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, 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 15). Such cause may be failure to return material, 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 people. 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 kind, 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 (smoking and smokeless), electronic cigarettes (vaping), 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.
		2. Service Animals – No animal, other than service animals, as defined by federal and state law, shall be allowed in the library building. A public place, such as a library, may disallow all animals except service animals.
			- 1. A service animal helps individuals perform tasks they cannot do for themselves because of a disability. The Americans with Disabilities Act governs the use of service animals in public places. Persons with disabilities are allowed to take their service animal into public places normally prohibited to such animals.
				2. Therapy or comfort animals are not service animals and are not federally granted legal access to the same types of public areas.
				3. In situations where it is not obvious that the animal is a service animal, staff may ask only two specific questions:

Is the animal a service animal required because of a disability?

What work or task has the animal been trained to perform?

Staff are not allowed to request documentation for the animals, require that the animal demonstrate its task, or inquire about the nature of the person’s disability, but when the answers do not meet the standards set forward in 8a the Library staff can deny admittance.

* 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, age 14 and older, are, always, 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 Library Board.
		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. New Year’s Day - January
				2. Martin Luther King Birthday - January
				3. President’s Day – February
				4. Arbor Day - April
				5. Memorial Day – May
				6. Juneteenth - June
				7. Independence Day - July
				8. Labor Day – September
				9. Columbus Day - October
				10. Veterans Day - November
				11. Thanksgiving Day and the Friday after - November
				12. Christmas – December
	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/10 per family.
		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.
		7. Checkout of materials/books for Pawnee City school and/or teachers will be extended to families. These family members and teachers will get an exemption to get a library card and the fee will be waived.
	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. Videos and DVDs are fined at 25 cents a day per tape. Cake pans are fined 25 cents a day for non-renewable ones. Maximum fine DVD or VHS is $10.00.
		3. A person who fails to return or replace overdue or lost library materials may be subject to civil action, at the discretion of the Library Board, by being taken to Small Claims Court. (Refer to “Nebraska Laws Pertaining to Libraries and Library Operations” Chapter 51 Section 214). In addition, collection fees will be charged to the delinquent account.
		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 printouts 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. Scan & email fees are donations as follows: $2.00,1-5 pages; $3.00, 5-10 pages; $5.00, 10+ pages.
		6. 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 an 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 16 Confidentiality Form).
		5. Releasing personally identifiable information –The Pawnee City Library shall have the discretion to decline copying materials containing personally identifiable information, such as photos found in a yearbook, about an individual to any other individual or agency until 72 years after it was collected., (based on practices & guidelines of the United States Census; 92 Stat. 915; Public Law 95-416).
		6. Copying Governmental-Issued IDs, drivers licenses, passports, Photo ID, Social Security and other Governmental ID cards will only be done for the person who is identified on the form to be copied. A second form of identification may be required.
	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 16).
			* 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 21) and give written permission for the Library to conduct a criminal background check. Individuals seeking to complete court-ordered, or diversion community service may be accepted according to the nature of their offense and the current needs of the Library.

The Pawnee City Library works in conjunction with the Pawnee City Schools to assist their students reach required community service house needed for graduation.

* + - * 1. 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.
				2. Manner and Attitude: When working with the public, volunteers are expected to be pleasant and courteous.
	1. 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 interferes with routine library operations.
		3. Groups using the meeting room are strongly encouraged to donate toward the use of the room.
		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 22). When reserving the meeting room, an adult sponsor must take responsibility for the use and condition of the room.
		6. Groups may use the meeting room any time during the regularly 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 damage. Each user is responsible for leaving the room in good condition and complete the MEETING ROOM LOG form (appendices p. 23)
		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. No tobacco (smoking and smokeless), electronic cigarettes (vaping), alcohol, or illegal drugs is prohibited 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
	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. Donated materials can often be used in the library’s collection. Items not used by the library are used by the Friends of the Pawnee City Library and/or the Foundation to fund programs for Library patrons.
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. 24). 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, including genealogy copies, are 10-25 cents, depending on size, 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 per person/10 per family may be checked out at one time.
		5. Three VHS tapes or DVDs may be put on the reserve list at one time.
		6. 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 staff will do its best to introduce the basics of the Internet or other in-house computer programs to patrons, one-on-one, 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 limitations 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 the internet provided by the library. Anyone found to be participating in this practice while using the 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. 15).
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.