

Mound City Public Library Policies

I. Goal Statements

A. The purpose of the Mound City Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

B. The general library goals of the Mound City Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Mound City Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

A. The library will serve all residents of the community and the public library system area. Annual fees of \$10 are required for patrons who live outside the city tax district. (Patrons with children who attend the Mound City Public School or are homeschooling their children are exempt from this fee.) Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

The Mound City Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

IV. Services and Objectives of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community. Regularly review library services being offered.

11. Use media and other public relations mechanisms to promote the full range of available library services.
12. The library has an online public access catalog (OPAC) hosted by Atrium BookSystems. This tool is promoted in-house, on the website, on the Facebook page
13. Additionally, as a subscriber to MOREnet Resources, the library is able to offer vast resources, both with in-house and remote access, for patrons with the following tools:
 - EBSCO
 - Heritage Quest
 - Learning Express Libraries

V. Personnel Policy

A. Management Policy:

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated by the Missouri State Library Guidelines:

<https://www.sos.mo.gov/library/certifications/trustees>

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff.
3. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
4. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy:

The person appointed as library director shall be charged with the sole administration of the library. The library board adheres to the **American Library Association's Library Bill of Rights**

<http://www.ala.org/advocacy/intfreedom/librarybill>

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of

the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.

3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.

C. Salaries

Salaries are adopted by the library board and subject to annual assessment and/or revision so that they will remain equitable for both the library and the staff.

D. Emergency Closings

There could be times when emergencies, such as severe weather, fires, power failures, or earthquakes, may disrupt our normal business operations. In extreme cases, these circumstances may require that we close the Library. When the Library is officially closed due to emergency conditions, the time off from scheduled work will be paid.

E. Vacation Policy

Determined case-by-case.

F. Holiday Policy

Personnel will be paid for their regular hours that occur on Federal Holidays.

G. Sick Leave

Determined case-by-case.

H. Leave of Absence:

All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leave should be submitted well in advance of the time when the leave is to begin. Requests should indicate both a beginning and ending date for the leave.

I. Meetings, Conventions, and Workshops:

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

J. Disciplinary Policy:

An employee of the Mound City Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Mound City Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

K. Resignation Policy:

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

L. Grievance Procedure:

It is the intent of the Mound City Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

M. Equal Opportunity Employment Policy:

It is the policy of the Mound City Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

N. Drug-Free Workplace Policy:

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Mound City Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

O. Sexual Harassment Policy:

Harassment on the basis of sex is a violation of *Title VII* (federal law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Mound City Public Library.

The Mound City Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

VI. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Mound City Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Mound City Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are
 - a. individual merit of each item
 - b. popular appeal/demand

- c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
 - f. The library does not acquire the following: The Mound City Public Library does not acquire ephemera, records of births and deaths or genealogical histories. Some items have been received by donation but future items are referred to the Holt County Historical Society (HCHS) or the Mound City Museum. The library web site has a tab which links to the genealogy page **Heritage Quest**, which is a part of the library's MOREnet service and is available to all patrons. The library does not purchase music CDs.
2. What the library acquires:
- Adult Fiction
 - Adult Non-Fiction
 - Juvenile Fiction
 - Juvenile Non-Fiction
 - Young Adult Fiction
 - Young Adult Non-Fiction
 - Large Print Adult Fiction
 - Christian Fiction (Adult, Juvenile, and Young Adult)
 - Westerns
 - 9 magazine subscriptions
 - Audio CDs (Adult, Juvenile, and Young Adult)
 - Popular and/or current DVDs
 - *Mound City News*
 - *St. Joseph News Press*

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Mound City Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Mound City Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Mound City Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

VII. Reference Service Policy

The Mound City Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone)
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate
- may refer library users to other agencies and libraries in pursuit of needed information

VIII. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming may include, but is not limited to, such activities as story times, films and activities on no-school days, summer library program for children, and after school STEM program.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

IX. Public Relations Policy

A. Public relations goals of the Mound City Public Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public
- to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

X. Equipment Use Policy

- Printers and copy machines are available for patron use at the rate of \$.20 per page.
- Color copies are available for \$.50 per pages
- A fax machine is available for patrons to send faxes at the rate of \$1.00 per page
- Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.
- The library has two **Virtual Reality** headsets for patrons ages 13 and older to use
 - Patrons must have a signed user's agreement on file with the library before he/she can use the equipment

XI. Internet Use Policy

The Mound City Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

The Mound City Public Library subscribes to filtering and blocking technology through MOREnet and adheres to the guidelines as set forth in The Children's Internet Protection Act (CIPA). This information is available through the American Library Association (ALA) and the Federal Communications Commission (FCC) respectively.

<http://www.ala.org/advocacy/advleg/federallegislation/cipa/>

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

<https://www.sos.mo.gov/library/cipa/>

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Mound City Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- All users must have a signed user agreement on record
- Patrons must sign in the log book to use the computers
- Users under the age of 18 must have an adult sign the user agreement
- Use of the internet by unsupervised underage patrons will be at the discretion of the librarian in charge
- Children under the age of 10 must be supervised at the computer by an adult or caregiver at least 16 years of age
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- The library's Wi-Fi network is available during business hours for patrons to use with their personal devices, i.e. smart phones, tablets, laptops, etc. Upon request, they will be given appropriate login information.

- Internet use is offered on a first-come, first-served basis; if there is no patron waiting for the service, the user may continue using the service for an unlimited time period, otherwise a time limit of 30 minutes will be placed on the service.
- Users may not download or install software on the library computers without permission of the library director
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

XII. Security Policy

Handguns and weapons are not allowed on the premises.

XIII. Revision of Library Policies

The preceding statements of Mound City Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: July 13, 2020