and Foundation shall maintain the highest confidentiality standards for all donor files and records. Such files and records may be used only by the Library and Foundation, and their officers, trustees, employees, and volunteers.

Undesignated cash gifts amounting to less than \$1000 will be deposited to the Library's revenue account, "Donations." Funds will be handled according to the Finance Policy of Columbus Public Library. The Library Leadership Committee shall review and evaluate all gifts made to the Library over \$1000. If there is an immediate use for the funds, Leadership will designate them as such. Otherwise, they will be donated to the Foundation.

Non-monetary donations such as furniture, art, landscaping items, and equipment will be evaluated by the Library Director and Leadership Committee. The decision to accept such a donation is based on need, space, and appropriateness.

A tangible item with conditions attached will not be accepted by the Library. Once donated, items belong to the Library to use, archive, or dispose of as the Board and staff see fit. No tangible personal property shall be accepted if the gift obligates the Library to perpetual ownership.

Donated items that will require maintenance must be donated with a maintenance fund to provide for their upkeep.

An appropriate acknowledgement of gratitude will be given to any donor of an accepted gift.

Compliance with current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Library Director and the Foundation Treasurer.

## **RESTRICTIONS ON USE OF GIFTS**

No restrictions on how monetary gifts may be used by the Library will be honored without prior approval of the Library Board. No gift shall be accepted subject to restrictions that would prohibit, or tend to inhibit, other gifts.

Assets gifted, devised, or bequeathed to the Library shall not be used, by propaganda or otherwise, to attempt to influence legislation. No restriction placed upon an asset donated to the Foundation by the donor shall be honored that does not comply with the charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended (or any subsequent corresponding provisions of the Internal Revenue Code).

Adopted by the Library Board on October 7, 2013

## **HOLIDAY CLOSINGS OF THE PUBLIC LIBRARY**

### **NEW YEARS DAY:**

If January 1<sup>st</sup> falls on a Saturday, close Friday and Saturday. If January 1<sup>st</sup> falls on Sunday, close Sunday and Monday. If January 1<sup>st</sup> falls on a weekday, close Library that day.

### **PRESIDENTS DAY: (Third Monday in February)**

Close the Library just that day.

EASTER SUNDAY: (Close just that day)

MEMORIAL DAY: (last Monday in May)  
Observe a 2-day holiday (Sunday and Monday)

JULY 4<sup>TH</sup>:  
If July 4<sup>th</sup> falls on a Saturday, close Friday and Saturday. If July 4<sup>th</sup> falls on a Sunday, close Sunday and Monday. If July 4<sup>th</sup> falls on a weekday, close Library for that day.

LABOR DAY: (first Monday in September)  
Observe a 2-day holiday (Sunday and Monday)

VETERANS DAY: (November 11<sup>th</sup>)  
If Veterans Day falls on a Saturday, close Friday but remain open on Saturday and Sunday. If Veterans Day falls on a Sunday, remain open on Saturday and Sunday but close on Monday. If Veterans Day falls on a weekday, close the Library that day.

THANKSGIVING: (Thursday and Friday)  
Close Library both of those days but reopen Library for Saturday and Sunday.

CHRISTMAS DAY: (December 25<sup>th</sup>)  
If December 25<sup>th</sup> falls on a Saturday, close Friday and Saturday. If December 25<sup>th</sup> falls on a Sunday, close Sunday and Monday. If December 25<sup>th</sup> falls on a weekday, close the Library just that day.

The Library will close at 5:00 PM on the eves of Thanksgiving and New Year's Day.  
The Library will close at 12:00 PM on the eve of Christmas.

Adopted by the Library Board on 11/9/1995, revised 1/10/2002, reviewed 8/10/2006, revised 2/12/2009, 1/8/2015

## **INTERNET SAFETY AND USE POLICY**

The policy of Columbus Public Library is to: (a) prevent unauthorized access and other unlawful online activity; (b) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (c) comply with the Children's Internet Protection Act [Pub .L. No. 106-554 and 47 USC 254(h)]

## **LOCAL GUIDELINES**

- 1.1 Library Internet access computers are available for public use during normal library hours. Users are allowed three sessions a day, for up to an hour per session.
- 1.2 Users not eligible for a free library card may receive access by request. For regular use, a Computer-Use-Only card is available.
- 1.3 Users may bring in discs and storage drives for use on library computers. Flash drives are available for purchase for \$5.00.

- 1.4 Printing costs - \$ .10/page, monochrome (black); \$ .25/page, color. Users are encouraged to use Print Preview before printing. The library will not be responsible for refunding unwanted pages that print out.

The following applies to both use of the library computers and wireless internet (WiFi):

- 1.5 Misuse of the computer or Internet access will result in the loss of computer privileges.
- 1.6 In the case of a violation involving criminal behavior, the police will be called.
- 1.7 Users are cautioned not to reveal personal information over the Internet.
- 1.8 Not all sources on the Internet provide accurate, authoritative, factual or complete information. The user is responsible for verifying the accuracy of any material.

## LEGAL REQUIREMENTS

- 2.1 In compliance with the Children's Internet Protection Act, all computers have technology protection measures used to block inappropriate information, specifically visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. (See definitions below.)
- 2.2 Minor users may not use library computers for viewing, sending or receiving materials which may be determined to be harmful to minors as defined by State of Nebraska Statutes Section 28-807(6).
- 2.3 Users may not use library computers for viewing, sending or receiving materials which may be determined to be legally obscene as defined by State of Nebraska Statutes 28-807(10).
- 2.4 Users may not violate licensing agreements and copyright laws or attempt in any way to alter, damage, abuse or sabotage computer equipment or software, alter configurations or install any software.
- 2.5 Library computers may not be used for inappropriate network usage including (a) unauthorized access (hacking) or (b) unauthorized disclosure, use and/or dissemination of personal identification information regarding minors.
- 2.6 Adult users may request the filtering software be disabled. If a minor user requests a site be unblocked, staff is authorized to review the site and decide whether to unblock such sites on a case by case basis.

## DEFINITIONS

- 3.1 Minor User: As used in this policy, any library patron under 17 years of age.
- 3.2 Adult User: As used in this policy, any library patron 17 years of age or older.
- 3.3 Technology Protection Measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
  - A. Obscene, as that term is defined in section 1460 of title 18, United States Code;
  - B. Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
  - C. Harmful to Minors.
- 3.4 Harmful to Minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depictions that:
  - A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - B. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable to minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
  - C. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

Adopted by the Library Board on April 8, 2010, revised September 8, 2011, revised June 14, 2012

## **MAKERSPACE USE POLICY**

Columbus Public Library's (CPL) mission is to connect people with ideas. The CPL Makerspace is designed to inspire personal growth through experimentation, creativity, and the application of knowledge. The tools that are available in the CPL Makerspace are provided in the spirit of community, sharing, and collaboration. These state-of-the-art resources and technologies exist to support educational, professional and personal goals and endeavors.

### **GUIDELINES FOR USE**

- The Makerspace is available on a first-come, first-served basis unless previously reserved. CPL patrons may reserve equipment (3D printer, laser cutter, etc.) up to one week in advance for a maximum of two hours per day per patron. Reservations can be made in person or by phone. Same day reservations are accepted.
- Everyone is welcome to use the Makerspace. Library patrons ages 11 and older may use the Makerspace without adult supervision. Library patrons ages 10 and younger must have a parent/guardian with them at all times. All library patrons under the age of 19 are required to have a waiver on file signed by their parent or guardian.
- The Makerspace is available for two hours at a time. However, customers may stay longer if there is no demand for the equipment at the end of their time slot.
- To use the Makerspace, a customer must register at the Information or Young Adult service desk. A Columbus Public Library card is required for some resources and services. Library cards are required when using equipment that requires the use of materials to be charged to the library patron. This includes the 3D printer and laser cutter. 3D print jobs may be submitted to library staff for printing. Library patrons will be charged for filament used on a by weight basis with rates posted at time of print job submission. Print jobs that are ordered and not collected will be charged to the patron's account as a fine. Other single use supplies will be available at cost in the Makerspace. These supplies must be paid for at time of use and may not be added to a library account to be paid at a later date.
- Experimentation, collaboration, and research are encouraged in use of the Makerspace.
- The Makerspace is not staffed at all times. If patrons need assistance from staff they are required to prearrange a meeting time.
- CPL and CPL staff members are not responsible for lost or damaged files, data, software errors, hardware errors or 3D printing errors.
- No personal computers may be connected to CPL equipment (3D printers, etc.). Files may be transferred to CPL computers or other hardware using: external hard drive, USB memory stick, CD, or email.
- Behavior in and use of the Makerspace is to be in compliance with all library policies.

Adopted by the Library Board on 7/8/2016

## **LIBRARY AUDITORIUM AND MEETING ROOM POLICY**

When scheduling the use of the Library's meeting rooms programs sponsored by the Library will receive first consideration. If not reserved for Library purposes, the meeting rooms are available on a first-come, first-serve basis, with preference given to public gatherings, which are civic, cultural, and educational, and appropriate to the size and the facilities of the room.

The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the group's policies or beliefs.

The Library reserves the right to cancel reservations if the space is required for Library purposes, but with no less than two weeks of notice.

## **RESTRICTIONS ON USE**

- No meeting will be allowed that is sponsored by a for-profit organization or business with the intent to recruit customers or sell goods or services.
- No meeting that interferes with the day-to-day operations of the Library will be allowed.
- In the event of a conflict in scheduling, preference is to be given to meetings that are open to the public.
- No alcoholic beverages may be served at any meetings held in the Library during normal operating hours. Permission to serve alcoholic beverages must be obtained according to section 112.15 of the Columbus, Nebraska City Code.
- Bookings may be made up to one year in advance; however, reservations for the next calendar year may be made beginning October 1<sup>st</sup>.
- The Library reserves the right to limit the number of meetings held by any group or organization to maximize availability of meeting room space to as many groups as possible.
- Meeting room privileges may be lost due to a violation of the Library's Rules of Conduct and Improper Conduct policy. Reservation-holders are expected to notify the reference desk of cancellations. Users need to clean up the room after each meeting, and must vacate the room on time. Check in at the reference desk to ensure the reservation is not marked as a no-show.
- Library staff will not rearrange tables and chairs for non-library sponsored events.

## **ADMISSION CHARGES**

No admission fee may be charged by any group using the meeting room without permission in advance from the Library Director. Admission charges may be approved for meetings sponsored by the Library or sponsored by a recognized non-profit educational or service group or institution for short-term classes, institutes, discussion groups, etc.

## **USE OF LIBRARY EQUIPMENT**

Upon one week's prior notice, the Library may furnish available audio-visual equipment for use in meeting rooms. Some fees may apply. The group booking the meeting room is responsible for the replacement of lost or damaged equipment.

The kitchen may be used in the Auditorium. If food or refreshments are prepared or served in the auditorium, the group is responsible for all clean up. A refundable cleaning fee may be charged to ensure that the room is left clean.

## **APPLICATION FOR USE**

The master calendar for the auditorium and meeting rooms is maintained at the Reference Desk. A representative of the group wishing to book a meeting room should contact the Reference Desk by telephone or in person.

Adopted by the Library Board on 11/10/1983, revised 1/10/2002, reviewed 6/8/2006, revised 12/10/2010

## **LIBRARY CARD POLICY**

### **FULL PRIVILEGE CARDS:**

#### **Age requirements:**

Library cards are issued to patrons aged 19 or older. Patrons between the ages of 5 and 18 may receive a library card as long as an individual aged 19 or older and in good standing (per the Privileges and Account Collection policy) with Columbus Public Library sign as the responsible party on the application.

#### **Identification requirements:**

All applicants must provide photo identification and documentation that they meet service area eligibility requirements.

Examples of acceptable documentation: current driver's license, bank checks, non-personal mail, voter registration, property tax paperwork, or similar proof of address in Platte County. See Service Area Requirements for details on proof of service area eligibility for those not residing in Platte County.

#### **Service Area Requirements:**

While the interlocal agreement is in place, Columbus Public Library's service area is all of Platte County.

Both City and Bookmobile cards access services at both locations.

Dependents whose parents or guardians qualify for library cards may also obtain library cards.

Patrons who fall under the following categories shall be eligible for a free library card, providing they are in good standing (per the Privileges and Account Collection policy) with Columbus Public Library.

- Applicants who reside in Platte County.
- Applicants who work in Platte County.  
Applicants who work in Platte County will need to provide on an annual basis proof of employment such as a copy of a pay stub, a dated employee ID, a letter from the Human Resources department, or similar identification.
- Applicants attending school in Platte County.  
Parents or guardians of student cardholders are eligible for library cards.  
Students must provide a current student ID annually, or in the case of students whose schools do not provide IDs, a student report card or a letter from school officials stating they are enrolled. Students must provide both their school and permanent addresses, if different.

## **COMPUTER CARDS:**

Computer cards are available for patrons ineligible for a full library card.

## **Privileges:**

Card holders may have up to three, one hour sessions per day on any of the patron-access computers in the library. In the case that a patron with a computer card obtains a full privilege library card, their account will be modified, replacing their computer card with a full library card.

## **REPLACEMENT:**

In the case of a lost, or stolen, library card of any type notify Columbus Public Library immediately.

To obtain a replacement card, library staff will verify identity. Refer to the Schedule of Fines and Service Fees for replacement cost.

Adopted by the Library Board on 3/14/13. Revised on 11/13/14, 7/9/15.

## **LIBRARY COLLECTION CHALLENGES**

It is the responsibility of the Library Director, supported by the Library Board, as guardians of the people's freedom to access materials, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large.

When a patron wishes to make a formal challenge, the following steps must be taken:

1. Patron must request the Library Collection Challenge Form, which may be obtained from Library Staff.
2. Patron must return completed form to Library Staff, who will submit to the Library Director.
3. The Library Director will notify each Board Member of the challenge and forward any selection criteria used in selecting the item to each Board Member.
4. At the next regularly scheduled Board meeting, the challenge will be reviewed and a decision made regarding the challenge.
5. The Library Director will notify the patron of the Board's decision soon after the meeting.

Adopted by the Library Board on March 13, 1980, revised 3/14/2002, Renamed from "Dealing with Complaints from Patrons about Materials Selection" to "Library Collection Challenges." Revised 4/11/2013

## **LIBRARY HOURS**

The Library shall be open to serve the public during the following hours:

|                      |                     |
|----------------------|---------------------|
| Monday thru Thursday | 9:30 AM to 9:00 PM  |
| Friday               | 9:30 AM to 5:00 PM  |
| Saturday             | 10:00 AM to 5:00 PM |
| Sunday               | 1:30 PM to 5:00 PM  |

Adopted by the Library Board on 11/10/1988, revised 7/22/1993, 7/14/1994, 9/12/2002, 10/13/11, effective 1/3/12

## **LOGO USE POLICY**

The following are guidelines and specifications for the application of Columbus Public Library's (CPL) logo, colors, and graphics. These guidelines are meant to promote a consistent look, message, and feel in all of CPL's communications. The logo is subject to the control of CPL. Usage of the CPL logo must be approved by the director or the reference librarian two weeks prior to creation, display, and distribution of an item using the logo.

### **CLEAR SPACE:**

Always maintain a minimum clear space around the logo to preserve its integrity. This clear space isolates the logo from competing graphic elements such as copy, photography, or background patterns that may interfere with the clarity of the signature.

### **COLOR:**

Most projects will be printed in Pantone Matching System (PMS) colors: 282 (navy), 142 (gold/orange), 209 (maroon), 425 (gray). In some cases, solid black or white may be used.

### **RULES FOR USE:**

Never re-typeset, re-create, or alter the CPL logo in any way. Any change made to the logo will cause inconsistencies with the brand image, ultimately diluting its impact. To maintain consistency, use only approved digital art files. In some cases permission may be given to use the symbol without the lettering.

### **Do not:**

- Alter the logo.
- Stretch the logo.
- Change the font.
- Delete or add to any part of the logo.
- Change the proportions of the logo.
- Use any colors other than those specified above.
- Place the logo over images without sufficient contrast.
- Add a drop shadow to the logo.

### **FONTS:**

To achieve a unified and consistent look across all communications and projects, one dominant typeface should be used: "Columbus Public" is in Helvetica Light, and "Library" and the tagline are in Helvetica Regular.

### **UNAUTHORIZED USE:**

Unauthorized use of the CPL logo will result in confiscation of the items on which the logo appears, and possible legal action if the unauthorized use continues.



Adopted by the Library Board on 12/10/2013.

## **MATERIALS SELECTION POLICY**

The purpose and objectives of the Columbus Public Library materials selection policy is to guide librarians and to inform the public about the principles upon which selections are made.

A policy cannot replace the judgment of librarians, but stating the intended policies will assist the staff at the Columbus Public Library in choosing from a vast array of available materials.

The Library sets as its major goals in materials selection: providing resources to fulfill our mission statement, the advancement of knowledge, the education and enlightenment of the people of the community, and the provision of recreational reading. The LIBRARY BILL OF RIGHTS as adopted by the American Library Association, is the foundation of our decision-making process.

## **RESPONSIBILITY OF MATERIAL SELECTION**

Final responsibility for selection lies with the Library Director. The Library Director, however, may delegate selection duties to other staff members in their particular areas of responsibility.

## **USE OF THE LIBRARY'S MATERIAL**

The Library recognizes that items may be viewed as controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building a well-rounded collection and to serving the interest of library users.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from vandalism or theft.

The use of rare and valued items may be controlled to the extent required to preserve them.

The responsibility for library usage by children rests with the parents and legal guardians. Selection will not be inhibited by the possibility that library resources may come into the possession of children.

## **GUIDELINES FOR SELECTION**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be accepted. When judging the quality of materials several standards and combinations of standards may be used.

### **General Criteria:**

- Suitability of physical form for library use
- Insight into human and social conditions
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs

- Appropriateness and effectiveness of medium to content
- Importance as a document of the times
- Relation to existing collection and other material on the subject
- Reputation and/or significance of author
- Attention given by critic, reviewers and public

### **Specific Criteria for the evaluation of works of information and opinion:**

- Authority
- Comprehensiveness and depth of treatment
- Clarity, accuracy, and logic of presentation
- Statement of challenging or original point of view

### **Specific Criteria for the evaluation of works of imagination:**

- Representation of important movement (literary or social), genre, trend, or
- National culture
- Vitality and originality
- Artistic presentation and experimentation
- Sustained interest
- Effective characterization
- Authenticity of historical, regional, or social setting

Items having widespread demand may or may not meet the general and specific criteria contained in this policy. However, demand is a valid factor in selection, and it shall be considered an important factor.

The collection should contain the various positions expressed on important, complicated, or controversial questions, including unpopular or unorthodox positions. The public library does not promote particular beliefs or views. It provides a resource where the individuals can examine issues freely and make their own decisions.

## **GIFT BOOKS AND OTHER GIFT ITEMS**

Gifts are accepted subject to the following limitations:

1. The Library retains unconditional ownership of the gift.
2. The Library makes the final decision of its own use or other disposition of the gift. Gift additions of books and other items must meet the same selection criteria as purchased materials.
3. The Library reserves the right to decide the conditions of display, housing, and access to the materials.

When requested, a book plate will be included in each gift to identify the donor and the purpose of the donation.

Gift items not included in the Library's collection will be entrusted to the Columbus Library Foundation and/or the Friends of the Library for disposition.

## **MAINTAINING THE COLLECTION**

Any policy concerning the selection of library materials should consider collection maintenance.

Collection maintenance as it is used here includes:

- Keeping materials in an attractive and serviceable condition, including mending, recovering, and rebinding or replacing as needed, and retaining original covers and cover information wherever possible;
- Systematic checking of subject areas for outdated materials and for gaps in coverage, adding, replacing, or updating with newer editions as needed;
- Weeding the collection by withdrawing outdated, worn, and surplus materials, as well as withdrawing less essential materials to relieve overcrowding; and
- Complete or spot inventory to determine materials that are lost or missing.

Adopted by the Columbus Library Board on 8/11/1988; Revised 3/14/2013.

## **MISSION STATEMENT**

Columbus Public Library – Connecting People and Ideas.

First mission statement was adopted by the Library Board 11/10/1983. Current mission statement was adopted by the Library Board 4/11/2013.

## **NAMING POLICY**

### **PURPOSE:**

The Columbus Public Library Board, hereafter referred to as the “Library Board”, seeks to recognize persons who have supported the Columbus Public Library, hereafter referred to as the “Library” through a substantial financial gift by naming rooms, areas, or the building itself, in their honor.

### **GENERAL DEFINITIONS:**

Naming Opportunities Due to a Financial Donation (cash or deferred). A room, area or the building itself may be named after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor.

Proposals for naming should be submitted in writing to the Library Director and should contain specific information in support thereof. If endorsed by the Library Director, the proposal will be forwarded to the Library Board for approval. Any and all contractual documents pertaining to the gift must be finalized before the naming right is finalized by the Library Board.

### **GUIDELINES FOR NAMING:**

Naming rights will normally not extend beyond the normal life of the room, area, or the building. In the event the room, area, or building is significantly altered, the Library Board will have sole authority to determine whether or not the naming rights continue.

### **GENERAL GUIDELINES:**

Unless the Library Director determines otherwise, a person’s or corporation's name may be used in naming a Library room/area only once.

Negotiations for the naming rights of the building, a particular room, or an area may be initiated by the Library Director, the benefactor, or other interested parties.

In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Library Director may recommend to the Library Board that the use of the benefactor's name be discontinued. Any monies received will not be returned.

When a major building project is to be undertaken, a special naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the Library Director for recommendation to the Library Board.

### **REQUEST PROCEDURE:**

All requests for naming shall be submitted to the Library Director for approval by the Library Board. The Library Board will review each submitted naming nomination on its individual merits.

### **GIFT RECOGNITION REPLACEMENT- SPECIAL CONSIDERATIONS:**

A request to rename, add a second name or remove a name from a room shall conform to the following principles:

1. Any request to rename, add or remove a name within the Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.
2. In the event a building, room, or area is drastically altered through construction, the Library Board shall reserve the right to add/alter gift recognition, including the room's naming.
3. When a named room/area has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree.

### **PUBLIC RECOGNITION:**

An appropriate dedication ceremony may be planned and conducted. The donor and their guests, City of Columbus officials, the Library Board, Library Foundation trustees, and the Friends of the Columbus Public Library Board members will be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques, signage or other markings must conform to the signage that has been selected for the area in size, design, location, materials and content.

Adopted by the Library Board on 11/12/2015, revised on 8/22/16.

### **POSTERS, DISPLAYS, & BROCHURES**

No posters shall be exhibited or placed in the Library without permission from library staff. Posters or literature may be removed, and destroyed, by library staff without notice. The library assumes no responsibility for damage or theft of any item on exhibit in the library. All items are placed in the library at the owner's risk.

Adopted by the Library Board on 3/13/1980, revised 8/13/2009, 9/10/2015

## **PRIVILEGES AND ACCOUNT COLLECTION**

As stewards of city property, the Library Board encourages those who have overdue or lost/damaged unpaid items to return those items and pay the fine or to reimburse the Library for their loss or damage. In accordance to the powers of the Library Board under section 51-211 of the Nebraska Revised Statutes, the Library Board instructs the Library Director to suspend the borrowing privileges of any person who has over \$10.00 in (a) unpaid fines for overdue library materials, (b) outstanding overdue library materials or (c) unpaid assessments for lost or damaged library materials.

The Library Board of the Columbus Public Library recognizes its on-line registration records are confidential in nature and are to be accessed only when needed. It is further understood that in the process of registering a library patron, the data will be entered into the shared on-line Consortium database. Member libraries will have access to a patron's address and can use that information to contact a patron about fines owed and materials not returned to the member libraries.

When a cardholder turns 19, he or she may sign for his or her own card regardless of having accrued fines as a minor which are the responsibility of the signatory at that time.

Persons in a bankruptcy situation will be handled on a case by case basis after providing the paperwork proving they went through bankruptcy and named the City/Library as a creditor in the bankruptcy action.

The Library Director may limit the number of patron checkouts at his/her discretion.

Adopted by the Library Board on 04/08/2010, revised 06/14/2012, revised 03/14/2013

This policy is a consolidation of the following policies, due to repetition and overlap in subject: "Denial of Library Card to Applicant with Fines or charges at Another Library in the One-Library Consortium;" "Overdues and Circulation;" and "Suspension of Borrowing Privileges." Revised 06/09/2011, 11/10/2011, 03/08/2012, revised and renamed 06/14/12, revised 7/9/15.

## **SAFE CHILD POLICY**

*See also:* the Unattended Child policy and the Internet Safety and Use policy

This Safe Child Policy was created to minimize the safety risk to children in the library.

### **GENERAL:**

Staff will not take over parental or child care responsibilities for children who come into the library.

It is the right and responsibility of a parent or guardian to determine what is appropriate material in order to meet personal family standards and guidelines. Therefore, parents are encouraged to accompany their children and to select material with their children or review their children's selections. The library is not responsible for a minor's selection of, or exposure to, print or electronic library materials.

Staff and volunteers will be screened according to City of Columbus and library policy. Staff and volunteers who work with other agencies who may be housed in the library facility will be screened according to City of Columbus and library policy at the tenant agency's expense.

The public will have access to public areas only. To the extent that building design permits, nonpublic areas will be closed off.

### **STAFF AND VOLUNTEER (OF ANY AGE) CONDUCT BOTH ON AND OFFSITE:**

The Library expects exemplary behavior by all its staff and volunteers.

- Touching should be in response to the need of the child, not the need of the adult.
- Touching should be with the child's permission.
- Resistance to touching must be respected.
- Touching must never include the breast, buttocks, or groin.
- Touching should be done in the open, not in private.
- Touching should have a brief, limited duration.

While engaged in library service staff and volunteers will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Strike, spank, shake, or slap children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Use abusive statements such as those that deal with race, ethnicity, religion, nationality, gender, age, sex, or sexual orientation. In addition, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect or endangerment of a child.

If children attempt to climb into a staff member's or volunteer's lap, they should be gently set aside or given to the caregiver.

Staff and volunteers will not be in one-on-one no-visibility situations with children or young people. Doors are not permitted to be closed for one-on-one conversations, assistance, tutoring, etcetera, unless there is a window in the door. Staff and volunteers will always be observable in interactions with children and young people.

Staff and volunteers will never conduct alone an after-hours program involving children or youth.

It is understood that staff and volunteers may have legitimate relationships with minors outside of their contact at the library (e.g. neighbors, family friends, church work, etc.). However, where such an offsite personal relationship does not exist, staff and volunteers may socialize with or contact children and youth they have met at the library providing they have parental or guardian permission, are conducting library business, or are in a public arena.

Staff and volunteers are not permitted to remain alone after closing time with a child. Staff or volunteers will not give a child a ride home. Staff and volunteers will not transport children to or from offsite activities.

Staff and volunteers are mandatory reporters under the law. Any staff or volunteer who witnesses or suspects child abuse or neglect will call the Abuse/Neglect Hotline 1-800-652-1999. Depending on the circumstances, local law enforcement may also be called.

“Any person who willfully fails to make any report shall be guilty of a Class III misdemeanor.”

For more information Nebraska Revised Statutes §§ 28-710, 28-711, 28-717

<http://uniweb.legislature.ne.gov/laws/laws.php>

Adopted by the Library Board 5/9/2013.

## **SCHEDULE OF FINES AND SERVICE FEES**

### **FINES & REPLACEMENT COSTS:**

\$.10 per day for each overdue book, magazine, newspaper, framed art print or painting (maximum charge is retail replacement cost of item)

\$.50 per day for each overdue DVD (maximum charge is retail replacement cost of item)

\$.50 per day for each overdue Electronic Device

\$50 for overdue “By Reservation Only” Projector

Fee for Damaged/Lost Materials: Varies; up to replacement cost of items

### **SERVICE FEES:**

\$1.00 replacements of previously issued library, bookmobile, or computer card

\$40.00 for library card for out-of-county residents who do not own property in Platte County if paid annually (or can be paid every six months at \$25.00) – includes computer lab access

Exception to the out-of-county fee – Patrons who work or attend school in Platte County (see Library Card Policy)

\$5.00 for each test proctored. (normal faxing fees and postage will also be charged if applicable)

\$10.00 minimum for cleaning auditorium or meeting room if not left in good order

\$1.00 per page for outgoing faxes. \$5.00 maximum for faxes

\$.10 per print for each print from the microfilm reader/printer

\$.10 per monochrome (black) print made on printer/copier.

\$.25 per color print made on printer/ copier.

## OTHER:

\$10.00 fee for long overdue accounts necessitating further action.

## INTERLIBRARY LOAN (ILL):

A \$2.00 fee will be charged per item acquired within the United States.

Unusual or international postage fees charged by the lending library will be passed along after consultation with the patron.

Adopted by the Library Board on 11/10/88, revised 11/14/91, 9/9/93, 6/14/01, reviewed 3/14/02, revised 2/14/08, revised 5/14/09, 8/12/10, 6/9/11, 7/13/11, 6/14/12, 3/14/13, 5/9/14, 12/12/14, Approved by City Council 1/5/15, Revised by Library Board 7/9/15, Approved by City Council 7/20/15, effective 10/1/15.

## SEARCH WARRANT PROCEDURES

The USA Patriot Act, which was approved by Congress in October, 2001 as a result of the threat of terrorism, allows for search warrants to be issued to libraries for a patron's library records.

Furthermore, the search warrant prohibits divulging to anyone that a patron's library records are the subject of a search. ALA's Office of Intellectual Freedom has been informed that the Freedom to Read Foundation's legal counsel concurs with this prohibition.

The new law **requires a search warrant**, not a subpoena. A search warrant can be executed immediately, since the judge has already established the existence of "just cause" prior to issuing it. The agent, or officer, serving a search warrant can begin the search as soon as the warrant is served. A subpoena, on the other hand, allows a party a period of time to respond and/or contest the court's order.

If approached by someone claiming he has legal authority to request patron records, **first ask for identification and whether the order being served is under the authority of the USA Patriot Act (USAPA)**. If it is an FBI agent and the authority of the order comes from the USAPA, follow the steps in **A**, below. If it is not an FBI agent, **OR** if the warrant is not related to the USAPA, follow the steps in **B**, below.

### **A Steps to follow after being served with a search warrant under the authority of the USA Patriot Act:**

- 1 Give the warrant, or ask the officer to give it to the Library Director or to the Reference Librarian. Contacts should only be made with either the Library Director or the Reference Librarian as provisions of the act prohibit disclosing information about warrants issued under the USAPA to anyone other than the person authorized to release the records and to the Library's attorney.
- 2 If the law enforcement agent insists that you (at the Circulation Desk) release the information immediately, tell the person that the Library wants to cooperate, but that you do not have the authority to give access to confidential records or information.



- 3 The person in charge (Library Director or Reference Librarian) will ask for a copy of the search warrant if the agent serving it does not provide one.
- 4 The person in charge (Library Director or Reference Librarian) will then access SIRSI Workflows to retrieve the information requested. Provide only the information requested.
- 5 The USAPA prohibits libraries from disclosing information about a search warrant issued under the authority of the Act. To ensure that the Library does not violate this gag order, take the following steps after the agent leaves:
  - Put the warrant in an envelope, seal it, and send it to the Library Director
  - Within that envelope, include a note (on a separate sheet of paper) about who served the warrant and the date of the warrant.
  - The warrant will be kept in the sealed envelope in the Director's Office file.
  - Information about who served the warrant, the date it was served and other non-identifying information will be sent to the City Attorney.
- 6 Under no circumstances can you inform anyone else of the existence of the search warrant. Do not discuss with anyone the FBI visit, the warrant, or the name of whom the search warrant was served.

**B Law Enforcement Request for Confidential Information NOT under the authority of the USA Patriot Act.**

- 1 Determine if the agent has a written court order.
- 2 If there is no court order:
  - a Explain that a court order is necessary since library policy prohibits the release of any information that discloses or could be used to disclose the identity of a library user or how he/she has used the library.
  - b Explain that the court order must be sent to the Library Director since only he has the authority to release records. Once the order is received, it will be faxed to the City Attorney to ensure that it is complete as required by law. Once attorney approval is secured, the record(s) requested will immediately be released.
  - c If the agent has any questions or does not accept your answer, refer him to the Library Director. If the request occurs after office hours, phone the Library Director at his home.
  - d Make a note of what happened; include date and time, name of officer making request and who the matter was referred to.
- 3 If there is a court order:
  - a Explain that the court order must be sent to the Library Director because he is the only one authorized to release records. Once an order is received by the Library Director, he will fax a copy to the City Attorney to ensure that it is complete as required by law. Once the attorney approval is secured, the record(s) requested will be released immediately.
  - b If the agent has any questions or does not accept your answer, refer that person to the Library Director. If it is not during business hours, call the Library Director at his home.

- c Make a report of what happened; include date and time, name of officer making request and who the matter was referred to. This report will become part of the Library's public record.

Adopted by the Library Board on 9/11/2003

## **STAFF IN CHARGE OF BUILDING AND PERSONNEL**

When a need is determined by the Library Director s/he shall designate an acting director in her/his absence. If such a designation is not made, the Reference Librarian will be considered the Acting Library Director. During times when the Library Director or Acting Library Director is not in the building, the ranking supervisor will assume charge of the building and the staff.

If no supervisors are present, the employee scheduled at the Information Desk will assume responsibility.

Adopted by the Library Board on 1/10/02, revised 6/8/06, 11/10/11, 6/13/13, 10/8/15.

## **UNATTENDED CHILDREN**

Children are welcome in the library; however, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

- All children aged 10 years and under shall be adequately supervised by a responsible caregiver at all times. Children shall not be considered adequately supervised if their caregiver is participating in a meeting, class, or program held in a different room. Children under age 11 shall not be considered adequately supervised in the computer lab if the caregiver is not in the lab with them. Caregivers using the computer lab must keep any children under age 11 with them in the lab.
- Caregivers are not required to stay with children during scheduled summer reading programs; however, library staff is not responsible for the supervision and well-being of dropped off children. If the caregiver chooses to leave the building, s/he will be at the library when the program is scheduled to conclude. Persons responsible for children who have special needs related to physical or mental ability, disruptive behavior, emotional problems, lack of adequate attention span, incomplete social skills, or children who cannot take themselves to the restroom...etc., shall remain with their children at all times.
- Children 11 years and older may use the library unattended, subject to the rules and regulations of this library.

If a child 10 years and younger is left unattended, the following procedure will be enacted:

- Staff will notify a supervisor and will stay with the child as they try to locate the responsible person by searching nearby area or paging on the library intercom. If no name is known, page using the child's name or physical appearance.
- When such person is located, staff will explain the library policy in regard to children, and give them a copy of the unattended children policy.

- If the responsible person is not located within a half-hour, or if the library is closing within a half-hour, the staff will notify the police to pick up the child. Staff will remain with the child in the building until the parent or police arrives.

If a child is reported missing staff will:

- Obtain name, age, and description of child.
- Page the child on the intercom.
- Post staff who have the child's description at exits to make sure child doesn't leave if still in the library.
- Check all possible areas (restrooms, etc.) within the library.
- Notify responsible person of your actions.
- Recommend to the parent or the responsible party that the police be notified if the child is not found.

If children who staff feels aren't competent to be left alone or to walk home, are still at the library near closing time, staff will make efforts to locate a responsible party (and document same). As a last resort, call the Police Department who will call Social Services.

Adopted by the Library Board on 1/10/2002, revised 6/8/2006, 3/12/2009, 7/13/2011

## **VOLUNTEER POLICY**

The Friends of the Columbus Public Library is a volunteer organization established as an IRC Section 501 (c) (3). Adult volunteers are encouraged to work through this organization. Information about joining the Friends of the Columbus Public Library may be picked up in the library.

Columbus Public Library shall make use of the services of interested volunteers to supplement but not to replace the work done by library staff.

## **DEFINITION OF A VOLUNTEER**

A volunteer shall be considered as any individual who contributes time, energy, and talents for the good of the Columbus Public Library and is not paid by Library funds.

All volunteers must be accepted by the library prior to performance of assigned tasks.

Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. Excepting Library Board members and Friends of the Library members, volunteer dismissal will be at the staff's discretion.

## **HOW TO BECOME A VOLUNTEER OUTSIDE OF JOINING THE FRIENDS OF THE LIBRARY**

- Volunteers are required to fill out a Volunteer Intake Form and Waiver of Liability unless exempted by the library director.
- The library director or volunteer coordinator will review the completed forms and contact the applicant within one week.
- Volunteers are selected based on their qualifications in relation to the needs of the library at any given time.
- Volunteers under consideration may be subject to a background check.
- Volunteers under age nineteen must have the Volunteer Intake Form and Waiver of Liability signed by a parent or legal guardian, and the parent/guardian information must be written on the intake form.

## **SUPERVISION**

Each volunteer will be given instruction by a staff member or volunteer coordinator. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment. If this supervisor is not available, the volunteer may also discuss any issues or questions with the library director or other staff.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals, and policies of the library. All volunteers should keep their supervisor informed of their work status, and of their comings and goings during volunteering at the library.

## **VOLUNTEER ORIENTATION AND TRAINING**

Before beginning a volunteer assignment, the staff member in charge will be responsible for the following when applicable:

- Notify the rest of the staff of the volunteer;
- Review job duties and expectations, including making the volunteer aware of the policy manual or the policies online, and let the volunteer know that s/he is responsible for adhering to all policies, including conduct;
- Confirm work dates, times, and anticipated duration of the assignment;
- Provide training on any new skills needed to perform assigned tasks;
- Discuss procedures for obtaining, using, and caring for needed supplies;
- Provide safety orientation;
- Review locations of parking, restrooms, water fountains, first aid kits, and places for personal items such as purses/coats, etc.

When assigning volunteer work to minors, the city's insurer's guidelines will be followed, including all applicable statutes for employment for minors for municipalities.

Adopted by the Library Board on November 14, 2013