

Chadron Public Library  
Policy Manual  
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## Public Section

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## **Welcome to Chadron Public Library (CPL)**

The Chadron Public Library receives its funding through the City of Chadron and serves a population of approximately 5500 people. The library also issues library cards to residents residing in the rural areas surrounding Chadron.

### **MISSION STATEMENT**

The Chadron Public Library's mission is to provide access to materials for Chadron and area residents of all ages to meet their research, personal, educational, and entertainment needs.

Our commitment is to:

- Maintain the Library as a community gathering place and providing appropriate facilities to meet the needs of all people.
- Continue to develop user friendly library services.
- Increase and promote awareness of existing and evolving services.
- Provide easy access to information and cultural enhancement.
- Maintain high quality customer service through well-trained professional staff and volunteers.
- Offer a dynamic, current, pertinent and uncensored collection of materials in a variety of forms.
- Develop, maintain, and share resources in responsible manners.
- Promote reading and literacy for people of all ages.

Utilize and provide state of the art technology.

### **CHAIN OF COMMAND:**

Library Director  
Assistant Library Director  
Children's & Young Adult Services Manager

# PUBLIC SECTION

## **BROCHURES/PAMPHLETS – NON-LIBRARY MATERIAL**

### **Policy**

Due to limited space, the Chadron Public Library only accepts brochures and pamphlets promoting non-library sponsored programs and events if they fit the following criteria:

Does not promote a commercial event or product or non-educational program.

The library has the authority to dispose of extra brochures if space becomes limited, the event has ended, or the brochures are not being utilized.

## **BULLETIN BOARDS FOR PUBLIC NOTICE**

### **Policy**

The Chadron Public Library welcomes the use of the bulletin board for local events, provided that space is available. Library staff must first approve any item posted on the bulletin board. No promotion of sales or commercial service is permitted. Posting of a permanent nature is prohibited.

## **CODE OF CONDUCT**

### **Policy**

The Board of Directors endorses the following code of conduct as it will be presented to patrons:

It is the purpose of the Chadron Public Library to provide free, open and equal access to ideas and information to all members of the community. To accomplish this purpose, a code of conduct is provided to assist staff, volunteers and patrons as a guide of conduct while in the library in promoting safe, healthy and barrier-free access to all the resources the Library has to offer. The code is designed to foster an atmosphere of mutual respect and courtesy and applies to all patrons, volunteers and staff while on library property.

### **WHILE IN THE LIBRARY OR ON LIBRARY PROPERTY, THE FOLLOWING IS PROHIBITED:**

Any behavior which is prohibited by law.

## **CONSEQUENCES OF MISCONDUCT**

### **Policy**

The Library Director or designee will apply these rules in a fair and equitable manner for the benefit of all. The consequences of misconduct may be any of the following:

- Verbal warning,
- Eviction,
- Loss of library privileges,
- Prosecution to the full extent of the law.
- Parents will be called or notified in writing in the case of a minor's misconduct (under 18 years of age).

## **HOURS OF OPERATION**

### **Policy**

Hours of operation will be established to best meet the needs of the community while taking into consideration financial issues.

## **EMERGENCY - TORNADO WARNINGS/BUILDING EVACUATION**

### **Policy**

The Chadron Public Library is designated as a public civil defense shelter.

## **EMERGENCY - WEATHER CLOSURE**

### **Policy**

1. The City Librarian or designee is authorized by the Board of Directors to make the decision on closing the library open on a delayed schedule, or to close early due to inclement weather. The City Librarian will only close the Library if the City of Chadron Offices also closing.
2. The City Librarian may allow library staff who live more than 10 miles outside the city limits to leave the Library before their shift ends. Full-time employees will be granted administrative leave, while part-time employees will be granted leave without pay. Part-time employees will also have the option to make up the hours missed within the bi-weekly pay period.



## **COLLECTION DEVELOPMENT**

### **Policy**

The Board hereby adopts the American Library Association Bill of Rights as the Library guiding principle in regard to the collection. Using the Library Bill of Rights adopted by the American Library Association as its guiding principle.

## **COLLECTION-BOOKS AND OTHER MATERIAL CIRCULATING**

### **Policy**

To check-out material from Chadron Public Library a patron must be in possession of a card issued by the library. Cards are offered to the residents of Dawes, and neighboring counties at no cost to the applicant.

## **COLLECTION – VIDEO AND DVD CIRCULATING**

### **Policy**

To check out a video or DVD the patron must have a library card. Minors are not allowed to check R rated movies without a parental permission.

## **CUSTOMER SERVICE**

### **Policy**

The Board of Directors directs the Chadron Public Library to provide excellent service to all library users, in accord with the Chadron Public Library mission statement and statement of commitments.

## **DISPLAY OPPORTUNITIES**

### **Policy**

The Chadron Public Library will allow displays by outside entities as space permits. Chadron Public Library reserves the right to approve or deny the use of space for displays.

## **DONATIONS – EQUIPMENT**

### **Policy**

Chadron Public Library welcomes donations of equipment and reserves the right to use or dispose of them as decided by the director

## **DONATIONS – MATERIAL AND MONEY**

### **Policy**

Chadron Public Library welcomes donations of materials and money and reserves the right to use or dispose of them as decided by the director

#### *Procedure*

All donations will be received on Behalf of the Chadron Public Library Foundation or the Friends of the Chadron Public Library in accordance with their written policy relating to acceptance of donated material. The assigned selector for the appropriate collection or their designee will evaluate donated items that may be suitable for addition to the collection. Items not added to the collection may be discarded or sold at the semi-annual book sale.

## **EVENTS FOR CHILDREN**

### **Policy**

During group special events and special programs the following policy is in place for special events and special programs for children through age 12:

A ratio of one adult for every ten children will be recommended for any group attending a special event or program. When a parent or legal guardian attends with his or her children, this ratio requirement will be waived.

## **FEES, LOAN PERIODS AND LIMITS**

### **Policy**

For the fair, smooth operation of the Library and to make sure that materials are available in a timely fashion, the Library will establish fees, loan periods and limits that will result in most effective use of the Library collections.

Patrons may check-out a combination of the following materials to not exceed more than 50 items.

### **Print Materials**

- Most non-fiction books - 21 days
- Most fiction books - 21 days
- Children's book with cassette sets – 21 days, 5 maximum
- Children's book with CD set - 21 days, 5 maximum
- Test study guides - 21 days, 5 maximum
- Periodicals (magazines) - 21 days, 5 maximum
- New adult fiction - 10 days, 5 maximum (no renewals)

### **Audiovisual (AV) materials**

- Books-on-Tape - 21 days, 5 maximum
- Books-on-CD - 21 days, 5 maximum
- VHS - 10 days, 5 maximum
- DVD - 10 days, 5 maximum

## Reference

- Reference material can be checked-out only under the supervision of the Library Director or designee for a limited amount of days not to exceed a week (no renewals).
- Encyclopedias and other sets are for in house consultation only.

**Renewals** - Most items may be renewed twice unless another borrower has placed requests on the items. Items may be renewed at the Service desk, via Online Library Catalog through an Internet connection, on any Library Catalog terminal in the library or over the phone during normal business hours. Items that have fines must be renewed in person at the Service desk or over the telephone. Items that have fees must be renewed in person at the Service desk.

**Overdue Fees** - For most items, daily overdue fees of \$.10 per item are charged. Patrons will be notified by telephone that items are overdue at least once per month. For materials overdue for more than a month a postcard will be issued. If postcard is not answered, a letter will be sent to the patron. If unpaid fees are \$10 or more, staff must ask the patron to pay some of the fee. If the patron is unable to pay, then a supervisor must be called to approve check out.

Patrons with outstanding fees exceeding the amount of \$35 will be restricted from the use of Library materials until fees are settled.

**Amnesty**- During the first day of spring and fall Friends of the Library Book Sale amnesty will be observed. Fines older than 2 years will be forgiven for those patrons that come in and request amnesty.

**Lost and Damaged Items** - Patrons are responsible for all items checked out on their library card. The parent or guardian of a minor's library card is responsible for all items checked out on the minor's card. The library cardholder is responsible for the replacement cost of any lost library item (See DAMAGED MATERIALS POLICY)

**Refunds:** Refunds will be credited to the patron's account.

**Request Services** - A request may be placed at any public desk or via the Online Library Catalog on any item in the library's collection that is checked out.

**Interlibrary Loans** – Items that are not owned by the Chadron Public Library may be borrowed from another library in Nebraska or from libraries across the United States via interlibrary loan (ILL). A fee for the postage is charged to the patron. Requests may be placed at the any Service Desk. Fees for lost or damaged items are charged by the lending library to Chadron Public Library which in turn passes the charges to the patron. All items ordered are charged to the patrons account regardless of pick-up.

**Replacement Library Cards** - The patron must complete a new library card application and verification of current address and photo ID is required. A fee of \$2 is charged to replace a stolen, lost or damaged library card.

### **Special Library Services for Customers**

#### Book Jackets

\$ 1.25 each for size 8" -12"

\$ 1.50 each for size 14" -16"

#### Computer Printing

\$ 0.15 per page (first 3 pages free)

#### Faxing Services

\$ 1.00 per page for long distance (incoming and outgoing)  
and local

#### Photo Copies

\$ 0.15 per page for black & white

\$ 0.50 per page for color

#### Interlibrary Loan

Postage fees apply

All citizen of areas of Dawes County that phone service provider considers a local call are considered regular patrons at the Library.

## **HANDLING OF MONEY**

### **Policy**

The Library Director will develop and maintain procedures in order to provide In the maximum accountability for the Patrons of Chadron Public Library, Chadron Board of Trustees, and the City of Chadron in the handling of the money received from fines, lost or damaged items, donations, and interlibrary loans; and to provide patrons with proof for paid fines, lost or damaged items, donations and interlibrary loans; the following procedures are set in place.

## **FREEDOM TO READ**

### **Policy**

The Chadron Public Library adheres to the tenets of the Freedom to Read Foundation's Freedom to Read statement.

The First Amendment to the United States Constitution

guarantees all individuals the right to express their ideas without governmental interference, and to read and listen to the ideas of others. The Freedom to Read Foundation was established to promote and defend this right; to foster libraries and institutions wherein every individual's First Amendment freedoms are fulfilled; and to support the right of libraries to include in their collections and make available any work which they may legally acquire.

**CHADRON PUBLIC LIBRARY  
CITIZEN'S REQUEST  
FOR RECONSIDERATION OF LIBRARY MATERIALS  
OR WEB SITE OR PROTOCOL**

(Please Print)

CALL NUMBER \_\_\_\_\_

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

WEB SITE ADDRESS or PROTOCOL

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Telephone (home) \_\_\_\_\_

(work) \_\_\_\_\_

Citizen represents (please check "X")

self  other (name of organization or group) \_\_\_\_\_

1. Did you read the entire book or website?  yes  no If no, what pages did you read? \_\_\_\_\_

2. Are you aware of the judgment of this material by literary or audio-visual critics?  yes  no

3. What do you believe is the theme or purport of this material?

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

4. To what in the material do you object? (Please be specific: cite pages. Use back of form if necessary.)

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

5. Is there anything good about this material?

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

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6. What material would you recommend to replace this? \_\_\_\_\_

7. Signature of Citizen \_\_\_\_\_



## **LIBRARY BILL OF RIGHTS**

### **Policy**

The Chadron Public Library adheres to the tenant of the Library Bill of Rights as adopted by the American Library Association.

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

1. 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit space 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.

## BORROWING OF LIBRARY MATERIALS

### Policy

Chadron Public Library issues cards to patrons for the purpose of borrowing materials.

### ADULT APPLICATION

\_\_\_\_\_

DO NOT WRITE ABOVE THIS LINE

Date \_\_\_\_\_

Expires \_\_\_\_\_

Card # \_\_\_\_\_

I apply for a card at the Chadron Public Library. I promise to comply with all of its rules, to pay promptly fines or damages charged against me, and to give immediate notice of change of address.

I understand that materials cannot be checked out to me without my library card.

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_

Reference — Address/Phone \_\_\_\_\_  
(Local, permanent resident)

\_\_\_\_\_

NO. \_\_\_\_\_

DO NOT WRITE ON THE ABOVE LINE

EXPIRES \_\_\_\_\_

WHEN I WRITE MY NAME ON THIS CARD I PROMISE TO TAKE GOOD CARE OF THE BOOKS I USE IN THE LIBRARY AND AT HOME, AND TO OBEY THE RULES OF THE LIBRARY.

NAME \_\_\_\_\_  
WRITE NAME IN FULL AND WITH INK ONLY

HOME ADDRESS \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_ AGE \_\_\_\_\_

DEMCO 38-204 (OVER)

## LOST/DAMAGED MATERIALS

### Policy

1. If a patron loses or damages a paperback book, they may bring in another paperback in good condition, pay any overdue fines and keep the damaged book if desired; or the patron may return the damaged book and pay 1/2 the cost of the book and any overdue fines and the Chadron Public Library will retain the damaged book.
2. If a patron has lost or damaged an individual tape or CD in an audio book set and the individual tape or CD can be replaced, the patron will be charged the replacement cost and may keep the individual damaged tape or CD if desired; the set will be retained by the library.
3. If the patron returns any other type of damaged item, they will pay 50% of the cost of the item and the library will retain the item. If the patron wants to keep the damaged item, they will pay the full price of the item. Patrons may bring in an exact copy of the lost or damaged item, keep

the damaged item if desired and \$3.00 processing fee and any overdue fees.

## **INTERNET AND PUBLIC COMPUTERS USAGE**

### **Policy**

#### **Introduction**

The Chadron Public Library offers access to information resources to provide the citizens of Chadron with quality service and timely, accurate and useful materials to support their informational, educational, spiritual, cultural and leisure needs.

The materials available on the Internet make it possible for the library to expand and enhance its resources. Information, ideas and opinions can now be accessed from around the world in a matter of minutes. While this wealth of new information resources is exciting and thought provoking, Chadron Public Library recognizes that on the Internet is currently an unregulated medium enabling access to some material that may be inaccurate, disturbing, offensive and/or illegal.

Therefore, providing internet access to the public poses a deep dilemma for the library. On one hand, Chadron Public Library is committed to provide a free flow of information and ideas embracing the First Amendment rights of every citizen by providing as many information resources as possible to its users. On the other hand serious concerns arise from the availability of inappropriate and/or sexually explicit materials to become available to children.

The Chadron Public Library tries to approach this dilemma through the following guidelines;

- 1- Persons under the age of 18 must have parental/guardian supervision to use the unfiltered Internet computers in the adult area of the library. Parents can present a written request to allow their children to use adult area computers.
- 2- Persons under the age of 18 may use the filtered Internet computers in the children's area unless have parent supervision or parent permission to use adult area computers.
- 3- Parents/guardians are reminded that no filtering software product on the market today is 100% effective in blocking every sexually explicit site since new ones are added every day from all over the world. The Board and staff cannot guarantee that unwanted material will not get past the filter or that there would not be other sites to which a parent/guardian might object.
- 4- Since the library cannot monitor nor control material that may be accessed through the Internet, it is not possible to apply the same selection criteria which are used for other materials added to the library's in-house collection. Users, whether children or adults, are the final selectors in using the Internet and are responsible for their individual choices and decisions.

### **Disclaimer**

#### **Patrons are reminded that**

- a) The library has no control over information found on the Internet. Moreover, the library has no control over the quality, accuracy or currency of mentioned information. The library has no responsibility for the content of any Internet site. Each person must determine the appropriateness of the material he/she finds on the Internet.
- b) The library does not act *in loco parentis*. It is not the library's duty or responsibility to decide what ideas or information children and youth should be exposed to. Parents or legal guardians have this solo responsibility.

c) Chadron Public Library does not assume any responsibility for damages, direct or indirect, arising from the use of electronic services, including the Internet.

### **Wireless Internet Access**

Chadron Public Library offers wireless Internet access. This service is offered as a courtesy to library users who have their own equipment.

Library users can use their wireless devices to get Internet access throughout most part of the building. Connection speed varies by location and number of users. Most wireless equipment will be compatible; however, the library can make no guarantees as to the compatibility of patron's devices equipment with the library's network.

Because of the vast array of wireless devices on the market, library staff will not be able to answer technical questions about your specific system configuration. The library cannot guarantee that your equipment will work with the library's network and is not responsible for any changes you make to your computer's settings.

It is the responsibility of the wireless device owner/user to provide anti-virus protection, to configure device settings to provide the appropriate security to control access from other wireless devices within the Library and the Internet itself. Chadron Public Library does not take responsibility for any security settings, or lack of adequate or up-to-date virus protection on patrons' devices. Wireless users assume all risks in this regard.

The library assumes no responsibility for damage, theft, or loss of any kind to a user's equipment, software, data files or other personal property brought into or used at the Library.

The library's Internet Use Policy also applies to wireless users.

### **3D Printer**

#### **Policy**

#### **Chadron Public Library 3D PRINTING SERVICES**

The Chadron Public Library offers community access to emerging technologies to assist patrons in expanding their creative potential and skills. The Library's 3D printer is able to make three-dimensional objects in plastic, using a design that is uploaded from a digital computer file.

1)-The Library's 3D printer may be used only for lawful purposes, and may not be used to create any materials which are:

- a. Prohibited by local, state or federal law.
- b. Unsafe, harmful, dangerous, posing a threat to the well-being of others, or violating the manufacturer's terms of use.
- c. Obscene or otherwise inappropriate for the Library environment.
- d. In violation of intellectual property rights. For example, the printer may not reproduce materials which are subject to copyright, patent or trademark protection.

2)-The Library reserves the right to refuse any 3D print request.

3)-Only Library Staff and select Volunteers have hands-on access to 3D printer. Library patrons may be allowed supervised access at staff discretions.

4)-Policy governing the use of the Library equipment is subject to change.

## **MINORS IN LIBRARY WITH A GROUP**

### **Policy**

Minors who are in the library with a group will be the responsibility of the adult(s) who brought the group to the library.

## **SMOKING**

### **Policy**

The Chadron Public Library is designated tobacco/smoke-free area. This includes any tobacco product and activities. Vapor cigarettes and similar products are not allowed on library property.

## **USE OF FACILITIES**

### **Policy**

The fenced south garden is open during working hours for the use and enjoyment of Chadron Public Library patrons.

The library requires young children to be accompanied by supervising adults while using the facility. While in the garden, patrons are subject to the code of conduct as written in the Chadron Public Library Policy Manual.

## **MEETING AREAS**

### **Policy**

Due to its particular architectural structure Chadron Public Library does not have a designated area for meetings. However, the Library may permit the use of designated space to individuals and groups who request it.



**APPLICATION FOR USE OF LIBRARY AREA**

Name of User: \_\_\_\_\_

Time and Date Requested: \_\_\_\_\_

Time – From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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

Driving License #: \_\_\_\_\_

The user(s) will comply with all policies, procedures and rules of Chadron Public Library while using the area.

The user(s) is/are responsible for leaving area in the same order that they found it.

The user(s) is/are responsible for any item or equipment damaged during requested time of use.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## **TRESPASSING**

### **Policy**

The Chadron Public Library will prosecute anyone caught attempting to climb to the roof, or on the roof without the permission of the Library Director. The Chadron Public Library may prosecute anyone trespassing or loitering on the grounds outside the normal operating hours.