

# **KEARNEY PUBLIC LIBRARY**

## **Policy Manual 2022**

# Table of Contents

<b>Section</b>	<b>Page</b>
<b>1. Mission and Objectives</b> .....	4
1.1. Mission Statement	
1.2. General Objectives	
<b>2. Personnel Policy</b> .....	5
2.1. Personnel Policy	
2.2. Hours and Holidays	
2.3. Staff Development	
2.4. Volunteers	
2.5. Publicity and Public Relations	
<b>3. Library Services Policy</b> .....	7
3.1. Borrowing Privileges	
3.2. Borrower Responsibilities	
3.3. Circulation Policies	
3.4. Fines and Charges	
3.5. Claimed Returned	
3.6. Lost or Damaged Materials	
<b>4. Bookmobile Policies</b> .....	11
<b>5. Interlibrary Loan</b> .....	12
<b>6. Miscellaneous Services</b> .....	13
6.1. Microfilm Reader/Printer	
6.2. Copy Machine	
6.3. Office Equipment	
6.4. Proctoring Tests	
6.5. Talking Books	
<b>7. Patron Behavior</b> .....	14
7.1. General Patron Behavior Expectations	
7.2. Unattended Persons	
7.3. Penalties	
7.4. Appeals	
<b>8. Social Media</b> .....	17
<b>9. Exhibits and Displays</b> .....	18
<b>10. Meeting Room</b> .....	19
<b>11. Computer and Internet Policy</b> .....	21

<b>12. Technology Learning Center</b> .....	24
12.1 TLC Lab	
12.2 TLC Classroom	
12.3 TLC Makerspace	
<b>13. Study Rooms</b> .....	29
<b>14. Confidentiality of Library Records</b> .....	31
<b>15. Collection Development Policies</b> .....	33
15.1. Selection Criteria	
15.2. Selection Policy	
<b>16. Gifts</b> .....	35
<b>17. Emergency Procedures</b> .....	36
17.1.1. Medical Emergency	
17.1.2. Fire	
17.1.3. Tornado	
17.1.4. Emergency Numbers	
<b>18. Policy Review</b> .....	38
<b>Appendix A</b> .....	39
Bookmobile Application	
Minor Internet Access Parental Permission Agreement	
Exhibit Release Form	
Meeting Room Application Form	
Meeting Room Procedures	
Request for Reconsideration of Library Materials	
Patron Behavior	
Unattended Persons	
Makerspace Waiver	
<b>Appendix B</b> .....	50
ALA Freedom to Read Statement	
ALA Freedom to View Statement	
ALA Code of Ethics	
ALA Library Bill of Rights	

## **1. MISSION AND OBJECTIVES**

### **1.1. Mission Statement**

The Kearney Public Library exists to provide equal access to information and to promote the enjoyment of reading, culture, and the pursuit of lifelong learning.

### **1.2. General Objectives**

- To serve the community as a center of reliable information through print and non-print collections, technology, and programming.
- To support educational, civic, and cultural activities of groups and organizations.
- To provide opportunity and encouragement for children, young people, and adults to educate themselves.
- To identify community needs, to provide programs of service and technology to meet those needs and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- To provide opportunity for recreation through use of literature, technology, music, films, and other art forms.

## **2. PERSONNEL POLICY**

### **2.1. Personnel Policy**

Personnel employment, salaries, promotions, dismissal, retirement, vacation, sick leave, emergency leave, dress code, and resignation will be followed as stated in the current Personnel Manual for the City of Kearney.

### **2.2. Hours and Holidays**

- The library will be open as follows: Monday through Thursday, 9:00 a.m. to 9:00 p.m.; Friday and Saturday, 9:00 a.m. to 5:00 p.m.; Sunday, 1:00 p.m. to 5:00 p.m. The hours are subject to change at the discretion of the library director after consultation with the city manager; subject to final approval of the city council.
- Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Thursday and Friday, Christmas Eve, and Christmas Day.
- In keeping with the City of Kearney Personnel Manual, holidays will be observed on the day they are observed by the courts of the State of Nebraska. When a holiday falls on Sunday, the following Monday will be observed as a holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.
- The library will be closed Easter Sunday, the Sunday preceding Memorial Day, and the Sunday preceding Labor Day. These days are not official city holidays and will not be paid holidays. No employees will be scheduled on those days.
- The library will close at 5 p.m. on Thanksgiving Eve and New Year's Eve. These are not official city holidays and will not be paid holidays. No employees will be scheduled after 5 p.m. on these days.
- If the library director believes the library should be opened or closed for special occasions (exhibits, etc.) the decision will be made by the library director in consultation with the city manager.

### **2.3. Staff Development**

- The library encourages the attendance of all staff members and board members at professional meetings, conferences, and conventions. When possible, time will be allowed with pay for staff members to attend.
- Library funds will pay for mileage, registration fees, meals, and lodging for board members and staff members designated by the director.

- The library will pay state and national association dues for the library director and assistant director. Nebraska Library Association dues, or dues for an equivalent association, will be paid for library board members (if they are interested), the youth librarian, the reference librarian, the technical services librarian, the circulation librarian and the technology librarian.

#### **2.4. Volunteers**

- The library will attempt to place patrons from ninth grade onward with appropriate tasks.
- The library does not place court ordered diversion patrons.
- The library will accept as many students fulfilling school requirements as can be reasonably managed.
- Every volunteer will be subject to a criminal background check (through Kearney Police Department).
- Formal orientation for new volunteers will be provided.

#### **2.5. Publicity and Public Relations**

- All publicity concerning the library is under the direction of the director, who will inform the public of the services the library performs and its activities. The various news media will be utilized as considered appropriate.
- The Kearney Public Library Advisory Board recognizes that public relations involve every person who has any connection with the library. The board urges its own members and every staff member to realize that he/she represents the library in every public contact. Good service/representation supports good public relations.

### **3. LIBRARY SERVICES POLICY**

#### **3.1. Borrowing Privileges**

- Non-residents will be issued library cards at no cost. This includes all University of Nebraska at Kearney students.
- Applications for library cards must be completed by the applicant or a parent/guardian. Identification that shows proof of current address is required. Identification must include a valid driver's license or other photographic identification. In the case that the photographic identification does not include a current address, other identification is required, such as a personalized check blank, or a utility bill.
- A parent/guardian must be present when a patron age 17 or younger applies for her/his first library card.
- Applications for agency library cards may be issued to businesses, agencies, and institutions requesting borrowing privileges. The application must be completed by an agency representative. The representative will then assume all borrower responsibilities for this card.

#### **3.2. Borrower Responsibilities**

- Patrons are responsible for all materials borrowed on their card, including payment of fines or charges incurred. Parents/guardians are responsible for all materials checked out by a patron age 17 or younger.
- Patrons age 16 or older must present their library card or a valid photo I.D. each time library material is borrowed.
- Patrons age 15 or younger may use library services without a library card by providing identification such as a birth date.
- Patrons are responsible for notifying the library promptly of any loss/theft of library card.
- Patrons age sixteen or older must possess a library card in order to use an Internet computer. A valid photo I.D. may be presented if the users do not have their library card with them.
- A guest-pass may be granted to visitors age 18 and older who need to use an internet computer and to visitors age seventeen and younger with a parent present. Anyone still using a guest-pass after thirty days is expected to apply for a library card.
- Replacement cards are free.

### 3.3. Circulation Policies

- All materials may be used within the library, free of charge.
- Materials may be borrowed only with a library card in good standing.
- All renewals are dependent on waiting requests. Items with waiting requests cannot be renewed.
- Current issues of periodicals do not circulate.
- Reference materials do not circulate. This includes materials housed at the library but owned by another individual or organization.
- Check with a division head or supervisor before loaning any materials not covered in this manual.
- Librarians do not have the time to conduct extensive and in-depth research. What constitutes extensive and in-depth research is at the discretion of the librarian.

### 3.4. Fines and Charges

- The library does not charge late fines. Patrons who have overdue items may not check out until the overdue items are renewed or returned. Items may be renewed twice unless they are requested by another patron.

### 3.5. Claimed Returned Status

- If a patron believes that material shown as checked out to them has been returned, library staff may change the status of the item(s) to claimed returned.
- By changing the item to claimed returned, the patron and the library agree to search for the item over the next 30 days. Having materials on claimed return status does not prevent the patron from continuing to check out other materials.
- At the end of the 30-day period, if the item is not found, the library will contact the patron regarding replacement charges for the item(s). Each patron is allowed to have one claimed returned item waived.
- If a patron pays for a claimed returned item and later returns the item, the cost of the item may be refunded provided no more than six months have passed and the item is determined by staff to be in good condition.
- Once an item has been set to lost status it may not be set to claimed returned.



### 3.6. Lost or Damaged Materials

- Lost items: Once an item is marked lost the patron is responsible for the replacement cost of the item. A \$10.00 processing fee is added if the item is turned over to the collection agency. The patron is also unable to renew or check out additional items. When an item is returned the patron is responsible for the processing fee. For items not returned, the patron must pay the original cost of the item and the processing fee.
- Damaged items: If a patron returns an item that is damaged and can no longer be used by the library, the patron is charged the original cost of the item.
- When the system sends a final notice for overdue, lost, or damaged material(s) it will list the replacement cost for each item and any associated fees. Initially, it will search the item record for the original cost of the item. If the system is unable to locate this information, it will automatically default to the amount assigned to that particular item type.
- Charges for some items, depending on title, may be changed from the default amount. For example, some nonfiction titles cost more than \$17.00. This will be determined by the division head.
- Many series and sets of DVDs are sold as a unit. Loss of any part of these series or sets will result in a charge for the whole unit.
- If a patron pays for lost material and later returns the material, the cost of the material will be refunded to them, provided no more than six months have passed and the item is determined by staff to be in good condition. The \$10.00 processing fee will not be refunded.
- The library accepts cash, checks, credit cards, or debit cards for lost materials. The library reserves the right to use the payment for lost materials in whatever manner it deems most suitable.
- Charges for damaged items are assessed on a case-by-case basis.

Charges for lost materials will be as follows:

Single CD for Audiobook	\$10.00
Artwork for Media	\$1.00
DVD Case (case, barcode and artwork)	\$3.00
Audiobook Case Replacement for Single Disc.	\$1.00
Audiobook Case Replacement for Multiple Discs.	\$5.00
Periodical	\$5.00
Missing Barcode	\$1.00

#### 4. BOOKMOBILE POLICIES

- 4.1. A copy of the Bookmobile Application is included in Appendix A.
- 4.2. Items checked out from the bookmobile are loaned for a two week period.
- 4.3. Patrons are responsible for late fees and lost or damaged items. In the case of minors, the parent or guardian is responsible.
- 4.4. Items checked out from the bookmobile may be returned to the Kearney Public Library, and those checked out from the library may be returned to the bookmobile.
- 4.5. Patrons wishing to renew materials may do so by bringing materials back to the library or the bookmobile, phoning the library or using KPL's online catalog.
- 4.6. Library card applications received on the bookmobile will be processed in a timely manner, but will not be available for immediate use. Cards issued from the bookmobile or the library may be used in either location.
- 4.7. The bookmobile follows the school calendar and schedule in each service community. If school is canceled, or not in session, the bookmobile will not run during that time period.
- 4.8. Every effort is made to complete the daily schedule. However, inclement weather or mechanical difficulties may force delays or cancellations. Notification of schedule changes will be available through the library and local media.

## 5. INTERLIBRARY LOAN

- 5.1. Interlibrary loan service is provided through the cooperation of individual libraries statewide and nationwide, the Nebraska Library Commission, the Central Plains Library System, and OCLC.
- 5.2. Patrons requesting items not currently owned by the Kearney Public Library may request interlibrary loan service to borrow these items.
- 5.3. Patrons requesting interlibrary loan service must be Kearney Public Library cardholders in good standing and must use their own card.
- 5.4. A \$3.50 service fee per item is assessed for each transaction upon receipt of the borrowed item or items. Fees for items requested and received by the library but not picked up by the requesting patron are attached to the patron's record.
- 5.5. Overdue fees for interlibrary loan items are the same as for items borrowed from the Kearney Public Library (see Section 3.4).
- 5.6. Lost items are handled as regular lost library materials (see Section 3.6).
- 5.7. Damaged materials fees are assessed by the lending agency.
- 5.8. Renewal of interlibrary loan materials is at the discretion of the lending agency.
- 5.9. Microfilm may be requested through interlibrary loan.
- 5.10. Fees for microfilm requests vary depending on the lending agency. The Nebraska State Historical Society's current rate will be applied in advance.
- 5.11. Microfilm is for in-library use only.
- 5.12. The library reserves the right to suspend interlibrary loan privileges due to abuse.

## 6. MISCELLANEOUS SERVICES

### 6.1. **Microfilm Reader/Printer**

There is a microfilm reader/printer available for public use. The charge is \$.10 for each printed page.

### 6.2. **Copy Machine**

There is a copy machine available for public use. The charge is \$.10 for each black & white printed page. Charges for color prints in the TLC are \$.50.

### 6.3. **Office Equipment**

Equipment located in any office areas, or on any library employee's desk, is for library employee use only. This includes the office copy machine, phones, and the paper cutter. Employees may send faxes or make copies for patrons.

### 6.4. **Proctoring Tests**

Patrons may request the staff proctor exams. Requests to proctor exams must be scheduled at least 3 days in advance and are determined based on the availability of staff at the requested time. No exams will be scheduled for proctoring on Saturday or Sunday. The fee for proctoring exams is \$10.00 per appointment.

### 6.5. **Talking Books**

Talking books are available from the Library for the Blind and Physically Handicapped at the Nebraska Library Commission. Application forms for the talking books service are available online at <http://nlc.nebraska.gov/TBBS/applyforservice.aspx>.

## 7. PATRON BEHAVIOR

### 7.1. General Patron Behavior Expectations

In order to maintain the library's mission as a reliable community resource, in a safe and productive atmosphere, we ask that patrons observe the following expectations of behavior:

- In respect of the rights of others, patrons are expected to maintain low noise levels. Listening devices and cell phone conversations should be kept to a reasonably low level. Conversations with other patrons should be kept to a reasonably low level.
- Alcohol and/or illegal drugs may not be brought into the library or onto library grounds, nor may persons under the influence of either or both use the library.
- For the safety of all patrons, weapons are prohibited in the library. This ban includes permitted concealed handguns, in accordance with Nebraska Revised State Statutes 69-2441.
- Harassment or other disruptive behavior is not allowed. Harassing behavior is defined as behavior that creates a hostile or frightening environment. Examples of harassment include staring at or following another person, unwelcome physical contact, abusive language, and verbal propositions.
- Smoking, including e-cigarettes, is not allowed anywhere inside the building.
- Covered beverages and light snacks are allowed in the building except where otherwise posted.
- For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.
- Patrons with skateboards and roller blades are requested to carry them while in the library.
- Please respect the rights of others to quietly study, read, or work without interference.
- Patrons whose bodily hygiene causes other patrons to complain may be asked to leave the library.
- Library staff will contact the police regarding patrons who refuse to leave when asked, or who are exhibiting threatening or harassing behavior.
- Pets are not allowed in the library, unless they are therapy or service animals.

## 7.2. **Unattended Persons**

The library strives to maintain a safe environment conducive to the welfare of all users of library facilities. Library staff is not trained or expected to provide care and supervision for children or other persons in need of constant attention.

- Monitoring the activities and regulating the behavior of children or other persons requiring supervision is the responsibility of the parent/guardian or a caregiver age 12 or older.
- Parents and caregivers are responsible for the behavior, safety, and supervision of their children at all times in the library and on library premises. Youth age six and under must be kept with a parent/guardian or a caregiver age 12 or older at all times.
- Incidents of minors who are left unattended at closing time will be reported to the police within 15 minutes of closing time.
- When children or persons requiring supervision are unattended, staff will make an effort to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to assume responsibility for the welfare of the child or person in need of attention.
- Parents/guardians who repeatedly leave a child unattended will be reported to the police.
- The library staff is not responsible for the safety, care, or supervision of children of any age at any time whether in the library or on library premises.

## 7.3. **Penalties**

Failure to comply with the patron behavior policies will result in the following penalties:

- First infraction will result in a warning that loss of library privileges may result.
- Second infraction will result in loss of library privileges for one week.
- Third infraction will result in loss of library privileges for four weeks.
- Fourth infraction, and every infraction thereafter, will result in loss of library privileges for six months.
- Loss of library privileges includes not being allowed on the premises.

- Any illegal activity, harassment, or abuse will be reported to the police. Behavior leading to police involvement may lead to more severe penalties.

#### 7 .4. **Appeals**

If an individual wishes to appeal his/her loss of privileges, he/she may file a written appeal to the library director within ten days of the notification of loss of privileges. The library director will meet with the claimant and make a determination within five business days thereafter. The library director will respond to the individual in writing.

## 8. SOCIAL MEDIA

- 8.1. It is the policy of Kearney Public Library to make use of social networking sites such as “Facebook” and “Twitter” in order to keep the patrons of Kearney Public Library and the community of Kearney, Nebraska updated on current programs and offerings. Other material that may have significance to the library community may also be posted at the discretion of the technology librarian and the library director.
- 8.2. Due to the concern for potential problems, the use of social media sites by Kearney Public Library are closely monitored by the technology librarian with supervision from the library director.
- 8.3. Updates are posted by the technology librarian or another division head.
- 8.4. Updates to social media sites occur in a timely manner and accounts are checked and updated on a regular basis.
- 8.5. People and businesses are allowed to “friend” or “like” Kearney Public Library’s accounts.
- 8.6. Kearney Public Library advertises its use of social media sites to make the public aware of this method of receiving information about the library and library services.



## 9. EXHIBITS AND DISPLAYS

- 9.1. **A copy of the Exhibit Release Form is included in Appendix A.**
- 9.2. The purpose of exhibits and displays in the library is to enrich the educational, informational, and recreational quality of life of all citizens of the City of Kearney and Buffalo County in addition to all library patrons.
- 9.3. The library provides free exhibit space for community-based organizations, agencies, and citizens. In doing so, the Kearney Public Library serves as a community-based educational, informational, and civic resource for the citizens of the City of Kearney and Buffalo County.
- 9.4. The library's provision of exhibit and display space to non-library groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.
- 9.5. Only local residents or community organizations and agencies that are non-profit may provide displays.
- 9.6. Exhibits must have a title sign announcing the topic and the sponsoring individual's or group's contact information.
- 9.7. Brochures and postings must be non-profit and are subject to approval by the library director or assistant director.
- 9.8. Exhibits are displayed for one month and are limited to one display per year. Displays must be scheduled in advance, so it is recommended that the library be contacted early to discuss possible bookings.
- 9.9. The library reserves the right to decide the appropriateness of the exhibit material to the public library setting.
- 9.10. Exhibitors will sign an Exhibit Release Form for items on temporary display at the library.

## 10. MEETING ROOM

- 10.1. **A copy of the Meeting Room Reservation Form and guidelines is in Appendix A.**
- 10.2. The library meeting rooms are intended for use in support of library programs and services. The primary use of these rooms is for the library staff to present library programs. Library activities have first preference for meeting room use.
- 10.3. The City of Kearney has second preference for meeting room use.
- 10.4. When meeting rooms are not in use for library functions, rooms are designed to meet general, non-commercial, informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars. Rooms may not be used for commercial, personal, or family purposes, including court ordered visitations. All meetings must be open to the public and in compliance with the Open Meetings Act.
- 10.5. All meetings must be completed 15 minutes before the library closes.
- 10.6. Advance reservations for use of the meeting rooms is made through the library administrative office. Reservations must be made by someone age 18 or older who has a valid KPL card in good standing. That individual must be an official representative of the entity and be able to sign a contract in the entity's name. No single group may have more than two meetings in a one-month period, unless the library is a co-sponsor. Reservations may be made up to a six months in advance.
- 10.7. The check-in representative listed on the application must be available to check in at the library at the time of the meeting. This representative must remain on-site and have a valid KPL card in good standing.
- 10.8. The meeting rooms are available free of charge. However, groups are required to leave a deposit of \$20.00 before the meeting, which will be refunded if the room and equipment are left in good condition and the room is returned to the original furniture arrangement. The deposit will be forfeited, and the group may lose meeting room privileges, if the group does not check out with the staff after the meeting or if they fail to vacate the room on time.
- 10.9. Use of the meeting rooms does not constitute sponsorship or endorsement by the library of the group's policies, views, or beliefs.
- 10.10. Commercial uses of meeting rooms are prohibited, unless the program is sponsored by the library and its affiliated organizations. This includes solicitations, admission or other charges, money-raising activities, and/or sales. Use of the room by lawyers for depositions is also not allowed.
- 10.11. Meetings or programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library policies. Permission to use library meeting rooms may be withheld from groups that have failed to comply with the

meeting room policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.

- 10.12. All youth meetings must have a sponsor age 18 or older present at all times.
- 10.13. Children age six and younger cannot be left unattended in the library while parents/guardians attend meetings.
- 10.14. Groups using any meeting room are responsible for needed set up, clean up, and advertising. The individual or group reserving the meeting room is responsible for any damage to or loss of library property beyond normal wear. If library property is either damaged or lost, the library director will obtain estimates for the repair of the damage or the cost of replacement of the lost property. The individual or group will be responsible to pay that amount to the library.
- 10.15. Signs or decorations may not be attached to walls and surfaces.
- 10.16. Meals may be brought into the meeting rooms.
- 10.17. Permission to use the rooms includes ordinary use of furniture and sink, including chairs, tables, and projection screen. Wireless internet access is available. Projectors, microphones, computers, and hearing loops are available upon request. Groups may bring their own laptops.

## 11. COMPUTER AND INTERNET POLICY

- 11.1. Computers are available for use by the public at no charge.
- 11.2. Computers are available on a first come first served basis, unless previously reserved. Computers may be reserved for one hour of use. Time may be added if other patrons are not waiting. A maximum of three hours per day is allowed. Reservations may be made up to seven days in advance at any service desk. Reservations will be cancelled five minutes past the reserved time and the computer will become available for walk-in use.
- 11.3. All computer users must hold a valid Kearney Public Library card or a guest-pass. Minor users must have a signed *Minor Internet Access Parental Permission Agreement* or be seated with a parent/guardian.
- 11.4. Computers in the youth services area are for use by patrons age 17 and younger.
- 11.5. Computers in the teen room are for use by patrons ages 11 to 17.
- 11.6. Computers in the reference area are for use by patrons age 18 and older.
- 11.7. Children age six years and younger must be seated with a parent/guardian while using a computer.
- 11.8. Adults using a computer must continue to supervise all children accompanying them to the library.
- 11.9. The library is not responsible for damage to any user's storage device or computer, or any loss of data, damage, or liability that may occur from patron use of the library's computers.
- 11.10. Patrons are expected to treat library equipment with respect and care. The library reserves the right to restrict or terminate use of the computers if computer use guidelines are not followed.
- 11.11. Library staff cannot provide in-depth training concerning the internet or computer programs. Staff will assist patrons with basic services. Due to the constantly changing and expanding nature of technology, library staff will not be familiar with every aspect of computers and the internet. Computer training classes will be offered periodically.
- 11.12. Charges for prints are as follows:
  - Black & White Prints: \$.10.
  - Color Prints: \$.50

- 11.13. All internet traffic from library computers and Wi-Fi is filtered to block access to material that is harmful to minors or obscene. Even with filters, please be aware that the library cannot guarantee that patrons will not encounter information or images that are offensive or disturbing to them. The provision of access does not mean or imply that the library sanctions or endorses the content users encounter.
- 11.14. The internet computers are located in public areas used by library patrons of all ages, backgrounds, sensitivities, and values. Patrons are expected to consider this when accessing potentially controversial information and images.
- 11.15. Patrons may not use the library computers or Wi-Fi for viewing, sending, or receiving materials that may be determined to be harmful to minors as defined by State of Nebraska Statutes 28-807(6).
- 11.16. Patrons may not use library computers or Wi-Fi for viewing, sending, or receiving materials that may be determined to be obscene as defined by State of Nebraska Statutes 28-807(10).
- 11.17. Acceptability of screen display is left to the discretion of the supervising library staff. Patrons found to be viewing internet sites that are harmful to a minor or obscene will face the following penalties:
- First infraction will result in a warning that loss of library privileges may result.
  - Second infraction will result in loss of library privileges for one week.
  - Third infraction will result in loss of library privileges for four weeks.
  - Fourth infraction, and every infraction thereafter, will result in loss of library privileges for six months.
- Behavior leading to police involvement may lead to more severe penalties. Loss of library privileges includes not being allowed on the premises.
- 11.18. Police will be notified of any child pornography accessed.
- 11.19. Patrons found to be using another patron's card to access the internet will face the same penalties found in 11.17.
- 11.20. Patrons and/or the parent/guardian are liable for any damage done to a computer's hardware or software and for any illegal acts performed using the library's computers or Wi-Fi. This is not limited to physical damage or vandalism. Tampering with local or remote computer files and/or committing illegal violations will result in permanent loss of internet privileges at the library and may also result in financial liability and/or criminal charges.
- 11.21. Patrons may not violate licensing agreements and copyright laws (Title 14, United States Code).

11.22. Information available through the internet is not warranted by the library to be accurate, authoritative, factual, or complete. Patrons must be responsible for verifying the accuracy of any material.

11.23 Any information, including software, downloaded from the internet may contain a virus. The library is not responsible for damage to an individual's property, or loss of data or liability that may occur from that individual's use of any of the library's technology or services.

## 12. TECHNOLOGY LEARNING CENTER

Kearney Public Library provides a Technology Learning Center to support its mission of equal access to information and the pursuit of lifelong learning. All patrons using the TLC must abide by the Computer and Internet Access Policy detailed in section 11 and Patron Behavior Policy detailed in section 7.

### 12.1 TLC Computer Lab

The TLC computer Lab consists of 21 workstations, one of which is an ADA workstation. The lab opens when the library opens and closes 15 minutes before the library closes. Library staff cannot provide in-depth training concerning the internet or computer programs. Staff will assist with basic services.

### 12.2 TLC Classroom

The TLC classroom shares a room with the TLC Makerspace. The classroom consists of seven regular workstations. All computers have internet access and Microsoft Office software. The classroom includes a projector and screen that can be used for presentations.

- The classroom portion of the room may only be reserved for hours when the makerspace is not open.
- Reservations may be made to use the TLC classroom for non-profit purposes. The classroom may be reserved only for purposes that necessitate the use of technology.
- Reservations may be made using the same stipulations and policies found in section 10.
- Kearney Public Library or City of Kearney use takes first priority over outside reservations.
- Groups reserving the TLC classroom are responsible for any damage that is done to library equipment during the reserved time period.
- Black and white printing is available at a cost of \$.10 per page. Color printing is \$.50 per page.

### 12.3 TLC Makerspace

The TLC Makerspace consists of the following technologies:

- 3D Printer
- Button Maker
- Cricut Maker
- Sewing Machine
- Computer with Adobe Suite Software
- Book Binder Machine
- Die Cutting Machine
- Digitization Station
- Laminator
- Shrink Wrap Machine
- AccuQuilt

#### 12.3.1. General Rules

- The TLC Makerspace may be used only for lawful purposes. Patrons are prohibited from using the makerspace equipment to create material that is:
  - Prohibited by local, state, or federal law.
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others, including creating weapons of any kind, as determined by staff.
  - In violation of another's intellectual property rights; for example, the equipment may not be used to reproduce material that is subject to copyright, patent or trademark protection.
  - Deemed to be offensive or inappropriate in a public setting, as determined by staff.
- Library policies apply to patrons using the makerspace. The library reserves the right to deny makerspace access if a patron violates any part of the library's policies, or for any other misuse of the



space, as determined by library staff.

- Library staff cannot provide in-depth training concerning any of the makerspace technologies, the internet, or computer programs. Staff will assist with basic services.

#### **12.3.2. Patron Use Requirements**

- Use of the makerspace requires a KPL card in good standing. Minor children must have their own card, or the parent or guardian must have a card; all in good standing.
- Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment.
- Patrons age 14 – 17 may use the makerspace alone, after having a parent or guardian sign a waiver with them.
- Patrons age 7 – 13 may use the makerspace if supervised by a trained parent or guardian at all times.
- Patrons age 6 and under are not allowed in the makerspace for safety reasons.

#### **12.3.3. Patron Responsibilities**

- Patrons will not modify hardware or software or install new programs on makerspace computers.
- Patrons are responsible for saving their work on an external memory source. The library is not responsible for equipment or files (digital or print) left behind by patrons.
- No food or beverages will be allowed in the makerspace.

#### **12.3.4. Makerspace Reservations**

- Patrons can make reservations using the online form or by calling the library.
- Patrons are limited to one reservation per week (Sunday to Saturday) per device, up to two hours per reservation.
- Reservations can be made a minimum of one day in advance and a maximum of two weeks in advance.
- Reservations are held for 15 minutes.
- When equipment is not reserved or in use, walk-ins are welcome. Advance reservations take priority.

### 12.3.5. 3D Printer

- The library reserves the right to refuse any 3D print request. Submitted files are either approved or denied by library staff based on the TLC Makerspace policies.
- Only filament purchased by the library is used.
- Only designated library staff has hands-on access to the 3D printer.
- The library is not responsible for the creation of the patron's design file.
- Jobs are printed in the order they are received. The library cannot guarantee any particular time frame.
- Cost/Fees
  - \$.10 per gram of filament used.
  - Price may vary depending on materials used.
  - An initial cost of the print job will be estimated upon print request.
  - An additional charge may be added to complicated, multi-step, multicolored, or excessively large print jobs.
  - Printing costs are subject to change.
- Item Pick Up
  - Items must be paid for in full at the time they are picked up.
  - Items not picked up within seven days (assessed from the date the completion email is sent) will become property of the library and a one-time late fee of \$5.00 will be added to the patron's library card.
  - Items must be picked up by the individual who requested them.
  - The library is not responsible for any defects in the quality of the print job. No refunds will be given.

### 12.3.6 Button Maker, Cricut Maker, and Sewing Machine

- Patrons are required to complete video tutorials and sign the makerspace waiver before using or reserving machines.
- Cost/Fee
  - Button Maker: Prices vary according to size and type.
  - Cricut Maker: \$1.00 per session; patrons are required to bring their own supplies.
  - Sewing Machine: \$1.00 per session; patrons are required to bring their own supplies.

### 12.4.7 Adobe Suite Software, Book Binder Machine, Die Cutting Machine, Digitization Station, Laminator, and Shrink Wrap Machine

- Patrons are required to sign the makerspace waiver before using or reserving machines.
- Cost/Fee
  - Adobe Suite: free; patrons are required to bring their own data storage device.
  - Book Binder; \$.10 per binding.
  - Die Cutting Machine: free; patrons are required to bring their own supplies.
  - Digitization Station: free; patrons are required to bring their own data storage device.
  - Laminator: \$.25 per page.
  - Shrink Wrap Machine: \$.10 per item.

## 13. STUDY ROOMS

Kearney Public Library has three study rooms which are available during normal library hours for use by small groups or individuals who require a quiet atmosphere for study and/or discussion. Each study room has a table, chairs numbering the room's maximum capacity, several power outlets, and access to the library's free wireless internet. Study rooms are available at no cost.

### 13.1. Reservations and Walk-Ins

- Reservations may be made up to two weeks in advance. When the rooms are not reserved or in use, walk-ins are welcome. Advance reservations do take priority.
- Reservations may be made in person or by telephone.
- Persons are limited to two reservations per week (Sunday to Saturday) with a maximum of two hours per day. Exceptions may be made at the discretion of the library staff.
- Reserved rooms are held 15 minutes beyond the reservation time and then offered to others.

### 13.2. Rules

- A person must be age 12 or older to occupy a study room. Persons younger than 12 must have someone age 15 or older present in the study rooms at all times during use.
- A maximum of four persons in each of the two smaller study rooms and a maximum of eight people in the larger study room are allowed.
- Covered beverages and light snacks are permitted in the study room.
- Study rooms may not be used to distribute/solicit orders or sell goods/services with the exception of tutors who are compensated for academic tutoring.
- Study rooms are not intended to be the regular meeting site of a group or organization.
- Study room usage is limited to a maximum of two hours per day per group or individual.
- An adult(s) with children may not occupy a study room for the purpose of keeping the children under control.

- No items will be attached to walls or windows of the study rooms.
- Furniture may not be brought into or removed from a study room without approval from library staff.
- Persons who leave the room unattended for more than 15 minutes will forfeit the study room.
- The library is not responsible for materials left in a study room or anywhere in the library.
- Study rooms must be vacated 15 minutes prior to closing time.
- Persons who use study rooms are expected to leave the rooms clean and in neat condition. Persons who leave rooms untidy may lose future study room privileges.

## 14. CONFIDENTIALITY OF LIBRARY RECORDS

14.1. The policy of the Kearney Public Library is to ensure the privacy of the users of its services and to consider any library records to be confidential in nature.

14.2. Nebraska Legislature in 1983 amended Chapter 84, Section 84-712.05 of the Revised Statutes of Nebraska 1643 concerning records that may be withheld from the public. The records include those “kept by a publicly funded library which, when examined with or without other records, reveal the identity of any patron using the library’s materials or services.”

**Section 84-712.05. Records which may be withheld from the public; enumerated. 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, reveal the identity of any library patron using the library's materials or services;**

In summary, the Kearney Public Library and staff may not disclose information about a cardholder’s record or use of the library to anyone other than the cardholder; except by court order or written permission from the cardholder. Persistent requests for this type of information should be directed to the library director or assistant director.

14.3. The library staff follows the American Library Association Code of Ethics which states: “We protect each user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

14.4. Library records are for the sole purpose of protecting public property and are not to be used, directly or indirectly, to identify the types of materials used by individual library patrons. Under no circumstances will the library staff answer to a third party about what a patron of the library is reading or the kind of information requested, from the library's collection.

14.5. From the American Library Association, “Confidential library records should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction after a showing of good cause by the law enforcement agency or person seeking the records.” The library director and/or his/her designee will seek legal counsel from the city attorney’s office in the event of such request for the release of library records and will respond to the request according to advice of counsel.

14.6. The library director will resist the issuance or enforcement of any such process, order, or subpoena until a proper showing of good cause is made in a court of competent jurisdiction. Moreover, any cost incurred by the library in any search through patron records, even under court order, will be chargeable to the agency demanding such search.

- 14.7. When a library staff member contacts a patron via telephone regarding overdue materials or materials requested by an individual, the staff member will not leave specific item information with a third party or on an answering machine. Specific item information will be shared only with the person requesting the material.
- 14.8. Parent or guardian access to confidential information of a minor cardholder is restricted to information related to the payment of overdue fines or lost or damaged materials.

## 15. COLLECTION DEVELOPMENT

The Kearney Public Library supports a policy of full access to library materials as follows:

All materials in the collection may be used by anyone regardless of age.

Kearney Public Library recognizes the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion. In a democratic society, patrons should feel free to explore any and all ideas in order to decide which are meaningful to them. Therefore, the library, within the limits of selection standards, chooses representative material espousing all points of view in all fields, including political, social, and religious. The Kearney Public Library believes that censorship is an individual matter and declares that while anyone is free to reject for oneself materials which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom of others. The Kearney Public Library supports the right of each family to decide which items are appropriate for use by its children. Responsibility for a child's use of the library materials lies with his or her parent or guardian.

### 15.1. Selection Criteria

General criteria for selecting library materials include: (an item need not meet all of the criteria in order to be acceptable)

- Public demand, interest, or need
- Contemporary significance, popular interest, or permanent value
- Attention of critics or reviewers
- Prominence, authority, and/or competence of author or creator
- Timeliness of material
- Relation to the existing collection
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting
- Local or regional significance



## 15.2. Selection Policy

“Selection” refers to the process that determines which materials are added to the collection or retained in the collection. The ultimate responsibility for the selection of materials rests with the library director. The responsibility for selection is shared by the professional library staff.

- The library will maintain access to a collection of up-to-date selection tools to aid staff in the decision making process, such as reviewing services and catalogs of recommended purchases. Examples of these resources are: professional journals, collection development tools, and supporting electronic resources.
- The library will always strive to balance general demand with those of special group interests, and to actively work to present both sides of controversial subject matter in a balanced and fair manner.
- Public demand is a valid factor in materials selection. However, we also give consideration to the interests of the few patrons as well as the many.
- Patrons may request materials not found in the library collection. These requests will be considered for purchase and addition to the collection. Interlibrary loan services (see section 6) will be utilized to obtain requested materials if they are not purchased.
- Library staff is not able to purchase materials through telephone solicitation nor will they accept preview boxes from vendors.
- Duplicate titles are purchased for those deemed historically significant and/or as popular demand indicates.
- Patrons finding certain materials objectionable to the community may request that they be reconsidered by using the “Request for Reconsideration” form.
- “Request for Reconsideration” forms will be returned to the library director.

**A copy of the “Request for Reconsideration” form is included in Appendix A.**

**Copies of the ALA Freedom to Read Statement, the ALA Freedom to View Statement, The ALA Code of Ethics, and The ALA Library Bill of Rights are included in Appendix B.**

## 16. GIFTS

- 16.1. Gifts of books and other materials may be made directly to the library. The library does not accept materials that are not outright gifts and reserves the right to assign any of its materials wherever the need is greatest. Materials will be considered for addition to the library collection using the same principals of materials selection applied to items purchased for the library collection. (See Section 15).

All gifts of books and materials must be in useable physical condition. Due to limitations of space, money, and staff, the library reserves the right to accept or discard, at its discretion, any materials given to the library.

- 16.2. Gift materials not utilized for the library collection will be disposed of through sales and recycling as deemed appropriate by the library director.
- 16.3. Unrestricted gifts of money, lands, or property will be reviewed by the board before acceptance or rejection.
- 16.4. The library does not provide appraisals of gifts or potential gifts.

## 17. EMERGENCY PROCEDURES

Emergency procedures for the Kearney Public Library will follow the Emergency Preparedness Procedures set forth by the City of Kearney and the risk management team. Emergency and non-emergency phone numbers are listed in the front of the Emergency Preparedness Procedures manual. The Emergency Preparedness Procedures manual can be found at the circulation desk or at the desk of any division head.

### 17.1. Medical Emergency

- If serious, call 911.
- Calm the person and call for assistance.
- Do not move the victim unless circumstances become life threatening.
- Get the person's name, address, and phone number.
- Call the person's home if necessary.
- Submit an "Incident Reporting Form" to the risk manager and the library director as soon as possible afterwards. Forms are located on the employee intranet.

### 17.2. Fire

- Call 911 to report the fire.
- Alert all building occupants by voice and/or alarm system of the situation to start evacuation procedures. Thoroughly check the bathrooms, study rooms, book stacks, meeting rooms, etc.
- **DO NOT** use elevators.
- Standby at the meeting area until released by fire department officers.
- Staff will assist disabled patrons by helping them out of the building. If getting them out of the building is not possible take them to the nearest exit or stairway where the fire fighters can easily get to them.
- The designated supervisor will do a final check for employees or patrons in the building prior to exiting away from the danger area.
- Report to meeting areas. Meeting areas for the library are the Wells Fargo parking lot or the corner of 21<sup>st</sup> Street and Central Avenue. Follow instructions of fire department personnel.

### 17.3. Tornado

- A Tornado Watch is issued when there is a potential for tornadic activity in the area. Staff should alert patrons and check the building to see if there are any deaf patrons who need to be informed of the watch. No other action is necessary and you should continue work as usual.
- A Tornado Warning is issued when a tornado has been sighted in the area. City warning sirens will sound. Staff should alert patrons and quickly check the building to see if there are any deaf patrons who need to be informed of the warning, or blind, or otherwise disabled, patrons who may need assistance.

#### **TAKE SHELTER IMMEDIATELY**

- The tornado shelter for this library is the basement hallway. Escort patrons downstairs.
- Remain in the designated area until the all clear is given.

### 17.4. Emergency Numbers

- Kearney Fire, Police, Ambulance Emergency: **911**
- Non-Emergency – Fire: 233-3266
- Non-Emergency – Police: 237-2104
- Non-Emergency – Sheriff: 236-8555
- City of Kearney Water Department: 233-3268
- City of Kearney Risk Management: 233-5386
- Other numbers are listed in the Emergency Preparedness Procedures manual found at the circulation desk or the desk of any division head.

## **18. POLICY REVIEW**

The policies of the Kearney Public Library will be reviewed every two years, but may be reviewed and updated more frequently as needs and services change.

## Appendix A

## BOOKMOBILE PATRON REGISTRATION FORM

All information supplied on this form will be kept strictly confidential.

**\*BELOW INFORMATION IS MANDATORY IN ORDER TO ACTIVATE A CARD.**

**Please Print Legibly.**

Name  
Middle Name  
First Name  
Last Name,

*Last Name (Print)	*First Name (Print)	*Middle Name
*Address	*City, State	*Zip Code
(____)		*Parent Driver's License Number
*Home Phone Number		*Parent Driver's License Number
*Applicant's Date of Birth (Month, Day, Year)	Name of School (if student)	
E-Mail Address		
____ Check to receive notifications by E-mail		

I understand that I am responsible for all library materials borrowed on my library card and agree to pay any charges when material is damaged, lost or returned late; and to notify the library immediately upon change of address or loss of library card. I also understand that I will not be able to check out any library materials without my library card.

\_\_\_\_\_  
Applicant Signature \*Signature of Parent or Guardian if under 16

\_\_\_\_\_  
\*Printed Parent/Guardian Name

**For Office Use Only**  
**Verified by**  
 DL \_\_\_\_\_ Mail \_\_\_\_\_  
 Other \_\_\_\_\_ Borrower # \_\_\_\_\_ Date Entered \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ Barcode # \_\_\_\_\_ Initials \_\_\_\_\_

Updated 3/12/14

## **Buffalo County Bookmobile Policy & Borrower Responsibilities**

1. Items checked out from the bookmobile are loaned for a two week period.
2. Responsibility for late fees and lost or damaged items is that of the patron. In the case of minors the parent or guardian will be responsible.
3. Items borrowed from the bookmobile may be returned to the Kearney Public Library, and those borrowed from the library may be returned to the bookmobile.
4. Patrons wishing to renew materials may:
  - a. bring materials back to the bookmobile for renewal
  - b. call the library for renewal over the telephone
  - c. renew online at [www.kearneylib.org](http://www.kearneylib.org)
  - d. use our "KPL To Go" App
  - e. use our Shoutbomb text service.

Patrons may access their account information via the library website at [www.kearneylib.org](http://www.kearneylib.org) or with our "My KPL" App.

5. Applications for library cards may be made on the bookmobile or at the Kearney Public Library. Cards issued from the bookmobile or the library may be used in either location.
6. Bookmobile and library services are free to all residents of Buffalo County. Replacement cards are free.
7. The bookmobile follows the school calendar and schedule in each service community. If school is cancelled or not in session, the bookmobile will not run during that time period.
8. Every effort is made to complete the daily schedule. However, inclement weather or mechanical difficulties may force delays or cancellations. Notification of schedule changes will be available through the library and local media.
9. For further information, contact the library at 233-3282 or bookmobile staff at 233-3287.



# Kearney Public Library

## Minor Internet Access

### Parental Permission Agreement

As the parent or legal guardian of the minor child signing below, I have read and agree to Internet Access Policies. I also agree to abide by all other rules posted at the Internet Access Location. I understand that some material on the Internet may be objectionable, but I accept the responsibility and agree to allow my child under the age of 18 to use the Internet independently. All minor access is filtered.

I hereby grant permission for my child to access the Internet at the Kearney Public Library.

**Child's Name** (Please print) \_\_\_\_\_

**Child's Age** \_\_\_\_\_

**Child's Birthday** \_\_\_\_\_

**Child's Signature** \_\_\_\_\_

**Parent's Printed Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

Staff Initial \_\_\_\_\_

Date \_\_\_\_\_

# Exhibit Release Form

I would like to lend the following items described for exhibit at Kearney Public Library. I release the library from responsibility for any loss, damage, or destruction while said items are on display at Kearney Public Library.

Location of exhibit: \_\_\_\_\_

Dates of exhibit: \_\_\_\_\_

Subject of exhibit: \_\_\_\_\_

Brief description of materials: \_\_\_\_\_

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

\* If the display is left for more than 60 days beyond the end date for the exhibit, the items will be considered abandoned and they will be disposed of.

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

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

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

\_\_\_\_\_

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

## Kearney Public Library Meeting Room Application

Organization name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Check-In Representative \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Meeting topic \_\_\_\_\_

Expected number of attendees \_\_\_\_\_

Single use: Meeting date \_\_\_\_\_

Start time\* \_\_\_\_\_ End time\* \_\_\_\_\_

Multiple uses: Meeting date(s) \_\_\_\_\_

Start time\* \_\_\_\_\_ End time\* \_\_\_\_\_

\* Meeting Room Hours: Mon – Thurs: 9am – 8:45pm, Fri – Sat: 9am – 4:45pm, Sun: 1:30pm – 4:45pm

As an authorized adult representative of the above organization, I hereby apply for the use of the meeting room as indicated above. I have read the policies and rules governing the use of the meeting room facilities and agree that they will be carefully observed. If a meeting is cancelled, I agree to notify the library as far in advance as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please note:** Meeting room reservations are not confirmed until this completed form has been reviewed and approved by designated library personnel. A deposit of \$20.00 must be made prior to the meeting and will be refunded if the room and equipment are left in good condition.

**Appeal process:** Groups or individuals who are denied use of a library meeting room may appeal in writing to the Library Director. Mailing address: Kearney Public Library, Library Director's Office, 2020 1<sup>st</sup> Avenue, Kearney, NE 68847 Email address: mwilliams@kearneygov.org Fax: 308.233.3291

### FOR LIBRARY USE ONLY

Application approved

Application denied

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date of Event

Contact's Signature \_\_\_\_\_

Deposit Paid \_\_\_\_\_ cash check other  
*(please circle one)*

Deposit Returned  Yes  No Contact's Initials \_\_\_\_\_  
Staff Initials \_\_\_\_\_

Loup Room 1     Niobrara Room 2     South Platte Room 3     North Platte Room 4     TLC Classroom

# Meeting Room Procedures

---

We hope you enjoy the use of this public facility. To ensure a pleasant experience and lasting facility, please carefully read the following guidelines. Deposits will be held if the guidelines are not followed.

## Upon arrival at Kearney Public Library:

- Upon arrival, the check-in representative will check in at the main service desk. You will be asked to leave your cash or check deposit at this time.
- Library personnel will open the meeting room for your group.
- Library personnel will assist you in locating needed equipment (i.e. tables, chairs, etc.).
- Set-up of the space will be done by the user. Rooms will not be available before or after reservation time originally listed. Make sure to reserve enough time to arrange furniture or set up equipment you bring for the meeting.

## General:

- All meetings are free and open to the public.
- Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Attendance at meetings may not exceed the maximum number of people certified by the Fire Marshal as the occupancy limit for the room.
- Wireless Internet access is available in all meeting rooms. Projection unit and computers are available for use with advance notice; however, groups may use their own laptops.
- The North Platte and South Platte rooms are equipped with a permanent hearing loop. To utilize the hearing loop a microphone must be used and the t-coil on the hearing aid must be switched on. A portable hearing loop is available for the other meeting rooms upon request.
- The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual group or organization using the meeting rooms will be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

## Prior to departure:

- Upon completion of your meeting, the check-in representative is responsible for returning the room to its original condition and furniture arrangement.
- The meeting space is to be cleaned by the user. General cleaning requirements include: wiping sinks, countertops and tables, vacuuming carpets and depositing of trash in proper receptacles.
- The group's responsibility for the room will be terminated only when they have informed library personnel that they have vacated the room and that it is ready to be secured. At that time, library personnel will check the meeting room to ensure it is reset to its original condition and will return deposit if appropriate.
- The check-in representative must check out at the front desk prior to departure or deposit will be kept for library use.

## Cancellation:

- If your meeting is cancelled, please contact the library as soon as possible so we can make the room available to other groups. Future bookings will be cancelled if a group fails to show a total of three times in a given calendar year.
- If the library closes due to unforeseen **non-weather** emergencies, the library will attempt to notify the organization's contact person listed on the meeting room reservation. During inclement weather the organization's contact person should check broadcasts on local media stations to determine whether the library is open. Informing participants of the cancellation is not the responsibility of the library.

(Revised 3/15)

KEARNEY PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Kearney Public Library serves the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policies (a copy is available on request). If you feel that a particular item is not suitable for inclusion in the library's collection, please fill in the form below and either give it to a librarian, or send to the Library Director, 2020 1<sup>st</sup> Ave., Kearney, NE 68847.

**Books and other materials**

Identify the library item to which you object:

Type of material (book, audio, DVD, etc.)

Your name

Phone

Address

Do you represent:

Yourself \_\_\_\_\_ An organization (name) \_\_\_\_\_

1. Please summarize your reasons for requesting reconsideration of the work:

2. Did you read, listen to, or view the entire work?      If not, what parts?

3. Are your objections based on age of the potential user or to the point of view expressed?

4. What do you believe is the theme or intent of this work?

5. Are you aware of judgments of this work by reviewers or critics?

6. What action would you like the library to take in regard to this work?

Notification of decision regarding Request for Reconsideration will be mailed within 10 days.

## Patron Behavior

In order to maintain the library's mission as a reliable community resource, in a safe and productive atmosphere, we ask that patrons observe the following expectations of behavior:

- In respect of the rights of others, patrons are expected to maintain low noise levels. Listening devices and cell phone conversations should be kept to a reasonably low level. Conversations with other patrons should be kept to a reasonably low level.
- Alcohol and/or illegal drugs may not be brought into the library or onto library grounds, nor may persons under the influence of either or both use the library.
- For the safety of all patrons, weapons are prohibited in the library. This ban includes permitted concealed handguns, in accordance with Nebraska Revised State Statutes 69-2441.
- Harassment or other disruptive behavior is not allowed. Harassing behavior is defined as behavior that creates a hostile or frightening environment. Examples of harassment include staring at or following another person, unwelcome physical contact, abusive language, and verbal propositions.
- Smoking, including e-cigarettes, is not allowed anywhere inside the building.
- Covered beverages and light snacks are allowed in the building except where otherwise posted.
- For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.
- Patrons with skateboards and roller blades are requested to carry them while in the library.
- Please respect the rights of others to quietly study, read, or work without interference.
- Patrons whose bodily hygiene causes other patrons to complain may be asked to leave the library.
- Library staff will contact the police regarding patrons who refuse to leave when asked, or who are exhibiting threatening or harassing behavior.

## Unattended Persons

- The library strives to maintain a safe environment conducive to the welfare of all users of library facilities. Library staff is not trained or expected to provide care and supervision for children or other persons in need of constant attention. Monitoring the activities and regulating the behavior of children or other persons requiring supervision is the responsibility of the parent/guardian or a caregiver 12 years or older.
- Parents and caregivers are responsible for the behavior, safety, and supervision of their children at all times in the library and on library premises. Youth six years and under must be kept with a parent/guardian or a caregiver 12 years or older at all times.
- Incidents of minors who are left unattended at closing time will be reported to the police within 15 minutes of closing time.
- When children or persons requiring supervision are unattended, staff will make an effort to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to assume responsibility for the welfare of the child or person in need of attention.
- Parents/guardians who repeatedly leave a child unattended will be reported to the police.
- The library staff is not responsible for the safety, care, or supervision of children of any age at any time whether in the library or on library premises.

# Kearney Public Library

## Makerspace Waiver



- I agree to comply with the policies of the Kearney Public Library and its makerspace.
- I accept full responsibility for the space, equipment, and furniture in the makerspace during my session.
- As the primary user, I will remain in the room at all times during my session.
- I understand that I am responsible for the cost of repairs, replacements, or cleaning if the space is damaged or equipment is missing or damaged.
- My participation is purely voluntary, and I agree that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activity.
- I accept and agree to abide by any and all safety procedures established in the makerspace and to exercise rationality and sound judgement.
- I agree to utilize only the equipment and areas in the makerspace, and participate only in the activities and events, that are within the scope of my training and knowledge.
- I agree to report any accident, malfunction, or breakdown of equipment or facilities to the appropriate member of the makerspace.
- I understand that makerspace computers are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing, etc.
- I understand that the makerspace may be used for lawful purposes only and cannot be used to create content that is prohibited by local, state, or federal law; unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (as determined by library staff); obscene or otherwise inappropriate for the library's environment; or in violation of another's intellectual property rights.
- As per the library's Computer and Internet Policy (5.20), anyone not adhering to this agreement or who willfully abuses or damages any computer or software will have their library privileges suspended and will be legally and financially responsible for damages.

I understand the makerspace waiver conditions and agree to abide by them.

---

Signature

---

Parent/Guardian Signature *(required for patrons age 14-17 years)*

---

Date



## Appendix B

## ALA Freedom to Read Statement

Kearney Public Library endorses the following ALA Freedom to Read Statement.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of

enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

---

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

American Booksellers Foundation for Free Expression  
The Association of American University Presses, Inc.  
The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## ALA Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

## ALA Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

## **ALA Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.