PAWNEE CITY PUBLIC LIBRARY

POLICY STATEMENT

Approved and Adopted by Pawnee City Library Board

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**TABLE OF CONTENTS**

**I. USE OF THE PUBLIC LIBRARY**

 A. USE PRIVILEGES PAGE 1

 B. UNATTENDED CHILD POLICY PAGE 2

 B. HOURS OPEN PAGE 2

 C. HOLIDAYS PAGE 2

 D. CHECK-OUT AND RENEWALS PAGE 3

 E. FINES PAGE 3

 F. FEES PAGE 3

 G. CONFIDENTIALITY OF LIBRARY RECORDS PAGE 4

 H. VOLUNTEER POLICY PAGE 4

 I. MEETING ROOM USE PAGE 5

 J. LIBRARY TOURS PAGE 6

 K. EXHIBITS AND DISPLAYS PAGE 6

 L. GIFT POLICY PAGE 6

 M. GENEALOGY AND REFERENCE REQUESTS PAGE 6

 N. PHOTO COPIER / FAX / PRINTER PAGE 7

 O. MICROFILM READER-PRINTER PAGE 7

 P. VIDEO CASSETTES AND DVDS PAGE 7

 Q. PUBLIC-ACCESS COMPUTER, INTERNET RULES &WIRELESS PAGE 7 & 8

 R. NOTICE OF DENIAL OF LIBRARY SERVICE PAGE 9

**II. SERVICES - PROGRAMS**

 A. INTERLIBRARY LOAN PAGE 10

 B. PROGRAMMING PAGE 10

 C. PUBLIC RELATIONS AND PUBLICITY PAGE 10

**III. LIBRARY'S PHYSICAL FACILITIES**

A. GENERAL STATEMENT PAGE 11

 B. COMMUNITY USE PAGE 11

 C. MAINTENANCE PAGE 11

**IV. COLLECTION DEVELOPMENT POLICIES**

A. MATERIALS SELECTION POLICY PAGE 12

 B. OBJECTIVES OF A MATERIALS SELECTION POLICY PAGE 12

 C. GUIDELINES FOR SELECTION PAGE 13

 D. GUIDELINES FOR DE-SELECTION (WEEDING) PAGE 13

 E. CHALLENGED MATERIALS PAGE 14

 F. REVISION OF POLICY PAGE 14

**V. APPENDICES**

* + NOTICE OF DENIAL OF LIBRARY SERVICE PAGE 16
	+ CONFIDENTIALITY AGREEMENT FORM PAGE 17
	+ REQUEST FOR RECONSIDERATION OF MATERIALS PAGE 18
	+ CHECKLIST FOR LIBRARY BOARDS RECONSIDERATION OF MATERIALS PAGE 19
	+ EMERGENCY RESPONSE AND SAFETY POLICY PAGE 20
	+ LIBRARY FINANCIAL POLICY PAGE 21
	+ VOLUNTEER APPLICATION FORM PAGE 22
	+ MEETING ROOM USE REQUEST FORM PAGE 23
	+ MEETING ROOM LOG PAGE 24
	+ GIFT/DONATION LOG FOR PATRON PAGE 25
	+ INTERLIBRARY-LOAN USER FEES (ILL) PAGE 26

LIBRARY EQUIPMENT USE AGREEMENT PAGE 27

PAWNEE CITY PUBIC LIBRARY POLICIES

1. USE OF THE PUBLIC LIBRARY
	1. USE PRIVILEGES
		1. Materials may be used on the library premises by anyone.
		2. Borrowing privileges are free to residents and city business owners of the City of Pawnee City.
		3. Citizens must re-register each year if not residents in the Pawnee City limits.
		4. Children must include their parents or guardians name when registering and must be of school age to get a card on their own.
		5. Service will not be denied or abridged because of sex, age, and religion, racial, social, economic, or political status.
		6. The use of the library or its services may be denied temporarily for due cause.

(“Notice of Denial of Library Service”, appendices, p 14). Such cause may be failure to return books or to pay penalties, destruction of library property, or any objectionable disturbance. Unreturned items or significant overdues incurred by a family or individual will result in loss of library privileges including computer usage.

* + 1. Guidelines for Patron Behavior: The Library Board of Trustees of the Pawnee City Public Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conductive to appropriate public library use. Section 51-212 if the Nebraska Statures specifically give public libraries the power to regulate the use of the library and to exclude from the library persons who violate of refuse to comply with the library’s rules and regulations. The library is not a playground, recreation center or day care facility. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library. Acceptable standards of behavior include but are not limited to this list.
			- 1. Library users shall respect the rights of the staff and other patrons and shall not behave in any manner that can reasonably be expected to disturb other persons. Patrons shall not interfere with the right of others to use the library or with the employees’ performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any bind, destroying property.
				2. Speaking should be kept to normal conversational levels. Audio equipment shall not be audible to other people. Cell phone ringers should be off. Cell phone conversation is limited to the lobby.
				3. Sleeping in the library is NOT allowed,
				4. Weapons of any kind are NOT allowed.
				5. Use of tobacco, alcohol, or illegal drugs is prohibited. Patrons showing signs of drunkenness or drug abuse will be asked to leave the premises.
				6. Pets are prohibited; service animals are welcome.
				7. Shirts and shoes must be worn in the library.

* 1. UNATTENDED CHILD POLICY

 It is not the Library’s function or purpose to provide supervision or care for children. Parents should be aware that the library is a public building open to all individuals. The following policy has been designed to communicate the Library’s concern for the safety and welfare of the children it serves.

1. Parents and guardians are, at all times, responsible for the conduct and safety of their children on Library premises. They must provide appropriate supervision based on the ages, abilities and levels of responsibility of their children. Under no circumstances will the library assume custodial responsibility for any child.
2. Children under age 8 should not be left unattended in the Library at any time.
3. Children, like all library users, are required to respect Library property, and act in a manner appropriate to the use and function of the Library. Children who are not using the Library appropriately, or who require excessive staff attention or supervision, may be asked to leave.
4. At closing time, during power failures, or other emergencies, departure from the building is necessary. Children left alone in the library, or on library grounds could be vulnerable. Every effort will be made to contact parents prior to closing. Staff members will remain with a child left unattended at closing time. If the child is not picked up after 15 minutes, the sheriff will be called. Staff will wait with the child until the police arrive. Under no circumstances will a staff member leave the building with a child.
	1. HOURS OPEN
		1. The library will be open to the public a minimum of 36 hours per week.
		2. The decision to close the library for special events will be made by the librarian and the President of the Library Board, or City Hall.
		3. The librarian may close the library because of storms or other problems and report the occasion at the next library board meeting.
		4. The library will observe holidays recognized by the city.
		5. Hours are posted on the front door and may vary.
	2. HOLIDAYS
		1. If a holiday falls on a Sunday it will be observed on a Monday, and if a holiday falls on a Saturday it will be observed on the preceding Friday. The following holidays shall be observed by the City of Pawnee City, and all municipal employees shall receive pay for the holidays if the holiday falls on a working day:
			* 1. January 1 (New Year’s Day)
				2. Good Friday
				3. Memorial Day (the City will observe the same day that is observed by the business establishments of Pawnee City)
				4. July 4 (Independence Day)
				5. Labor Day
				6. Veterans Day
				7. Thanksgiving Day and the Friday after
				8. Christmas (starting at noon Christmas Eve – Christmas Day)
				9. Floating Holiday (employees birthday, or choice)
	3. CHECKOUT AND RENEWALS
		1. All borrowers must have a registration card on file.
		2. Most materials may be checked out for a 4 week period and available for a 2 week renewal. New book releases are limited to a 2 week check out with no renewal. DVD’s may be checked out for 1 week with no renewal. VHS may be checked out for 1 week with one week renewal available. Cake pans may be checked out for 1 week and non-seasonal pans may be renewed.
		3. There is a limit of six books or audio books per person. Limit on videos and DVD’s are five per person.
		4. Other time or amount limits will be at the discretion of the librarian.
		5. Irreplaceable and/or valuable materials will be circulated with the permission of the librarian.
		6. Interlibrary-loan materials will be ordered and checked out with the understanding that the patron will pay the return postage and any applicable fee.
	4. FINES
		1. All fines will be set by the Library Board at the recommendation of the librarian and will be reviewed by the Library Board each year.
		2. Fines for overdue materials will be levied at the rate of 5 cents a day per item or 25 cents a week, regardless of the number of books or items. Videos are fined at 25 cents a day per tape. Cake pans are 25 cents a day for non-renewable ones. Maximum book fine is $3.00, DVD or VHS is $2.50.
		3. A person who fails to return or replace overdue or lost library materials is guilty of a Class V misdemeanor (Refer to “Nebraska Laws Pertaining to Libraries and Library Operations” Chapter 51 Section 109) and may be subject to civil action in the County Court at the discretion of the Library Board. (Refer to “Nebraska Laws Pertaining to Libraries and Library Operations” Chapter 51 Section 214).
		4. Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.
		5. A fine automatically stops on a lost item when the loss is reported to the library. The borrower is obligated to pay for or replace the lost item after 30 days.
	5. FEES
		1. Registration fees for non-city residents of Pawnee City are $20.00 per year per household.
		2. Borrowers are charged postage and any applicable fees for Interlibrary Loan material.
		3. Photocopies are 10 cents a copy and computer print-outs are 10 cents each after the first copy, and color copies are 25 cents each.
		4. Fax fees are a donation of $1.00 for the first page and $0.50 for additional pages.
		5. Obituary and Research fees are $5.00 per request.
	6. CONFIDENTIALITY OF LIBRARY RECORDS
		1. State law stipulates privacy and confidentiality of all library records. In a library, the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps the information private on their behalf.
		2. The library does not disclose or distribute users’ names, postal addresses, email addresses, phone numbers, borrower’s records, computer use records, or other personal information to outside parties unless required to do pursuant to subpoena, court order, or where otherwise required to do so by law.
		3. The library staff will disclose information about or contained in a user’s library account or circulation records to the user, and only the user, upon presentation of the user’s identification.
		4. Library staff, board members and volunteers must be familiar with and abide by all other applicable guidelines for how to appropriately respond to requests for confidential information, whether it is from law enforcement or individuals. A confidentiality form will be signed by all library board members, staff and library volunteers. (Refer to Appendices, page 15 Confidentiality Form).
	7. VOLUNTEER POLICY
		1. The Library Board and the Library Director oversee the Volunteer Program. This program enhances the library service by supplementing, not replacing, library staff. Volunteer assistance helps to provide new services and expand present ones. Volunteers are expected to be reliable when they have committed to a particular time and assignment. Confidentiality is required by all volunteers; sharing of any information or observations of library patrons is prohibited. Please respect the right to privacy of our patrons and employees. Volunteers will be asked to sign a confidentiality agreement form. (See Appendices, page 15).
			* 1. Eligibility: Open to persons 12 years of age or older, with a signed parental permission form for all persons under 18 years of age. Potential volunteers must complete an application (See Appendices, page 20) and give written permission for the Library to conduct a criminal background check. Individuals seeking to complete court-ordered community service may be accepted according to the nature of their offense and the current needs of the Library.
				2. Standards: Similar to paid employees, volunteers may be dismissed for any number of reasons, including undependability, absenteeism, inability to perform assigned tasks and assuming duties not assigned by their supervisor.
				3. Manner and Attitude: When working with the public, volunteers are expected to be pleasant and courteous.
	8. MEETING ROOM USE
		1. The Pawnee City Public Library meeting room shall be available for public meetings, and educational, civic and cultural purposes for groups and organizations. It is open to all groups in the community regardless of the beliefs and affiliation of their members. Groups may restrict attendance to their own membership. Pawnee City Public Library does not advocate or endorse the viewpoints of meetings or meeting-room users.
		2. The library reserves the right to restrict use of the room if that will interfere with routine library operations.
		3. There is no fee to use the meeting room. Groups using the meeting room may not charge admission, but may charge a reasonable supply fee to recover the cost of materials, handouts, craft-making supplies, refreshments, etc.
		4. A calendar of the room schedule is kept at the library circulation desk. Advance scheduling and approval by the library staff is required. Scheduling priority is given to library programs and to meetings scheduled by City agencies. To arrange for the use of the meeting room, contact the Library to reserve the date and time. Recurring reservations are accepted for a calendar year. If you are planning to meet more than twelve times per year, reservations shall be made only by special arrangements with the Library Director. If your meeting is canceled, the Library must be notified as soon as possible so the room is available to others.
		5. A representative of the group needs to complete the “Meeting Room Use Request" form. (See Appendices, page 21). When reserving the meeting room, an adult sponsor must take the responsibility for the use and condition of the room.
		6. Groups may use the meeting room any time during the regular scheduled library hours. Meetings held outside the Library’s regular hours require special advance arrangements with the Library Director.
		7. The user group is responsible for repair and/or replacement cost associated with any damages. Each user is responsible for leaving the room in good condition and complete the MEETING ROOM LOG form (appendices p. 22)
		8. The library is not liable for injuries to people and does not assume responsibility for damaged, lost, or stolen property of users of the meeting room. Individuals and groups using the meeting room are responsible for all property they bring into the meeting room. Users must remove their items immediately after their meeting. Storage is not provided for equipment owned by groups using the meeting room unless approved by the board.
		9. The library has a selection of equipment and services available for use in the meeting room, including a lectern, television w/DVD player, cable TV, computer projector and screen, white board, and Internet access. Meeting room users are responsible for any such equipment used in the meeting room.
		10. Facilities include 1 exit (no access to the library), two restrooms, table space for 35-40 people, and kitchenette (with a coffee pot, microwave and refrigerator). A group may serve light refreshments, but meals may not be served. No alcohol or smoking is permitted in the meeting room or on the library grounds.
		11. Any exceptions to these policies will be considered by the Library Board on a case-by-case basis and must be requested at least 4 weeks prior to the anticipated meeting date.
		12. Groups that meet before 9:30am and continue during library hours and/or groups that meet morning or afternoon while the library is open must use alternate parking rather than the library parking lot

* 1. LIBRARY TOURS
		1. Library talks and tours are available with advance notice and are free of charge.
	2. EXHIBITS AND DISPLAYS
		1. No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc. shall be exhibited in the library for distribution without permission from the library director.
		2. The library assumes no responsibility for preservation, protection or possible damage or theft of any item displayed or exhibited in the library. All items placed in the library are done so at the owner’s risk.
		3. Whenever possible, displays or exhibits utilizing the display areas shall incorporate books or materials from the library’s collection which have a relationship to the subject on display.
		4. No political posters shall be allowed or any type of solicitation, collection, business or job seeking material will be displayed.
	3. GIFT POLICY

The Pawnee City Public Library welcomes gifts of library materials, money or real property.

 These gifts help enrich and improve public library resources.

1. Unrestricted gifts of money will be gratefully accepted by the Board. Other donations, such as restricted cash gifts, land, property, etc., will be reviewed by the Library Director and Board before acceptance.
2. Memorial gifts of money, books or other library materials may be donated in honor of a friend or relative and are marked with a special bookplate. The Library staff will be pleased to select appropriate titles.
3. Used books and paperbacks can often be used in the library’s collection. Items not needed by the library are sold at a book sale sponsored by the Friends of the Pawnee City Library.
4. Generally, the Library does not accept textbooks, or books in poor condition. The Library reserves the right to refuse donations if the Library Director determines they are not of use to the Library.
5. The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
6. All gifts are tax deductible. A receipt for donation of materials will be provided upon request (appendices p. 23). The Library does not place a financial value on materials received. For artwork, rarities or other materials of value a gift donation form may be requested and kept on file.
7. No gifts are accepted unless given to the Library without restriction. All gifts may be utilized, sold or disposed of in the best interest of the Library.
	1. GENEALOGY AND REFERENCE REQUESTS
		1. The library is able to answer limited queries with an enclosed self-addressed stamped envelope.
		2. The minimum fee for searching microfilm is $5.00. Each obituary per name is $5.00.
		3. Genealogy request of obituaries can be forwarded to: Nebraska State Historical Society, 1500 R Street, Lincoln, NE 6850.
		4. Refer to Nebraska State Genealogical Society’s “A Research Guide to

 Genealogical Data in Johnson County, Nebraska and Pawnee County,

 Nebraska”.

* 1. PHOTOCOPIER/FAX/PRINTER
		1. The photocopier and fax machine are to be operated by staff or designated persons only.
		2. The librarian may limit the quantity of copies printed at his/her discretion.
	2. MICROFILM READER-PRINTER
		1. Users must be of Junior High age or at the discretion of the Librarian.
		2. All copies are 25 cents each.
	3. VIDEO CASSETTES & DVDS
		1. Anyone who holds a current registration at the Pawnee City Library may check out a VHS or DVD.
		2. VHS tapes can be checked out for 1 week and may be renewed.
		3. DVD’s may be checked out for 1 week with no renewal.
		4. Five VHS tapes or DVDs may be checked out at one time.
		5. Three VHS tapes or DVDs may be put on the reserve list at one time.
		6. VHS tapes and DVDs are not interlibrary loaned outside of Pawnee County.
		7. A fine of 25 cents per day will be collected for late VHS tapes and DVDs (maximum fine of $2.50)
	4. PUBLIC - ACCESS COMPUTERS, INTERNET RULES & WIRELESS
		1. Pawnee City Public Library offers free public - access to the computer lab and Internet. Access to the wireless Internet is available 24 hours a day.
		2. The Library staff is not responsible for providing in-depth training on the Internet or other computer functions; however, computer classes are offered. The staff will do its best to introduce the basics of the Internet or other in-house computer programs to patrons, and they may be able to answer simple questions. Due to other library activities and staff schedules, help may not always be available.
		3. The Library, in compliance with CIPA, has installed a technology protection measure (TPM) on all library computers that have Internet access. All Internet resources accessible through the Library are within legal limits established by the Children’s Internet Protection Act (CIPA) and provided equally to all users, with the understanding that it is the individual user’s responsibility to demonstrate good judgment, respect for others, and appropriate conduct while using the Pawnee City Public Library resources and facilities.
		4. The Library staff will not supervise Internet session of any patron regardless of age. The Pawnee City Public Library does not closely monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
		5. Patrons may access the library’s Internet connection via library owned or personal devices. Headphones may be checked out at the circulation desk. Patrons who access the Internet using personal devices with wireless connectivity must abide by all library Rules of Conduct.
		6. Users should be aware of the limitation of the Internet filtering devices. While designed to restrict access to Internet content that could be deemed inappropriate, these systems are no substitute for individual judgment and/or parental involvement and oversight.
		7. Filters may block sites that have legitimate research value, as well as allowing some content which some may find objectionable. The library staff may disable the filtering device to provide patrons, age 17 and above, access to sites needed for bona fide research or other lawful purposes. These patrons must provide proof of birth date to the staff, upon request, when they request the filter to be disabled.
		8. Parents (including legal guardians) are responsible for the Internet information selected and/or accessed by their children. Only parents have the right to restrict their children from access to Internet resources available through the Library. If they have concerns, they are encouraged to supervise in person their child’s Internet session, or to ask Library staff to place an Internet restriction on their library card. Parents may choose to deny their child’s access to the Internet, may restrict their child to use only when parents are present, or may choose to do nothing which places the responsibility for Internet choices with their child. Parents should caution their minor children against sharing personal information on the Internet.
		9. All patrons using the Public-Access Computer and Internet are expected to follow these Rules of Conduct:
			+ 1. Users must check in with the library staff to use the computers. Users will usually be allowed a minimum of one hour, however during heavy use times (3:30-6:00), use may be limited to 30 minutes if there is a waiting line.
				2. The library’s computers and/or Internet connection may not be used for illegal activity, or to access illegal materials.
				3. Access to sites that are deemed harmful to minors, which display any sexually explicit picture, graphic image file, or other visual is prohibited to minors.
				4. Library owned software will be managed by the library staff only.
				5. Circulation software is not available for use in the computer lab.
				6. Users will respect copyright laws and licensing agreements.
				7. If asked to terminate their session, patrons must do so immediately. Reasons for termination of a session include, but are not limited to, behavior which is disruptive to library activities, misuse of computers, improper disabling of TPM or filtering software, damaging library property, illegal activity, etc. Any other situation not addressed here will be at the discretion of the library director.
				8. Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.
				9. Library staff may limit the number of users at any station based on the disruption the users cause to normal library service.
				10. All library policies relating to behavior in the library apply to computer users. Computer users must comply with all applicable city, state, and federal laws. Examples of laws include libel, privacy, copyright, trademark, computer fraud, spamming, and child pornography. Other laws may apply.
				11. Statement: Digital media extraction, more commonly known as stream ripping or stream recording, slows the speed of the internet, adversely affecting the internet experience of others. Most importantly, it is also a violation of copyright laws. Policy: Digital media extraction is strictly prohibited while using internet provided by the library. Anyone found to be participating in this practice while using library provided internet may, at the discretion of the Library Director, staff, or board, lose all library privileges.
		10. Termination or Prohibition of User Access:
			+ 1. If a Library employee believes a user has failed to comply with the Rules of Conduct, the computer user may be barred from the current or subsequent session for up to two weeks from the date of informing the user of that action. After presentation of the user’s actions to the Library Board, a patron may be required to pay for repair costs due to action of vandalism, or may be permanently barred from further computer access at the Library.
				2. Internet users whose access has been terminated or prohibited may protest the action and/or appeal to the Board to be reinstated.
	5. NOTICE OF DENIAL OF LIBRARY SERVICE
1. Patrons who do not obey the rules and regulations of the Pawnee City Public Library or are unwilling to pay fines and/or fees for lost, late, or damaged library materials may be sent or given a “Notice of Denial of Library Service” form (see appendices p. 14).
2. One copy will be given to the patron and a photocopy will be kept on file.
3. As this policy is meant to be a means to temporarily withdraw library services until the patron’s obligations are met, it is also a first-step action in the permanent withdrawal of library services to those patrons constantly abusing their library privileges.
4. Permanent withdrawal of library services is up to the discretion of the librarian.
5. **SERVICES - PROGRAMS**
	1. INTERLIBRARY LOAN
6. The Library Board recognizes that no single library can meet all the demands in its community. Libraries can, and should, work together, sharing their services and resources to more fully meet the needs of their users.
7. This public library will at all opportunities cooperate with other libraries to strengthen the services and resources of this library and other libraries.
8. Requests for Interlibrary loan material should be reviewed periodically to determine if purchase of this material is advisable.
9. Patrons must be library card holders in good standing and submit an interlibrary loan agreement form (see appendices p. 24).
10. Interlibrary loan should be used whenever possible to meet the needs of this library’s patrons when our collection does not supply the requested materials.
11. Interlibrary loan should not take the place of providing an adequate collection of our own.
12. Interlibrary loan protocols already established will be followed.
13. Interlibrary loan materials that are lost by the borrowing patron will be paid for by that patron.
14. Patrons are required to pay for the return postage on any interlibrary loan item received, whether or not they actually check out the item. When the lending library assesses a borrowing charge, that charge will also be passed on to the patron.
15. When staff determines that any patron is abusing the interlibrary loan privilege, staff may suspend that patron’s privileges.
	1. PROGRAMMING
		1. It is the policy of this library to cooperate closely with the local school libraries through sharing of materials and Interlibrary-loan services, through efforts not to duplicate materials unnecessarily, and by encouraging teachers to bring their classes to the library for visits.
		2. A summer reading program for children is to be offered, when reasonable, including one or all of the following: Story Hour, Reading Clubs, Film Series.
		3. Library programs receive first consideration in scheduling all events.
		4. In the event of a conflict, preference is given to meetings which are free or open to the public.

C. PUBLIC RELATIONS AND PUBLICITY

1. Information about library services and materials should be publicized in the local newspaper, under "Library News" regularly and at least once a month if possible. Patrons may visit the website or Facebook page for current information.
2. It is the policy of the library to make regular contacts with various organizations in the community in order to acquaint them with library services available, to solicit their suggestions for improved service and their aid in obtaining volunteers to assist in library programs.

**III. LIBRARY'S PHYSICAL FACILITIES**

A. GENERAL STATEMENT

 1. To achieve the goal of good library service, the Library Board accepts the

 responsibility to see that the public library's building facilities are provided

 for, maintained, and adequately meet the physical requirements of the

 Library. Such facilities will offer to the community a compelling

 invitation to enter, read, look, listen and learn. Every effort will be made to

 provide facilities consistent with the program of library service.

B. COMMUNITY USE

 1. Groups must contact the Library to reserve the meeting room.

 2. Additional furniture or equipment other than that furnished by the library must be approved by library staff.

 3. No smoking is allowed.

 4. Library programs receive first consideration in scheduling all events.

 5. In the event of a conflict, preference is given to meetings which are free and/

 or open to the public.

 6. The library meeting room may not be reserved for commercial purposes.

 7. Meeting Room policies are discussed more in Part I, Sec.I.

 8. Use of the library phone by members of the public is restricted, except for emergencies as

determined by the staff, who will dial the necessary number to insure long-distance calls are recorded appropriately. Cell phone ringers should be disabled in the library and quiet use of cell phones is allowed if not disturbing to others. The library staff will not relay non-emergency calls or take messages for individuals using the library or attending events in the library.

C. MAINTENANCE

 1. Interior cleaning (floors, dusting, bathroom, shelves etc.) shall be maintained by

 housekeeper or library staff.

 2. City workers maintain the heating, cooling, wiring, etc. and can be called upon

 to change light fixtures.

1. Mowing and snow removal is maintained by the City workers.

**IV. COLLECTION DEVELOPMENT POLICIES**

A. MATERIALS SELECTION POLICY

1. The purpose of the Pawnee City Public Library materials selection policy is to guide the librarian and to inform the public about the principles upon which selections are made.

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

 3. The library sets as its major goals in materials selection the following:

 a. the advancement of knowledge;

 b. the education and enlightenment of the people of the community;

 c. the provision of recreational and leisure reading.

4. Basic to the policy is the LIBRARY BILL OF RIGHTS as adopted by theAmerican Library Association and this public library which states among other things:

*"As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people in the community. In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times -- international, national and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval."*

 5. Final responsibility for book selection lies with the Library Director.

B. OBJECTIVES OF A MATERIALS SELECTION POLICY

 1. The primary objectives of materials selection shall be to collect materials of

 contemporary significance and of permanent value.

 2. The library will always be guided by a sense of responsibility to both present

 and future in adding materials which will enrich the collection and maintain an

 overall balance.

 3. The library also recognizes an immediate duty to make available materials for

 enlightenment and recreation, even though such material may not have enduring

 interest or value.

 4. The library will attempt to provide a representative sampling of all areas of

 interest and will not attempt to acquire all books and other material on any one

 subject.

 5. The library recognizes that many items are controversial and that any given item

 may offend some patrons. Selection will not be made on the basis of any antici-

 pated approval or disapproval, but solely on the merits of the work in relation to

 building a well-rounded collection and the serving the interests of the reader.

C. GUIDELINES FOR SELECTION

 1. To build a collection of merit and significance, material must be measured by

 objective guidelines. All acquisitions, whether purchased or donated, are con-

 sidered in terms of the following criteria. Clearly, however, an item need not

 meet all of the criteria in order to be accepted. When judging the quality of

 materials, several criteria and combinations of criteria may be used, as

 some materials may be judged primarily on artistic merit, while others are

considered because of scholarship, value as human documents, or ability to

satisfy the recreational and entertainment needs of the community.

 GENERAL CRITERIA

 a. Suitability of physical form for library use

 b. Insight into human and social conditions

 c. Suitability of subject and style for intended audience

 d. Present and potential relevance to community needs

 e. Appropriateness and effectiveness of medium to content

 f. Importance as a document of the times

 g. Relation to existing collection and other material on subject

 h. Interest and opinions of critics, reviewers, and public

2. Items having widespread demand may or may not meet the general and

 specific criteria contained in this policy. However, demand is a vital factor

 in selection, and it shall be considered an important factor in cases of books

 on best seller lists for which there is persistent local demand.

 3. The collection must include 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 individual can examine issues freely and make

 his own decisions.

D. GUIDELINES FOR DE-SELECTION (WITHDRAWALS / DISCARDS / WEEDING)

1. The Library uses weeding as a collection development tool. Its purpose is to maintain a

library collection of high quality that is appropriate in size and current, accessible and appealing to users.

2. The Library is required to remove from its collection 3-5% of its materials annually to remain eligible for the State of Nebraska Library Accreditation guideline #18

3. Items are withdrawn from the collection when they are dated, worn, or damaged beyond

 repair, or if interest in a title or subject has decreased.

4. Withdrawn items will be disposed of through book sales, recycling, or donations. Items

 deemed unfit for sale or donation will be discarded.

5. Items will be withdrawn from the collection database when they are reported as lost and paid, or are missing for at least six months.

6. The library staff will make use of tested weeding guidelines like CREW (Continuous Review, Evaluation, and Weeding).

E. CHALLENGED MATERIALS

 The Pawnee City Public Library adheres to and wholly support the *Library Bill of Rights* and *The Freedom to Read*statements, both of which are considered as part of the Library’s selection policy. The Board of Trustees has also adopted the American Library Association’s statements on: *Statement of Labeling, Diversity in Collection Development, Challenged Materials, Expurgation of Library Materials, and Free Access to Libraries for Minors.*

 **Process for Reconsideration of Library Materials**

1. All challenges of materials are to be handled by the Director. An appointment may be set up for the complainant to meet with the Director and another Staff person or Board member to hear the complaint.
2. The Director will explain the general criteria of the Library’s selection policy to the complainant. It should be made clear that the Library Board subscribes to the Freedom Statements in this policy.
3. If the complainant wants to continue the procedure for reconsideration of materials they will be requested to complete the form “Reconsideration of Library Materials”. (see appendices p. 16)
4. After the Director receives the complete form, the Director shall appoint a committee of at least three board members to evaluate the material in question using the patron’s request, published review, and the Library polices for materials selection and will determine whether the item in question meets the criteria, as specified in the selection policy, for being included in the library’s collection. (see appendices p.17)
5. If the complainant if not satisfied with the committee decision, he/she may appeal to the Board of Trustees within three weeks.
6. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the Board for reconsideration. The Board’s decision is final.

F. REVISION OF POLICY

1. This policy will be reviewed bi-annually or as needed.

V. APPENDICES

**NOTICE OF DENIAL OF LIBRARY SERVICE**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PATRON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

THE PERSON NAMED ABOVE HAS TEMPORARILY BEEN DENIED LIBRARY PRIVILEGES AT THE PAWNEE CITY PUBLIC LIBRARY DUE TO THE FOLLOWING REASON(S):

**\_\_\_**EXCESSIVE OR LONG **OVERDUE** FINES.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_**LONG-OVERDUE BOOKS, VIDEOS, etc.THAT HAVE**NOT** BEEN RETURNED.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_**DAMAGED OR LOST ITEMS THAT NEED TO BE **PAID** FOR.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_**NON-RESIDENT REGISTRATION FEE IS **DUE.**

**\_\_\_**OTHER

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PAWNEE CITY PUBLIC LIBRARY BOARD

P.O. Box 311 735 8th STREET

PAWNEE CITY, NE 68420-0311

 (402) 852-2118

**CONFIDENTIALITY AGREEMENT**

**Below is a segment of the Library Board policy regarding confidentiality. Please review it and if you agree to abide by this policy, sign and date below. Thanks for understanding this important aspect of public library work.**

5. Confidentiality of Library Records

a. State law stipulates confidentiality of library records, i.e. Law 84-712.05, "Records which may be withheld from the public" states that "The following records, unless publicly disclosed in an open court, open administrative proceeding or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records . . . (10) Records or portions of records kept by a publicly funded library which, when examined with or without other records, revealed the identity of any library patron using the library's materials.”

Name Date

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**REQUEST FOR RECONSIDERATION OF MATERIALS**

 DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BOOK\_\_\_\_\_\_\_\_\_\_PERIODICAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PUBLISHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUEST INITIATED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_ZIP CODE\_\_\_\_\_\_\_\_\_\_\_TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU REPRESENT:

 YOURSELF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 AN ORGANIZATION (NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 OTHER (NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. To what in the work do you object?

2. Will you identify exactly the passages or segments you feel to be objectionable and

 state the grounds for your opinion?

3. Did you read and examine the entire work?

4. What do you believe to be the theme of this work?

5. What do you feel might be the result of using this work?

6. Is there anything good about this item?\_\_\_\_\_\_\_\_\_\_\_\_If so, what?

7. Are you aware of the judgment of this item by professional critics?

8. Would you recommend this material for any given age group?\_\_\_\_\_\_Which?\_\_\_\_\_\_\_\_\_

9. Do you feel harm would result from reading this item?\_\_\_\_\_\_\_\_\_\_\_If so, what harm?

10. What would you like the library to do about this work?

11. In its place, what work would you recommend that would convey as accurate or valuable

 a picture and perspective of the subject treated?

**SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECKLIST FOR LIBRARY BOARD'S**

**RECONSIDERATION OF MATERIALS**

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Purpose

 1. What is the overall purpose of the material?

 2. Is the purpose accomplished? \_\_\_\_\_Yes \_\_\_\_No

B Authenticity

 1. Is the author competent and qualified in the field? \_\_\_\_Yes \_\_\_\_No

 2. What is the reputation and significance of the author and publisher/producer in

 the field?

 3. Is the material up-to-date? \_\_\_Yes \_\_\_No

 4. Are information sources well documented? \_\_\_Yes \_\_\_No

C. Appropriateness

 1. Does the material promote the goals and objectives of the library selection

 policy? \_\_\_Yes \_\_\_No

 2. Are the illustrations appropriate to the subject and age levels? \_\_\_Yes \_\_\_No

D. Content

 1. Is the content of this material well presented, by providing adequate scope?

 range, depth, and continuity? \_\_\_Yes \_\_\_No

 2. Does this material present information not otherwise available? \_\_\_Yes \_\_\_No

 3. Does this material give a new dimension or direction to its subject? \_\_Yes \_\_No

E. Reviews

 1. Source of Review

 2. Favorably reviewed? \_\_\_Yes \_\_\_No

 3. Does this title appear in one or more reputable selection aids? \_\_\_Yes \_\_\_No

 If answer is yes, please list titles of selection aids.

Additional comments:

Recommendation:

Signatures: Date:

**PAWNEE CITY PUBLIC LIBRARY**

**Emergency Procedures**

Tornado

If weather is threatening, library staff will monitor the weather via television and/or radio.

*Tornado Watch*

* Notify patrons in the library of the tornado watch.
* Review tornado warning procedures and location of shelter with patrons.
* Monitor weather conditions on television and/or radio.
* Get out flashlight and weather radio.

*Tornado Warning*

* Move all patrons to tornado shelter area.
	+ Basement if all patrons present are able-bodied.
	+ Men’s restroom if any patron is unable to use the stairs.
* Any patron who refuses to go to the shelter area must leave the library immediately.
* Lock inside front door.
* Take flashlight and radio to shelter.
* Everyone remains in the shelter until the warning expires.

Winter Storms

* Monitor weather and road conditions via computer, television and/or radio.
* Library staff member on duty can decide when conditions warrant closing the library.
* Every effort will be made to contact the parent (or other responsible party) of unattended children.
* If parent cannot be contacted, the sheriff’s office will be called.

**Pawnee City Public Library**

**Financial Policy**

To insure fiscal accountability and insure appropriate use of funds in support of the Library’s mission and goals the Library Board has established the following financial policy.

l. The Library Director shall establish an annual budget from the funds allocated from the city funds. Once approved by the Library Board then it will be submitted to the city clerk for inclusion in the city budget.

2. After adoption by the City Council, the allocated funds will be made available in the city library account for library materials and services beginning October 1 of each year.

3. After approval by the Library Board President, invoices will be forwarded to the city clerk for payment. Claims can be submitted every two weeks. Invoices should be submitted before Thursday so they can be included in the claims at the following Council meeting on Monday.

4. On an annual basis, all library funds, expenditures and revenues will be audited as part of the city audit. Any notes or communications from the city auditor regarding the Library shall be communicated with the Board. Library finances will also be reported annually to the Nebraska Library Commission using the annual Bibliostat statistical report.

5. Receipts:

 a. Monies received as revenue by the Library will be submitted to the city as general revenue and deposited in the Library Fund account. All donations to the library will be subject to the Donation & Gift Policy.

 b. Monies received as reimbursements for lost or damaged materials, computer print outs, copies, and small donations for discarded materials, may be used to defray expenses in these areas as well as appropriate program supplies, and serve as a petty cash fund. The petty cash receipts and disbursements are to be reported in the Librarian’s report on a bi-monthly basis.

 c. Monies received as revenue for the Library Foundation will be turned over to the Foundation treasurer to be deposited in the Union Bank accounts. Memorials and

bequests shall be subject to the Donation & Gift Policy.

Amended on July 7, 2014

**VOLUNTEER APPLICATION FORM**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Summer Reading Volunteer

\_\_\_\_\_\_\_ Other

Days and Times Available:

Volunteer jobs we may ask you to do: (please check your preferences):

\_\_\_\_\_\_\_\_\_\_ Reading shelves (check to see if books are in order)

\_\_\_\_\_\_\_\_\_\_ Shelving books/straightening shelves

\_\_\_\_\_\_\_\_\_\_ Processing books

\_\_\_\_\_\_\_\_\_\_ Cleaning or yard work (dusting shelves, raking leaves, etc.)

\_\_\_\_\_\_\_\_\_\_ Special Projects

Computer experience Yes No

All volunteers with access to library records of the Pawnee City Public Library must comply with the Library’s Policy on Confidentiality.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to keep confidential any information pertaining to library patrons that I encounter as a result of my service to the Library. This includes, but is not limited to information I may view on customer account records or customer inquiries handled by staff or volunteers. As a potential volunteer, I understand the Pawnee City Public Library may conduct a criminal and background check.

I attest that I have read and understand the Public Library’s Policy on Confidentiality and Volunteer Policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**MEETING ROOM USE REQUEST**

**(We / I), the undersigned, have read and agree to the considerations relating to the use of the Pawnee City Public Library’s meeting room, and related equipment. We will report the library the number of attendees for the meeting(s) covered by this agreement.**

 **Please complete this form and return to the check-out desk.**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name of organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Person reserving the room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date& time of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Estimated attendance at the meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Meeting room used for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **I have read, accepted and been given a copy of the Meeting Room Policy.**

**Key Taken**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature Date**

**Key Returned**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Library Staff Initials**

**PAWNEE CITY PUBLIC LIBRARY MEETING ROOM LOG**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Group Date & Time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Phone

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| --- | --- | --- | --- | --- | --- |
| Date | KeyPick-up | KeyReturned | Number Attended | Notes/Comments | Staff |
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**Please return this log to the front desk after your meeting.**

**Donations Welcome**

**Pawnee City Public Library**

**Thank you for your donation!**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Authorization:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items Donated Quantity**

**Hardbacks \_\_\_\_\_\_\_\_\_\_\_**

**Paperbacks \_\_\_\_\_\_\_\_\_\_\_**

**VHS’s \_\_\_\_\_\_\_\_\_\_\_**

**DVD’s \_\_\_\_\_\_\_\_\_\_\_**

**CD’s \_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_**

**PLEASE NOTE: This is the only record of your donations. I.R.S. Publication 526 explains the provisions for determining value for the purposes of claiming charitable deductions for tax purposes.**

Pawnee City Public Library P.O. Box 311 Pawnee City, Ne 68420-0311

Pawnee City Public Library Patron Interlibrary Loan Agreement

**­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Last Name, First Name (please print) Library Card #**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Phone #**

**\*I understand that fines for interlibrary loan items are $1.00 per day with no maximum limit.**

**\*I will pay one-way postage.** Postage will be charged to my library card if requested materials are not picked up.

\*If an item is damaged or lost, I am subject to replacement cost set by the lending library.

\*The following items may be difficult or impossible to be obtained through interlibrary loan:

 New items

 Rare/Genealogical items

 Video/Audio/CD/DVD materials

\*Textbooks will not be ordered via ILL without prior approval by the Director.

\*I must abide by copyright restrictions.

\*In order to request interlibrary loan items, I must have a current library card with no fines or overdue items.

**\*To renew an interlibrary loan item, I must call 1 week prior to the due date.** Some items are not renewable.

\*I will immediately return items that are recalled by the lending library.

\*If there are extra charges about the postage amount, I will be contacted for my approval before an item is ordered.

\*I may order up to 5 interlibrary loan items at a time but may only have 3 interlibrary loan items checked out at any given time.

\*I agree to the above regulations for all items requested through interlibrary loan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Pawnee City Public Library Equipment Use Agreement**

**Please read the following information carefully before signing. This agreement must be signed before any equipment may be checked out to you.**

Items will be checked out from and returned to the Pawnee City Public Library. Do NOT use the book crop box when returning items.

Must have current library card and be in good standing to check out equipment.

Borrowing is on a first-come-first-served basis.

All equipment may be borrowed for 2 days (48 hours).

No renewals allowed. When an item is returned, please wait 24 hours before checking equipment out again.

**Overdue fines are $5 an hour**, with a maximum fine of $25. Overdue notices are sent as a courtesy only.

While equipment is in your possession, you are responsible for it at all times. You may not loan it to anyone else. DO NOT LEAVE EQUIPMENT UNATTENDED. If equipment is not returned, or is returned damaged, you will be responsible for the cost of the repairs or the replacement cost of that item.

All parts of the equipment must be present before check in can be completed. Fines are not waived for overdue equipment caused by missing pieces.

I have read this entire document and my signature below indicates my agreement with the above statements.

Equipment checked out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print)

Patron Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_