Keene Memorial Library Board Meeting
City Council Chambers, 2nd Floor/ Online via ZOOM
400 E Military Ave., Fremont NE
6:30 P.M.
October 19, 2020

AGENDA

Join Zoom Meeting Monday October 19th at 6:30 pm
https://zoom.us/j/98266464470?pwd=UU1tTUphbnFWcS80L1J5MnVMRzhjZz09

Meeting ID: 982 6646 4470
Passcode: 929184
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Call to Order/Notice of Meeting

1. Roll Call
2. Motion to adopt current agenda for October 19, 2020 regular meeting agenda
3. Dispense with and approve September 21,2020 minutes.
4. Unfinished Business
    a. Policy Manual (attachment) – Final Review before going to City Council
5. New Business
    a. Future Board Appointments
6. Reports
    a. Friends of the Library Report
    b. Expansion Report
    c. Finance-Library Expenditures Report (attachment)

Next Meeting November 16, 2020 6:30pm – City Council Chambers, 2nd Floor

Agenda posted online at www.fremontne.gov/library and emailed to Library Board members on October 14, 2020. This meeting is preceded by publicized notice in the Fremont Tribune and the agenda is displayed in the Administration Office at Keene Memorial Library, 1030 North Broad Street. A Copy of the Open Meeting Law is posted at the entrances of the meeting rooms. The Library Board reserves the right to go into Executive Session at any time. The Library Board reserves the right to adjust the order of items on this agenda.

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Keene Memorial Library Board Meeting
City Council Chambers, 2nd Floor/ Online via ZOOM
400 E. Military Ave, Fremont NE
6:30 P.M.
September 21, 2020
Minutes

Held at the City Council Chambers, 2nd Floor and online via ZOOM. Board President Larry Jirsak called the meeting to order at 6:30pm.

Roll Call
The following members were present: Larry Jirsak, Earl Underwood and Tom Adamson & Shari Kment. Amanda Moenning arrived at the meeting at approx. 6:40pm. Also present was Laura England-Biggs, Acting Library Director. Senior Office Associate Tracy Parr will be recording the meeting minutes.

Notice of Meeting and Agenda
The meeting was preceded by publicized notice in the Fremont Tribune and the agenda is posted in the Administration Office at Keene Memorial Library, 1030 North Broad Street and online at www.fremontne.gov/library and distributed. A copy of the open meetings law is posted continually for public inspection and is located near the entrance of the meeting rooms.

Agenda
Motion to adopt current agenda for September 21, 2020 regular meeting. Board Member Adamson moved, seconded by Board Member Kment to adopt the agenda for September 21, 2020 Library Board Meeting. Ayes: Jirsak, Underwood, Adamson, and Kment. Board Member Moenning was absent. Motion carried.

Reading of Minutes
Board Member Adamson moved to dispense with and approve the August 17, 2020 minutes and August 22, 2020 minutes, seconded by Board Member Underwood. Ayes: Jirsak, Underwood, Kment and Adamson. Board Member Moenning was absent. Motion carried.

Unfinished Business

1. Policy Manual – Acting Director Laura England-Biggs advised the manual is at legal for editing and review by HR. She also stated that we hope to be able to bring back to the Library Board for review in October and then send it off to Council in November. No action was taken.

New Business

1. Staffing Update – Acting Director Laura England-Biggs shared that we are still down 4 library aid positions with the resignation of Spencer Blocker due to finding a full time position somewhere else and that the open full time position for a Library Technology Specialist has been filled by Dan Moenning and he is currently working in that capacity. The question was asked as to how many library aides we have on staff and Laura wasn't sure how many total, just that we have the 4 vacant positions. She said she would check on that information and get back to the Board. Discussion was had about the effects of COVID in the Library and how staff is handling all of the changes. No action was taken.

Reports

1. Friends of the Library Report
   a. Friends of the Library President Denise Kay, gave a report on how the pop up book nook went Labor Day weekend stating that was successful with over $600 brought in. She also mentioned how well the continuing sales at Dave's Drive in are going.
   b. Expansion – Acting Director Laura England-Biggs stated that interviews for the Owner's Rep were August 27th and that due to concerns with contract language we will not be going to City Council on September 29th. She mentioned that there was a meeting set for September 22nd to discuss the contract further with the chosen company and expansion committee members. City Council President Susan Jacobus then shared concerns from the community with the Library Board that the library expansion was dead as well as concerns about the expansion not having the support it needs from the city.
2. Finance - Library Expenditures Report. Board Members had some questions about the finance report and Acting Director Laura England-Biggs said she would look into them for the Board.

With no further business, motion to adjourn was made at 6:53 p.m. with Board Member Kment making the motion and Board Member Adamson seconding it. Motion carried.

Next meeting will be held at the City Council Chambers, 2nd Floor/ Online via ZOOM, on October 19, 2020 at 6:30 pm.

Prepared by Tracy Parr, Library Senior Office Associate

Signed by Tom Adamson, Library Board Secretary

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KEENE MEMORIAL LIBRARY

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2020

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Table of Contents

Section	Page
1. Mission and Objectives	6
1.1. Mission Statement	6
1.2. Vision Statement	6
1.3. General Objectives	6
2. Marketing and Advocacy	6
3. Intellectual Freedom	6
4. Personnel	7
4.1. Personnel Policy	7
4.2. Hours and Holidays	7
4.3. Volunteers	8
4.4. Publicity and Public Relations	8
4.5. Payroll	8
4.6. Staff Professional Development	8
4.7. Attendance Issues	9
5. Patron Behavior	9
5.1. General Patron Behavior Expectations	9
5.2. Unattended Persons	10
5.3. Penalties	10
5.4. Appeals	11
6. Public Services	11
6.1. Borrowing Privileges	11
6.2. Borrower Types	12
6.2.1. Every Student Needs a Card Program	12
6.2.2. Summer Reading Program Cards	12
6.2.3. City Employees	12
6.2.4. Midland University Students	13
6.2.5. Organization Cards	13
6.2.6. Homebound Service Cards	13
6.2.7. Homeschool Cards	14
6.2.8. Temporary Business Cards	14
6.3. Borrower Responsibilities	14
6.4. Circulation Policies	15
6.5. Fines and Charges	16
6.6. Materials and Fine Recovery Policy	16

DRAFT

6.7. Claimed Returned Status…….. 16
6.8. Lost or Damaged Materials……. 17
7. Patron Suggestions and Concerns……. 18
8. Computer and Internet Policy…… 19
8.1. General Information…….. 19
8.2. Availability of Computers…….. 20
8.3. Computer Users……. 20
8.4. Downloading and Personal Storage Devices……. 21
8.5. Care of Library Equipment……. 21
8.6. Assistance with Computers…….. 21
8.7. Printing…… 21
8.8. Penalties……. 22
8.9. Copyright…… 22
9. Interlibrary Loan……. 22
9.1. General Information…….. 22
9.2. Lending and Borrowing Materials…… 22
9.3. Patron Expectations…….. 23
9.4. Fees and Charges……. 23
10. Miscellaneous Services……. 24
10.1. Microfilm Reader/Printer……. 24
10.2. Copy Machine…….. 24
10.3. Office Equipment……. 24
10.4. Proctoring Tests…… 24
10.5. Talking Books……. 26
10.6. Genealogy Research…….. 26
10.7. Jetpacks/Wireless Hotspots/e-Readers…….. 26
11. Social Media……. 27
12. Exhibits, Displays and Bulletin Boards…… 27
13. Facilities, including Meeting Rooms……. 28
13.1. General Information…… 28
13.2. Use of the Rooms…….. 28
13.3. Meeting Room Use Expectations…….. 28
13.4. Technology……. 29
13.5. Reserving the Meeting Rooms……. 29
14. Confidentiality of Library Records…… 30
15. Collection Development Policies……. 31

DRAFT

15.1. Selection Policy…….. 31
15.2. Selection of Materials…… 32
15.3. Weeding …… 32
15.4. Challenges to Library Materials …….. 33
16. Gifts, Memorials and Donations…… 33
17. Emergency and Safety…… 33
17.1. Medical Emergency…….. 33
17.2. Fire…… 34
17.3. Weather Related Emergencies ……. 34
17.4. Severe Thunderstorm…….. 34
17.5. Tornado……. 35
17.6. Inclement Weather…….. 36
17.7. Emergency Numbers……. 36
18. Policy Review…….. 36

Appendix A – Forms

Request for Reconsideration of Library Resources…… 37

Meeting Room Policy for the Public……. 38

Meeting Room Application …….. 40

Application for Volunteer Service……. 41

Obituary Genealogy Request Form……. 43

Appendix B

Library Bill of Rights……. 44

Code of Ethics of the American Library Association…….. 45

The Freedom to Read…….. 47

Freedom to View……. 52

****** For any conflicts that may arise regarding conflicts of language provided herein with either the City of Fremont Employee Handbook or a collective bargaining agreement for an employee of the library, deference shall be given to the City of Fremont Employee Handbook and/or the collective bargaining agreement applicable to the employee.**

DRAFT

1. MISSION AND OBJECTIVES

1.1. Mission Statement

Keene Memorial Library is committed to providing access to information, education, resources, and training in support of life-long learning, personal growth, and community fellowship for all.

1.2. Vision Statement

Inspire, strengthen, and enrich the quality of life for our community.

1.3. General Objectives

1.3.1. Establish the library as the community hub to support the needs of all library visitors.

1.3.2. Increase communication of library services to a wider audience through increased collaboration, outreach, and marketing.

1.3.3. Provide a diverse array of print and electronic resources, programs, and services to support education, culture, and business growth for our community.

1.3.4. Increase the use of the library by augmenting the amount of material use, library cardholders, and program attendance.

2. MARKETING AND ADVOCACY

Keene Memorial Library strives to continually inform the community about library services and their value. Library board and staff members work together to employ all available means of marketing and advocacy, including but not limited to news media advertisements, library webpage, individual and group contacts and presentations, participation in statewide and national library advocacy efforts, and increasingly available social media outlets such as Facebook, Instagram and Twitter. Final responsibility for implementation of this policy rests with the Library Director, who may delegate this authority to staff members in their various areas of responsibility. All postings on City media sources and sites created, generated, posted or used by City departments are subject to the approval of the City Administrator and/or his/her designee in accordance with the City of Fremont Employee Handbook.

3. INTELLECTUAL FREEDOM

Intellectual freedom is the basis for our democratic system. It encompasses the freedoms to hold, receive and disseminate ideas. The City of Fremont and the Library Board fully supports the right of every individual to both seek and receive information from all points of view without restriction. Intellectual freedom provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

DRAFT

The The City of Fremont and the Library Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself materials of which he/she does not approve, he/she cannot exercise this right of censorship to restrict the freedom of others to read and to view whatever materials they choose.

The library affirms that it is the responsibility of a parent/guardian/custodial care giver to monitor information accessed by his or her children under the age of eighteen. The library will not act "in loco parentis," nor assume the functions of parental authority in the private relationship between parent and child. All parents/guardians/custodial care givers are encouraged to take an active role in helping their children access information most appropriate to their needs.

The Board of Trustees adopts and declares that it will adhere to and support the Library Bill of Rights of the American Library Association.

in loco parentis (Latin) = in place of the parent

4. PERSONNEL

4.1. Personnel Policy

Personnel employment, salaries, promotions, discipline, retirement, vacation, sick leave, emergency leave, dress code, and resignation shall be followed as stated in the current Employee Handbook for the City of Fremont and/or the current union contract for AFSCME (Association of Federal, State, County and Municipal Employees) for bargaining unit personnel.

4.2. Hours and Holidays

4.2.1. The library shall be open as follows: Monday through Thursday, 9:30 am to 8:30 pm; Friday and Saturday, 9:30 am – 5:30 pm; Sunday 12:30 – 4:30 pm. The hours are subject to change at the discretion of the Library Director after approval of the City Administrator; subject to approval of the City Council.

4.2.2. The library will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve and Christmas Day.

4.2.3. The library will be closed Easter Sunday. This day is not an official city holiday and will not be a paid holiday. No employees will be scheduled on this day.

4.2.4. The library will close at 5:30 pm on the day before Thanksgiving and New Year's Eve. These are not official City holidays and will not be

DRAFT

paid holidays. No employees will be scheduled after 6 pm on these days.

4.2.5. 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 with approval by the City Administrator.

4.3. Volunteers

4.3.1. The library will attempt to place patrons from fifth grade onward with appropriate tasks.

4.3.2. The library does not place court ordered diversion patrons.

4.3.3. The library will accept as many students fulfilling school requirements as can be reasonably managed.

4.3.4. All volunteers must sign a waiver of liability form and sign the Volunteer Application Form provided by the City of Fremont.

4.3.5. Formal orientation for new volunteers will be provided.

4.3.6. Copies of forms are available in Appendix A

4.4. Publicity and Public Relations

4.4.1. All publicity regarding the library is under the direction of the Library Director, subject to approval by the City Administrator (or his/her designee), who will inform the public of the services the library performs and its activities. The various news media will be utilized as considered appropriate in accordance with the City of Fremont Employee Handbook and approval of the City Administrator or his/her designee.

4.4.2. The City of Fremont and Library 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.

4.5. Payroll

In cases where the director is not available, the Assistant Director may approve payroll.

4.6. Staff Professional Development

The library encourages the continued education of all staff members and Library Board members by attending professional meetings, conferences and conventions. With prior approval from the Library Director, the library may pay for mileage, registration fees, meals, and lodging for board members and staff members and pay for time worked for staff. The City car should be used

DRAFT

when possible. With appropriate approval, the library may pay state and national association dues for the Library Director, Librarian II and Librarian I. Nebraska Library Association dues, or dues for an equivalent association, may be paid by the library for Library Board members (if they are interested), all Library Assistant III's, Library Assistant II's and the Library Technology Specialist with prior approval.

4.7. Attendance Issues

Any staff member must notify their supervisor in advance if they will not be reporting to work on time. This notification should follow the current designated department procedure and should be made as soon as possible, preferably at least one hour prior to the start of their shift.

5. PATRON BEHAVIOR

5.1. General Patron Behavior Expectations

To ensure a safe and productive atmosphere, we ask that patrons observe the following expectations of behavior.

5.1.1. 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. Whenever possible, cell phone conversations should be taken to the lobby areas.

5.1.2. 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 have use of the library.

5.1.3. For the safety of all patrons, weapons are prohibited at the library. This ban includes permitted concealed handguns per Neb. Rev. Stat. §69-2441..

5.1.4. Harassment or other disruptive behavior is not allowed. Harassing behavior is defined as "engaging in a knowing and willful course of conduct directed at a specific person which seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose;" Neb. Rev. Stat. §28-311.02(2)(a).

5.1.5. Smoking, including e-cigarettes, is not allowed anywhere inside the building. Neb. Rev. Stat. §71-5729. Outside, smoking is prohibited within 20 feet of entryways.

5.1.6. Covered beverages are allowed in the building.

5.1.7. For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.

DRAFT

5.1.8. Patrons with skateboards and roller blades are requested to carry them while in the library.

5.1.9. Please respect the rights of others to quietly study, read, or work without interference.

5.1.10. Patrons whose bodily hygiene is a public nuisance may be asked to leave the library.

5.1.11. Library staff will contact the police regarding patrons who refuse to leave when asked, or who are exhibiting threatening or harassing behavior.

5.1.12. Animals are not allowed in the library, unless they are therapy or service animals.

5.2. Unattended Persons

5.2.1. 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 18 or older.

5.2.2. 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 eleven and under must be kept with a parent/guardian or a caregiver age 18 or older at all times.

5.2.3. When children or persons requiring supervision are unattended, library 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 the person in need of attention.

5.2.4. Parents/guardians who repeatedly leave a child unattended will be reported to the police.

5.3. Penalties

5.3.1. Failure to comply with the patron behavior policies may result in the following penalties:

*First infraction may result in a warning that loss of library privileges may result from further incidents.

*Second infraction may result in loss of library privileges for one week.

DRAFT

*Third infraction may result in loss of library privileges for four weeks.

*Fourth infraction, and every infraction thereafter, may result in loss of library privileges for six months.

The Library Director may decide the seriousness of the incident and invoke whichever penalty they believe fits the severity of the incident with direction from the City Legal department. Loss of library privileges includes not being allowed on the premises.

5.3.2. Any illegal activity, harassment, or abuse will be reported to the police. Behavior leading to police involvement may lead to more severe penalties than stated in 5.3.1.

5.4. Appeals

5.4.1. If an individual wishes to appeal his/her loss of privileges, he/she may file a written appeal to the Library Director within ten calendar days of the notification of loss of privileges.

5.4.2. The Library Director will meet with the claimant and make a determination within five business days (per Library business days) thereafter. The Library Director will respond to the individual in writing.

6. PUBLIC SERVICES

6.1. Borrowing Privileges

6.1.1. Keene Memorial Library is the public library for Fremont. Permanent residents within the city limits of Fremont or persons owning property in Fremont will be extended borrowing privileges at no direct cost.

6.1.2. Individuals living outside the city limits of Fremont may borrow materials upon payment of a non-refundable non-resident fee. Non-resident borrower cards can be purchased for three-month, six-month or twelve-month increments.

6.1.3. Keene Memorial Library issues library cards to individuals with a permanent address. It does not issue family library cards. Patrons will not be able to check out materials without presenting their library cards, and if they do not have their library card available, they may present a form of government-issued picture ID.

6.1.4. Applications for a library card must be completed by the applicant or a parent/guardian (if the applicant is under 19). Identification that shows proof of current residential address is required. PO Boxes do not qualify as a residential address. Identification must include a valid

DRAFT

driver's license or other government-issued identification (state ID or school ID, for example). In the case that the photographic identification does not include a current address, other identification will be required, such as a personalized check blank or utility bill.

6.2. Borrower Types

6.2.1. Every Student Needs a Card Program

6.2.1.1. Kindergarten – grade 12 students who live outside the city limits of Fremont but attend a Fremont public or parochial school can apply for a free library card through the Every Student Needs a Card Program.

6.2.1.2. ESNC cards are issued on a 12-month basis at no charge to the student and may be renewed as long as the student attends a Fremont public or parochial school.

6.2.1.3. All regular circulation policies apply to cards obtained through this program.

6.2.2. Summer Reading Program Cards

6.2.2.1. Free Summer Reading Program Cards will be active from the end of school (usually in May) to the beginning of school (usually in August) each year based upon the Fremont Public Schools calendar. Summer Reading Program Cards will be issued with a fixed expiration date to be set each year based on the start of school. Cards will not be modified into a different category without payment of appropriate fees for the respective category.

6.2.2.2. The program is designed to serve those students who do not attend a Fremont public or parochial school (i.e. Arlington, North Bend, Hooper, etc) and do not qualify for the Every Student Needs a Card program. Summer Reading Program Cards are available to any student entering Kindergarten through those entering grade 12 in the fall of that year.

6.2.2.3. All regular circulation policies apply to cards obtained through this program.

6.2.3. City Employees

6.2.3.1. City employees who live outside the city limits are eligible for a free resident card with proof of current employment, such as a City ID badge. City employees may list a PO Box or their department address as their permanent address.

DRAFT

6.2.3.2. All regular circulation policies apply to cards obtained through this program.

6.2.4. Midland University/La'James International College

6.2.4.1. Midland University and La'James International College students are eligible for a free non-resident adult student (NRAS) card good for one year. Students must present a valid student ID at the time of application. NRAS cards may be renewed as long as the student is attending Midland/La'James.

6.2.4.2. All regular circulation policies apply to cards obtained through this program.

6.2.5. Organization Cards

6.2.5.1. Free Organization cards may be issued to businesses, agencies and institutions within the city limits of Fremont.

6.2.5.2. The application must be completed by an organization representative and notarized before returning to the library. The representative will then assume all borrower responsibilities for this card.

6.2.5.3. The organization will submit a list of the names of authorized users and agrees to update that list when personnel changes are made.

6.2.5.4. Overdue notices will be sent in care of the representative who submits the application.

6.2.5.5. Organization cards will generally be kept at the library, unless prior arrangements have been made.

6.2.5.6. Organization cards may have 100 items checked out at a time. The checkout period is eight (8) weeks, no renewals.

6.2.5.7. Late, lost or damaged items will be charged to the organization. All other regular circulation policies apply to organization cards.

6.2.5.8. Organizations outside the city limits of Fremont requesting library privileges will need to contact the Library Director to contract for these services.

6.2.6. Homebound Service Cards

6.2.6.1. Fremont city residents who are unable to use the library due to personal or physical limitations, physical disability, handicap, illness, advanced age, short-term convalescence

DRAFT

or illness resulting in limited mobility, can register for a free homebound library card.

6.2.6.2. Homebound library cardholders may check out materials for four (4) weeks, and are eligible to renew their materials if no one else has placed the book on hold.

6.2.6.3. Library cards of cardholders in the homebound service will be kept at the library unless arrangements are made with the library's Circulation Manager.

6.2.6.4. Trained staff will deliver items to the homebound participants unless other arrangements are made.

6.2.6.5. Homebound patrons are not assessed overdue fines. They are still responsible for items that are lost while checked out to them.

6.2.7. Homeschool Cards

6.2.7.1. Free Homeschool Cards are available for Fremont families who homeschool their children. The parent will be the responsible party/cardholder.

6.2.7.2. Checkout limits are extended to 100 items for Homeschool cards. All other regular circulation policies apply to homeschool cards.

6.2.7.3. Nonresident homeschool cards will be issued as a 12-month card with the appropriate fee attached.

6.2.8. Temporary Business Cards

6.2.8.1. Free Cards for local businesses and their employees to use e-resources only – no physical material checkout.

6.2.8.2. Cards will expire after six months from date of creation.

6.2.8.3. Local business will sign contract for responsibility of card.

6.3. Borrower Responsibilities

6.3.1. The cardholder is responsible for all library materials borrowed on their card and agrees to pay any charges when material is returned late, damaged or lost. Parents or guardians are responsible for all materials checked out by a patron age 18 or younger.

6.3.2. Patrons are responsible for notifying the library immediately upon change of address, change of telephone number, or loss of library card.

6.3.3. Patrons must present their library card or a valid photo I.D. each time library material is borrowed.

DRAFT

6.3.4. The cost to issue a replacement card is $1.

6.4. Circulation Policies

6.4.1. All materials may be used within the library, free of charge.

6.4.2. Materials may be borrowed only with a library card in good standing.

6.4.3. Fees or fines in excess of $10 will block borrowing privileges for patrons until a portion or the entirety of the fees or fines have been paid.

6.4.4. Loan Limits: A library card holder may have up to 20 items checked out at any time. Exceptions are listed below:

New or recent items	10 item limit per card
CDs/Books on CD	5 item limit per card
Playaways	5 item limit per card
DVDs	5 item limit per card
Electronic Devices (hotspot, e-reader)	1 device per household

6.4.5. Length of Loans: Loan Periods/Fine Schedule

Material Type	Loan Period	Fine (per day)	Renewals*
Adult Books	21 days	$.15	Once
Young Adult Books	21 days	$.15	Once
Children's Books	21 days	$.05	Once
Adult Music CDs	21 days	$.15	Once
Children's Music CDs	21 days	$.05	Once
Adult Books on CD	21 days	$.15	Once
Young Adult Books on CD	21 days	$.15	Once
Children's Books on CD	21 days	$.05	Once
Adult Playaways	21 days	$.15	Once
Children's Playaways	21 days	$.05	Once
eBooks	14 or 21 days	N/A	None
Downloadable Audio	7 or 14 days	N/A	None
New Books	21 days	See above	None
Periodicals	7 days	$.15	Once
DVDs	21 days	$.50	Once
Verizon Jetpacks	21 days	$1	None
Kindle e-Readers	21 days	$1	None

*All renewals are dependent on waiting requests. Items with waiting requests cannot be renewed.

6.4.6. Special loan periods have been established for the following library borrowers.

Organization Cardholders 8 weeks, no renewals

Homebound Cardholders 4 weeks

6.4.7. Current issues of periodicals do not circulate.

6.5. Fines and Charges

DRAFT

6.5.1. Service fees for past due items are based on a per day charge per item.

6.5.2. The service fee structure for Keene Memorial Library is $.15 per day for adult materials, young adult materials, and magazines; $.05 per day for children's materials and magazines; $.50 per day for DVDs; $1 per day for Verizon Jetpacks and Kindle e-readers.

6.5.3. The fines will accumulate to a maximum of $6.00 for adult materials, young adult materials and magazines; $2.00 for children's materials and magazines; $5.00 for DVDs, or until the item changes to lost status. If the item is set to lost status the patron will be charged as stated in section 6.8.

6.5.4. The library will accept cash, checks or credit cards for fines owed. There is a $30 fee for bounced checks charged by the City of Fremont.

6.5.5. Homebound cardholders are exempt from fines.

6.6. Materials and Fines Recovery Policy

Keene Memorial Library encourages patrons to return their materials on time. This policy does not affect those who return their materials before they are overdue.

6.6.1. The following shall apply to overdue items:

* 10 days past due – Library sends an overdue notice
* 30 days past due – Library sends a final notice
* 45 days past due – Library sends a billing notice on accounts with an outstanding balance of $25 or more

6.6.2. A repayment schedule may be negotiated and the delinquent account may be suspended. Failure to fulfill the terms of the payment agreement will result in reinstatement of the account.

6.6.3. The City of Fremont has a Municipal Code (MUNICIPAL LIBRARY; DAMAGED AND LOST BOOKS 3-702) that states any person who injures or fails to return any book taken from the library shall forfeit and pay to the library not less than the value of the book in addition to any replacement costs and penalty which the Library Board may assess.

6.7. Claimed Returned Status

6.7.1. If a patron believes that material shown as checked out to them has been returned, the Librarian I may change the status of the item(s) to claimed returned. This status is limited use.

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6.7.2. 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 as long as fines remain under $10.00.

6.7.3. As 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 return item waived per calendar year, as determined by the Librarian I

6.7.4. If a patron pays for a claimed returned item and later returns the item, a portion of the amount paid may be refunded to the patron provided the item was returned to the front desk accompanied by a receipt, no more than three months have passed and the item is determined by staff to be in good condition. Maximum fines and the processing fee will not be refunded.

6.7.5. Claimed returned items returned in the drive-through book drop are not eligible for a refund.

6.7.6. Once an item has been set to lost status it may not be set to claimed returned.

6.8. Lost or Damaged Materials

6.8.1. When the library's computer 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 assign the cost.

6.8.2. Many series or 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.

6.8.3. If a patron pays for the lost material and later returns the material, a portion of the cost of the material will be refunded to them, provided the item is returned to the front desk accompanied by a receipt, no more than three months have passed, and the item is determined by staff to be in good condition. Maximum fines and the processing fee will not be refunded.

6.8.4. Lost items returned in the drive-through book drop are not eligible for a refund.

6.8.5. The library will accept cash, checks or credit cards for lost materials.

6.8.6. Charges for damaged items will be assessed on a case-by-case basis. Charges for damaged materials shall be as follows:

DRAFT

Material	Charge
Single CD for Audiobook	$10.00
Artwork for Media	$1.00
DVD, Audiobook, CD or Playaway Case	$5.00
Periodical	$5.00
Missing Barcode	$1.00
Missing/damaged case, cord or charger (hotspot/e-reader)	$25.00
Damaged hotspot/e-reader	Cost of replacement ($50/$80)

6.8.7. A non-refundable $6 processing fee will be assessed to each item that is lost.

6.8.8. The library discourages the use of replacement-in-kind when an item has been lost or damaged.

7. PATRON SUGGESTIONS AND CONCERNS

Patrons are vital partners in the provision of excellent library services. Patrons have the opportunity to offer suggestions or express concerns about services, procedures, and policies in a manner that will ensure that these concerns can be fully and effectively addressed by the library staff and/or board. There is a suggestion box available at the library for all comments and suggestions. In addition, library staff members will explain services, procedures and policies to inquiring patrons. Patrons having suggestions or concerns about these procedures and policies will be asked by staff members to register their comments in accordance with adopted procedures. All suggestions or concerns will be delivered by library staff members to the Library Director, and as appropriate from the Director to the Library Board who may then provide to City Council.

To ensure the effective operations of the library, patrons may express their suggestions and concerns in the above manner, but will not be allowed to exhibit disruptive or abusive behavior to staff members or the public, or be destructive of library property. Patrons exhibiting such behavior will be informed that their concerns will be addressed only through adopted procedures.

Failure to desist will result in a warning to patrons that they will be denied service and will have to leave the library if their behavior persists.

Further disruption or abuse will result in denial of service and removal or ejection from the library.

If this subsequent action fails, library staff will contact the police department for resolution of the conflict.

DRAFT

8. COMPUTER AND INTERNET POLICY

8.1. General Information:

Public Internet and computer access is available at the library without charge. Many online databases and information sites may be accessed through the Internet. In addition, the library provides software for word processing, database research, and children's educational and recreational games.

8.1.1. Library staff members are available to assist users with logging on to computers and to troubleshoot basic computer problems as time permits. For more extensive assistance, the library offers its Book-a-Librarian program.

8.1.2. Internet users are responsible for content selected for viewing. Obscene material, material harmful to minors, and gambling sites are blocked from viewing on all computers as proscribed by Nev. Rev. Stat. §28-808, Nev. Rev. Stat. §28-809, Nev. Rev. Stat. §28-813 and Nev. Rev. Stat. §28-1107. The library uses a filter which is continuously updated. If you feel that the site you wish to view has been unnecessarily blocked, inform a library staff member.

8.1.3. Individual users are responsible for observing all laws including copyright and damage to equipment and software. Patrons may not violate licensing agreements or copyright laws (17 U.S.C. §101 et. seq. (2020)).

8.1.4. Information available through the Internet is not warranted by Keene Memorial Library to be accurate, authoritative, factual or complete. Users must be responsible for verifying the accuracy of any material.

8.1.5. The person using the keyboard of a computer must be the library card/guest pass holder in order to sign in on the computer. Computers are limited to two users at a time.

8.1.6. Library staff does not supervise users of resources, e-mail or chat regardless of a user's age. Parents or legal guardians may restrict only their own children's access to Internet resources.

8.1.7. The Library Director and staff may establish time limitations and usage schedules for Internet and other computer use. Present time allowances are three (3) hours per day for each visitor or cardholder. Use of another person's card to access additional internet time may be grounds for loss of privileges.

DRAFT

8.1.8. Computers must be vacated 10 minutes prior to closing without exception as the computers are automatically scheduled to shut off. The library utilizes a computer and print management system which usually notifies customers of the time remaining on the computer. However, all customers are responsible for keeping track of their time, and staff cannot guarantee time on any computer in the library.

8.1.9. Data may be saved or downloaded to a user's personal storage device. 1 GB flash drives are available for $5.00 at the circulation desk. Data may not be downloaded to any library hard drive. 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 or internet.

8.1.10. Vandalism will result in immediate loss of Computer and Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user or any other network, and/or the destruction or damaging of library computers and associated hardware.

8.1.11. The Library Director or their designated representatives may restrict access to computers and the internet if any patron fails to abide by the rules.

8.1.12. Black and white printouts cost 10 cents per page or 50 cents per page for color.

8.1.13. Police will be notified of any illegal activity found on the computers including, but not limited to, child pornography.

8.2. Availability of Computers

8.2.1. 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. Reservations will be cancelled five (5) minutes past the reserved time and the computer will become available for walk-in use.

8.2.2. Computers in the youth services area are for use by patrons ages 13 and younger.

8.3. Computer Users

8.3.1. By receiving and using a guest pass, patrons are agreeing to abide by all computer rules & regulations. The guest passes have usage warnings. Also, when logging into library computers, patrons are agreeing to abide by all computer rules and regulations.

DRAFT

8.3.2. Children age six years and younger must be seated with a parent/guardian while using a computer.

8.3.3. Adults using a computer should continue to supervise all children accompanying them to the library.

8.4. Downloading and Personal Storage Devices

8.4.1. 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.

8.4.2. Data may be saved or downloaded to a user's personal storage device. 1 GB flash drives are available for $5.00 at the Circulation Desk. Data may not be downloaded to any library hard drive. 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 or Internet.

8.5. Care of Library Equipment

8.5.1. Patrons are expected to treat library equipment with respect and care. The library reserves the right to restrict or terminate use of computers if computer use guidelines are not followed. The Library Director or their designated representative may restrict access to computers and the Internet if any patron fails to abide by the rules.

8.5.2. 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 wifi. 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 result in financial liability or criminal charges.

8.6. Assistance With Computers

8.6.1. There is a Book-A-Librarian program available for those who need individual attention. Check with circulation staff to sign up for assistance.

8.7. Printing

Charges for prints are as follows:

Black & White Prints……. $.10
Color Prints…….. $.50
Genealogy printing…….$.20

DRAFT

8.8. Penalties

8.8.1. Acceptability of screen display will be left to the discretion of the supervising library staff. Patrons found to be viewing internet sites that are harmful to a minor will face the following penalties:

* First infraction may result in a warning that loss of library privileges may result.
* Second infraction may result in loss of library privileges for a week
*Third infraction may result in loss of library privileges for four weeks
* Fourth infraction, and every infraction thereafter, may 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. Penalties are left to the discretion of the Library Director depending on the circumstances.

8.8.2. Police will be notified of any illegal activity found on the computers, such as child pornography.

8.9. Copyright

Individual users are responsible for observing all laws including copyright and damage to equipment and software. Patrons may not violate licensing agreements and copyright laws (17 U.S.C §101 et. seq. (2020)).

9. INTERLIBRARY LOAN

The Keene Memorial Library subscribes to the Nebraska Interlibrary Loan Code and the National Interlibrary Loan Code and bases its policies on the codes.

9.1. General Information

Interlibrary loan (ILL) service is provided through the cooperation of individual library statewide and nationwide, the Nebraska Library Commission, the Three Rivers Library System, and OCLC (Online Computer Library Center). Whenever possible, the library reciprocally borrows and loans materials with other libraries. The library must have lead time of one week to 10 days to borrow an item on interlibrary loan. The library will respond to interlibrary loan requests as soon as possible, striving for a 24-hour turnaround time except during holidays and staff vacation periods.

9.2. Lending and Borrowing Materials

9.2.1. From its own collection, the library lends print materials, Playaways, DVDs, books on CD and music CDs. On occasion, microfilm may also be loaned to another library with the condition that it shall be used in the library only.

9.2.2. The library does not borrow or loan newly published material (latest 9-12 months).

9.2.3. Library staff have the discretion to determine which materials will be borrowed on interlibrary loan. The library may purchase a book requested instead of borrowing it.

9.2.4. The library retains the right to limit borrowing or lending privileges based on the age, condition or popularity of the material requested.

9.2.5. Microfilm may be requested through interlibrary loan. Microfilm is for in-library use only. Fees for microfilm requests vary depending on the lending agency. The Nebraska State Historical Society's current rate will be applied in advance.

9.2.6. The library supplies photocopies of articles at $.10 per page (paper to paper) and $.20 per page (microfilm to paper) to requesting libraries.

9.3. Patron Expectations

9.3.1. Patrons requesting items not currently owned by Keene Memorial Library may request interlibrary loan service to borrow these items.

9.3.2. Patrons requesting interlibrary loan service must be Keene Memorial Library cardholders in good standing and must use their own card.

9.3.3. Interlibrary loan forms must be completed and signed by the requestor. The library provides an online and a paper form for interlibrary loan.

9.3.4. Patrons may request three (3) books on interlibrary loan at a time. In addition, they may request microfilm or photocopies. Patrons must designate a reasonable maximum cost they will pay for photocopied material. There will always be a minimum charge of $.10.

9.3.5. Patrons should, if at all possible, use the materials within the lending period designated. Renewals are not always possible. If a renewal is absolutely necessary, it must be requested prior to the due date of the interlibrary loan. Renewal of interlibrary loan materials is at the discretion of the lending agency.

9.3.6. The library reserves the right to suspend interlibrary loan privileges due to abuse.

9.4. Fees and Charges

9.4.1. A service fee will be assessed for each transaction upon receipt of the borrowed item(s). That fee will equal the library-rate postage to return the item(s) to the lending library. The library also charges its patrons any other charges imposed by the lending library.

DRAFT

9.4.2. Fees for items requested and received by the library but not picked up by the requesting patron will be attached to the patron's record. If notified prior to shipment, the library will attempt to cancel items in process.

9.4.3. Overdue fees for interlibrary loan items are the same as for items borrowed from the Keene Memorial Library (see section 6.4.2~~.~~).

9.4.4. Lost items will be handled as regular lost library materials (see section 6.7.4~~.~~) and may include any fees imposed by the lending library. Damaged materials fees will be assessed by the lending agency.

10. MISCELLANEOUS SERVICES

10.1. Microfilm Reader/Printer

There is a microfilm reader/printer available for public use. The charge is $.20 for each printed page.

10.2. Copy Machine

There is a copy machine available for public use. The charge is $.10 for each black and white printed page. Charges for color prints is $.50 per page. The copy machine can also scan files to email as a pdf at no charge.

10.3. Office Equipment

Equipment located in any office areas, or on any library employee's desk, is for library employee use only.

10.4. Proctoring Tests

10.4.1. General Information

10.4.1.1. The Library will proctor exams for individual students who have made advance arrangements. Only requests made seven days or more before the test date will be accommodated. Exams are proctored by appointment only. Walk-ins or unscheduled proctoring requests will not be accommodated.

10.4.1.2. The Library can receive and print exams via fax, mail or email. Faxed exams should go to 402-727-2693. Mailed exams should be sent to 1030 N Broad Street, Fremont NE 68025. Emailed exams should be sent to library.info@fremontne.gov.

10.4.1.3. The Library will not keep copies of the completed exam materials.

DRAFT

10.4.1.4. The Library will provide staff to schedule the exam, verify the student's photo ID, and certify that the student has taken the exam within the specified time.

10.4.1.5. The student is responsible for all fees associated with faxing, printing, photocopying or postage.

10.4.1.6. The library will return the completed exam to the testing institution via email by scanning in the document (or electronically in the case of online exams). The Library shall not be responsible for any exam once it leaves the library's possession.

10.4.1.7. The Library shall not be responsible for exams that are interrupted or delayed by library emergencies, power failure, inclement weather, and/or computer hardware or software failures.

10.4.1.8. The Library will not grade exams.

10.4.1.9. The Library reserves the right to refuse proctoring if requirements exceed staff or facility capabilities.

10.4.2. Responsibilities of The Exam Taker

10.4.2.1. Submit the library's proctoring application and agree to Keene Memorial Library's proctoring policy.

10.4.2.2. Verify that the examining institution's proctoring guidelines meet all of the requirements set forth in the library's policy.

10.4.2.3. Coordinate the transfer of the exam from the examining institution to the library and verify that the exam has been received by the library.

10.4.2.4. Obtain any exam guidelines, instructions and any pre-exam requirements from the examining institution.

10.4.2.5. Arrive promptly at the agreed-upon time, prepared to take the exam. If the test-taker is late, the library cannot guarantee a proctor will be available.

10.4.2.6. Contact the library at least one hour prior to the scheduled exam time if unable to make the appointment. A test-taker who is a "no call" or a "no show" may not be permitted to use the library as a proctor again.

10.4.2.7. Come prepared with necessary supplies to take the exam. Personal items shall be kept to a minimum.

DRAFT

10.4.2.8. Provide a valid driver's license or photo ID for identification, as well as any other credentials required by the examining institution. It is the responsibility of the test-taker to know what is required by the examining institution.

10.4.2.9. Exams may be taken on the test-taker's laptop, provided it is approved by the examining institution. The test-taker will then be responsible for any software that is needed.

10.4.3. Responsibilities of The Examining Institution

10.4.3.1. Be aware of and agree to the guidelines set forth in the library's exam proctoring policy.

10.4.3.2. Prior contact between the examining institution and the proctor is required so that credibility and testing requirements can be verified.

10.4.3.3. Responsible for informing the test-taker of any exam guidelines, instructions, or pre-exam requirements.

10.5. Talking Books

Talking books in digital cartridge format 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 at the circulation desk or online at http://nlc.nebraska.gov/TBBS/applyforservice.aspx

10.6. Genealogy Research

10.6.1. Keene Memorial Library has a run of Fremont Tribune on microfilm from 1868 – June 2013. It is available to all individuals interested in genealogical or historical research.

10.6.2. Staff members have been trained to assist patrons in learning to operate the microfilm reader/printer, including loading/unloading film and printing of images.

10.6.3. Requests for obituaries and other articles will be filled by staff as time permits. Requests that require more than one (1) hour to complete will be forwarded to a local historian as needed.

10.6.4. Copies may be sent by U. S. Postal Service at the cost of $.20 per page plus postage or emailed via pdf attachment at no cost.

10.7. Jetpacks/Wireless Hotspots/e-Readers

10.7.1. Wifi hotspots and Kindle e-readers may be borrowed by Keene Memorial Library card holders ages 19 and above with Library cards

in good standing (i.e. library card is not blocked due to unpaid fines or lost material) and permanent Fremont residence for 90 days.

10.7.2. Checkout is limited to one per household at any given time.

10.7.3. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices. **Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.**

11. SOCIAL MEDIA

It is the policy of the Keene Memorial Library to make use of social media sites such as Facebook and Twitter in order to keep the patrons of Keene Memorial Library and the community of Fremont, 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 library staff, with the approval of the City Administrator or his/her designee. Keene Memorial Library will advertise its use of social media sites to share information about the library and library services, encouraging liking, sharing and commenting by the public. The Library Director and/or the City Administrator (or his/her designee) reserves the right to remove any comments deemed inappropriate.

12. EXHIBITS, DISPLAYS, AND BULLETIN BOARDS

12.1. The purpose of displays in the library is to enrich the educational, informational, and recreational quality of life of all citizens of the City of Fremont in addition to all library patrons.

12.2. The library will support free display space for community-based organizations, agencies, and citizens. In doing so, the Keene Memorial Library serves as a community-based educational, informational, and civic resource for the citizens of the City of Fremont. Such displays need prior approval from library staff.

12.3. The library's provision of display space to non-library groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group. Only non-profit groups may provide displays.

12.4. The library reserves the right to establish time, place and manner restrictions for the display of materials.

12.5. The library also reserves the right to restrict the geographic area from which materials will be accepted and to determine the frequency with which material may be posted for the same group.

12.6. All date-specific postings will be removed and discarded within one week of the event.

DRAFT

12.7. Postings such as those for pre-schools or mutual support groups will be reviewed every six months for relevancy.

12.8. Space allocation is a major consideration in decision-making about postings.

12.9. Brochures and postings must be non-profit and are subject to approval by the Library Director or their designee.

13. FACILITIES, INCLUDING MEETING ROOMS

A copy of the Meeting Room Policy & Regulations is in Appendix A.

13.1. General Information

13.1.1. 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.

13.1.2. The City of Fremont has second preference for meeting room use.

13.1.3. The meeting rooms are available free of charge.

13.2. Use of the Rooms

13.2.1. 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 purposes. All meetings must be free and open to the public unless approved by the Library Director.

13.2.2. Commercial uses of meeting rooms are prohibited, unless the program is sponsored by the library and its affiliated organizations. This includes solicitations, admissions or other charges, money-raising activities, and/or sales. Use of the room by lawyers for depositions is also not allowed.

13.2.3. Use of the meeting rooms does not constitute sponsorship or endorsement by the library of the group's policies, views, or beliefs.

13.2.4. Privacy cannot be guaranteed for users of meeting rooms as this is a public space.

13.3. Meeting Room Use Expectations

13.3.1. Meetings or programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations. Permission to use library meeting rooms may be withheld from groups that have failed to comply with the

DRAFT

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

13.3.2. Neither smoking nor alcohol is permitted.

13.3.3. All youth meetings must have a sponsor age 18 or older present at all times.

13.3.4. Children age eleven or younger cannot be left unattended in the library while parents/guardians attend meetings.

13.3.5. Groups using any meeting room are responsible for needed set up, clean up, and advertising. The individual or group reserving the meeting room shall be responsible for any damage or loss of library property beyond normal wear. If library property is either damaged or lost, the Library Director shall 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.

13.3.6. Signs or decorations may not be attached to walls and surfaces.

13.3.7. Meals may be brought into the meeting rooms.

13.3.8. Permission to use the rooms includes ordinary use of furniture and sink, including chairs, tables, and projection screen.

13.3.9. Groups shall not exceed the legal capacity of the meeting room. It is the group's responsibility to monitor compliance with these regulations and to deny admittance to the room to people who would cause the group to exceed the posted capacity

13.4. Technology

13.4.1. Groups may arrange to use library media equipment if available. However, no one shall operate library equipment unless they are properly trained. This may require that a member of the group make an appointment with a library staff member prior to the meeting to receive training.

13.4.2. Wireless internet access is available. A ceiling mounted projector is available in the Large Meeting Room and a wall-mounted television is available in the East Annex Building. Laptop computers are available upon request. Groups may bring their own laptops.

13.5. Reserving the Meeting Rooms

13.5.1. Advance reservations for use of the meeting rooms will be made through the library staff. Reservations must be made by someone age 18 or older. That individual must be an official representative of

DRAFT

the entity and be able to sign a contract in the entity's name. Reservations may be made up to a year in advance.

13.5.2. 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.

13.5.3. Meeting rooms are available during scheduled library hours. Any exceptions are at the discretion of the Library Director or their representative. All meetings must be completed 15 minutes before the library closes.

14. CONFIDENTIALITY OF LIBRARY RECORDS

14.1.1. The policy of Keene Memorial Library is to ensure the privacy of the users of its services and to consider any library records to be confidential in nature.

14.1.2. The Keene Memorial 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 pursuant to Neb. Rev. Stat. §84-712.05(12)

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

14.1.4. 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 shall 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.

14.1.5. 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 the advice of counsel.

14.1.6. The Library Director shall resist the issuance or enforcement of any such process, order or subpoena without approval from City of Fremont Legal

DRAFT

Counsel. Moreover, any cost incurred by the library in any search through patron records, even under court order, shall be chargeable to the agency demanding such search.

14.1.7. 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/voice mail. Specific item information will be shared only with the person requesting the material.

14.1.8. 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.

14.1.9. Interlibrary loan lending and borrowing records will be retained until items have been counted for statistical purposes and/or as long as the record is active.

14.1.10. The Library Board will be notified of all requests for confidential information identifying use of the library.

15. COLLECTION DEVELOPMENT POLICIES

The Keene Memorial 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.

Keene Memorial 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 Keene Memorial 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 Keene Memorial 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 Policy

15.1.1. General Criteria for selecting library materials include: (an item need not meet all of the criteria 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 of Materials

15.2.1. "Selection" refers to the process that determines which materials are added to the collection or retained in the collection.

15.2.2. The ultimate responsibility for the selection of materials rests with the Library Director. The responsibility for selection is shared by the professional library staff.

15.2.3. 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.

15.2.4. 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.

15.2.5. 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 11) may be utilized to obtain requested materials if they are not purchased.

15.2.6. Library staff is not able to purchase materials through telephone solicitation nor will they accept preview boxes from vendors.

15.2.7. Duplicate titles may be purchased for those deemed historically significant and/or as popular demand indicates.

15.3. Weeding

Library materials are continuously assessed for their condition, accuracy, currency, and use within the context of the total Library Collection. Items may be withdrawn from the collection for any of these reasons. This continuous evaluation of materials is necessary to maintain a collection that

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is useful and relevant to the library's patrons, as well as maintaining a collection size that fits within the current area available for housing materials.

15.4. Challenges to Library Materials

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 of Library Materials" 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, MEMORIALS AND DONATIONS

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 principles 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 donated.

Gift materials not utilized for the library collection will be disposed of through sales and recycling as deemed appropriate by the Library Director.

Unrestricted gifts of money, lands, or property will be gratefully accepted by the City of Fremont. Gifts, memorials, or bequests with specific restrictions attached will be reviewed by the Legal Counsel for the City of Fremont before acceptance or rejection.

The library does not provide appraisals of gifts or potential gifts.

17. EMERGENCY AND SAFETY

17.1. Medical Emergency

17.1.1. If serious, call 911 or use the emergency fob if you cannot get to the phone. Calm the person and call for assistance.

17.1.2. Do not move the victim unless circumstances become life threatening. Administer basic first aid if possible.

17.1.3. Get the person's name, address and phone number. Call the person's home if necessary.

17.1.4. Submit an Incident Report to the Library Director as soon as possible afterwards. Forms are located on the library's S Drive.

17.2. Fire

17.2.1. Call 911 to report the fire.

17.2.2. 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.

17.2.3. **DO NOT** use the elevator.

17.2.4. 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.

17.2.5. 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 the designated meeting area (John C Fremont Park, Northwest corner parking lot). Follow instructions of fire department personnel.

17.3. Weather Related Emergencies

17.3.1. Emergency Equipment

There are three weather radios located in the building – one at checkin, one in the break room and one upstairs in the office. Staff with cell phones are encouraged to use their EMS services to supplement the weather radios. Emergency flashlights are located in the break room on the North wall, in the kitchen on the West wall and in the Director's office.

17.4. Severe Thunderstorm

17.4.1. When a severe thunderstorm watch is issued by the National Weather Service for Dodge County and/or western Douglas County, staff should alert patrons including those in the East Building, and check 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 to work as usual.

17.4.2. When a severe thunderstorm warning is declared by the National Weather Service for Dodge County or western Douglas County, staff should alert patrons including those in the East Building, 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

DRAFT

disabled, patrons who may need assistance.

TAKE SHELTER ON THE FIRST FLOOR IMMEDIATELY

17.4.3. The primary shelter for this library is the staff break room. Escort patrons there. Remain in the designated area until the all-clear is given.

17.4.4. Persons who are upstairs should not use the main staircase; use the inside service stairs and remain in the stairwell as a secondary shelter.

17.4.5. Persons who choose not to seek shelter or who leave the library do so at their own risk. Try to note persons who refuse shelter/leave the library before you take shelter but do not risk your own safety. Never lock the doors and do not force people to take shelter.

17.5. Tornado

17.5.1. When a Tornado Watch is issued by the National Weather Service for Dodge County and western Douglas County staff should alert patrons including those in the East Building, and check 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 to work as usual.

17.5.2. When a Tornado Warning is issued by the National Weather Service for Dodge County and western Douglas County and/or when the tornado warning sirens and weather alert systems will sound, staff should alert patrons including those in the East Building, 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 ON THE FIRST FLOOR IMMEDIATELY

17.5.3. The primary tornado shelter for this library is the staff break room. Escort patrons there. Remain in the designated area until the all-clear is given.

17.5.4. Persons who are upstairs should not use the main staircase; use the inside service stairs and remain in the stairwell as a secondary shelter.

17.5.5. Persons who choose not to seek shelter or who leave the library do so at their own risk. Try to note persons who refuse shelter/leave the library before you take shelter but do not risk your own safety. Never lock the doors and do not force people to take shelter.

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17.6. Inclement Weather

17.6.1. All personnel are required to report to work. If an employee is unable to make it to work due to weather conditions, he/she may request use of any accrued time they are eligible to utilize. In cases when an employee has no leave time available to use, payroll deduction will apply.

17.6.2. The decision to close the Library because of severe weather or other reasons shall be made by the City Administrator on the recommendation of the Library Director.

17.7. Emergency Numbers

17.7.1. Fremont Fire, Police, Ambulance Emergency……..911

17.7.2. Non-Emergency – Fire……(402) 727-2688

17.7.3. Non-Emergency – Police……..(402) 727-2677

17.7.4. Non-Emergency – Sheriff……(402) 727-2702

17.7.5. City of Fremont Utilities Emergency……(402) 727-2600

18. POLICY REVIEW

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

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APPENDIX A – FORMS

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Name _____ Date:_____

Address: _____

Phone: _____ Email : _____

Group represented (if any): _____

Resource to which you object: _____

_____

Author/Producer : _____

Title: _____

What is your objection? _____

_____

_____

Did you examine the work in its entirety? _____

Have you read any reviews of the material? _____

Are there any positive aspects to the material? _____

_____

Please make any further comments which you see as relevant (attach additional pages if necessary).

_____

_____

_____

_____

Signature: _____

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KEENE MEMORIAL LIBRARY

MEETING ROOM POLICY

The meeting rooms at Keene Memorial Library ("KML") are primarily to be used to enhance library services to the citizens of Fremont and the area. KML meeting rooms are for the use of library staff to present library programs such as story time and crafts for children, library workshops, adult programs and similar library related activities. When not in use for these purposes, KML meeting rooms are available for public gatherings which are of a civic, cultural or educational nature. Specifically excluded are commercial activities or private social gatherings. Meetings must be free and open to the public

The fact that a group is permitted to use KML facilities does not constitute KML endorsement of the group's policies or beliefs.

Advance reservation of meeting rooms is required and failure to comply with the above stated policy may result in cancellation of reservation without notice.

KML reserves the right to deny or revoke permission to use any meeting room to any group at any time and may substitute facilities in its discretion. Regulations for use of the meeting facilities will be posted in each meeting room.

REGULATION

1. Advance reservation of meeting rooms is required:
    a. Reservations for use of meeting rooms shall be made with the library staff member in charge of the meeting room schedule.
    b. Tentative reservations may be made by telephone. However, a Meeting Room application must be completed and signed by the group requesting use of a meeting room at least one week in advance of the meeting room use. All Meeting room Applications must be approved by staff before a meeting room may be used. Approved Meeting Room Application forms will be mailed or emailed to the group's representative whose name and address are on the application.
    c. Reservations may be made no more than twelve months in advance of the meeting. The library shall have the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible.
    d. Meeting rooms are in demand. The signed Meeting Room Application constitutes an agreement that a meeting will take place. If a meeting is Cancelled, the library must be notified as soon as possible so that this space may be made available to others.
    e. Meeting Room Applications are available online through the Library's website.
2. Neither the name nor the address of the Keene Memorial Library may be used as the official address or headquarters of any unaffiliated organization. No mail or shipments of materials will be accepted for an organization except Friends of the Library and Friends of the Library, a Trust. Further, the library phone number shall not be used by any group in meeting announcements.
3. Neither the library nor its employees shall assume responsibility for any property of groups or organizations. At the end of each meeting, all of an organization's property must be removed from the library.
4. Meeting rooms are available during scheduled library hours. Any exceptions are at the discretion of the Library Director or her representative. Meetings will end soon enough to ensure that rooms are cleaned, restored to their original configuration, and vacated prior to normal library closing time.
5. Groups who wish a special table or seating arrangement must request the arrangement on the Meeting Room Application.
6. Decoration of meeting rooms shall be kept to a minimum. Tacks, nails glue, or tape shall not be used on walls, furnishings, or equipment.
7. Neither smoking or alcohol is permitted.

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8. Light refreshments/food may be brought in upon approval of Library Director or his/her designee
9. Groups may arrange to use library media equipment if available. However, no one shall operate library equipment unless he is properly trained. This may require that a member of the group make an appointment with a library staff member prior to the meeting to receive training.
10. Groups who use a meeting room are financially responsible for any damage to the rooms, furniture or equipment.
11. Groups shall not exceed the legal capacity of the meeting room. It is the group's responsibility to monitor compliance with these regulations and to deny admittance to the room to people who would cause the group to exceed the posted capacity.

Approved by the Board of Trustees
of the Keene Memorial Library
February 21, 2005
Revised December 6, 2018

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KEENE MEMORIAL LIBRARY

KEENE MEMORIAL LIBRARY
MEETING ROOM APPROVAL APPLICATION

_____
Date of Filing Application

_____
Name of Organization

_____
President's Name

_____
Purpose and Function of the Organization

_____
Address of the Organization City/State Zip Code

_____
Name of Individual Filing Application Office in Organization

_____
Address City/State Zip Code Phone Number

_____
E-mail address

FILL IN BELOW FOR SERIES OF MEETINGS: ☐ Large Meeting Room
☐ East Building

_____
Size of Group Time (inclusive)

List dates below

_____
Emergency Contact Name and Phone Number:

Is your organization a Non-Profit? Yes _____ No _____

Have you read and agree with our Meeting Room Policy? Yes _____ No _____

I acknowledge that the event is at no cost, there will be no exchange of money or orders during the event, and the event is open to the public. Yes _____

By signing, you agree to abide be the regulations governing the use of the meeting rooms.

Approved
Not Approved

_____
Signature of Applicant

Entered on the calendar Yes No

Staff Initials _____

1030 N. Broad St., Fremont, NE 68025
402 727-2694 www.fremontne.gov/library

Application for Volunteer Service

Must be 16 years or older to volunteer outside of Summer Reading Program.

Name: _____ **Age** _____

Address: _____

City: _____ Zip: _____

Home Phone: _____ **Cell Phone:** _____

Email Address: _____

Emergency Contact: _____

Relationship: _____

Telephone: _____

Volunteer Experience: _____

_____

Interests and Skills: _____

_____

_____

Your Availability: Please indicate the hours that you are able to volunteer.

Sunday_____

Monday_____

Tuesday_____

Wednesday_____

Thursday_____

Friday_____

Saturday_____

How long do you plan to serve as a volunteer for the library?_____

DRAFT

Confidentiality Agreement:

I understand that it is the policy of Keene Memorial Library to protect the privacy of those who use the Library. I also understand that during my volunteer service, I may have access to personal information about Library customers, including their requests for information and materials. **I agree to hold all information in complete confidence. In addition, I understand that a breach of confidentiality is grounds for dismissal from volunteer service.**

Applicant Signature_____
Date_____

If you are under the age of 18, a signature from your parent or guardian is necessary.

Parent/
Guardian's Signature_____
Date_____

Parent/Guardian: Home Telephone _____

Work Telephone_____

Keene Memorial Library
Obituary/Genealogy Request Form

Date: _____

Requestor Name: _____

Address: _____

_____

Email: _____

Phone: _____
□ Mail □PDF

Information Requested:

□ Obituary
Name of Deceased: _____

Birth date (if known): _____

Death date (if known): _____
Fremont resident? Yes □ No □ Not sure □
Other information that might help in the search (place of death, family members, etc.):
_____

_____

□ Article/Story from Fremont Tribune
Subject of the article: _____

Approximate Date of the Article or Event: _____

Other information that might help in the search:
_____

_____

For Staff Use

Sources Consulted:
□ Cemetery Index □ Tribune Microfilm □Obituary Index □ Roots and Leaves
□ Other: _____

Staff Initials: _____

APPENDIX B

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.

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 proscribed 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 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; January 29, 2009

Code of Ethics of the American Library Association

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 coworkers, 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.

The Freedom to Read

The freedom to read is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or author, and 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow- citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 deeps 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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 by making it possible for the reader to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men 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 the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 a 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 and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books 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 man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views of private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extralegal 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 literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists 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 taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others. We deplore the catering to the immature, the retarded, or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price or method of distribution, is dealt with in accordance with due process of law.

5. It is not the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

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 each individual is free to determine for himself what he wishes 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.

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 of thought and expression. By the exercise of this affirmative responsibility, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, require of all bookmen the utmost of their faculties, and deserve of all citizens 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 books. We do so because we believe that they are good, 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 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.

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; and June 30, 2004

Freedom to View

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 possible access to film, video, and other audio-visual 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 audio-visual materials.

3. To provide film, video, and other audio-visual 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 and 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.

Endorsed January 10, 1990, by the ALA Council

NLFS001 Auditors Trial Balance

Accounting Period: 12/2020

Fund(s): 001 - General Fund

Fund: 001 - General Fund

Account	Account Description	9/14-9/30/2020	2020 YTD	10/1/2020-10/9/2020	Original Budget 2020	Prior Year Actual	Prior Two Years Actual
001-2031-419.20-12	Communications		2,400.00	200.00	2,500.00	2,400.00	2,400.00
001-2031-419.20-65	Service Agreements		21,525.39		21,000.00	19,638.90	25,128.57
001-2031-419.30-55	Software		4,885.56		5,000.00	4,694.20	4,038.01
001-2031-419.30-56	Parts/Mach & Equipment		474.41		15,000.00	5,763.14	507.67
001-2031-455.10-10	Salaries/Wages	32,609.86	446,688.87	15,829.12	548,645.00	513,512.91	487,025.51
001-2031-455.10-14	Health Insurance	7,798.00	88,512.31	4,335.77	114,496.00	127,969.51	137,575.49
001-2031-455.10-15	Overtime Wages		1,041.21		2,000.00	1,059.46	1,380.34
001-2031-455.10-22	FICA/Medicare	2,396.69	32,992.10	1,156.83	40,483.00	37,821.63	35,445.29
001-2031-455.10-23	Pension	1,153.52	17,056.36	514.08	21,557.00	20,387.66	18,994.82
001-2031-455.10-24	Tuition Reimbursement						
001-2031-455.20-11	Postage & Printing		2,400.00		5,200.00	2,400.00	4,000.00
001-2031-455.20-13	Training & Travel	6.10	4,607.17		11,000.00	4,872.88	11,032.12
001-2031-455.20-33	Legal Advertising		271.18		100.00	60.86	294.84
001-2031-455.20-41	Utility Services	3,578.25	38,211.98		50,000.00	45,905.71	40,804.99
001-2031-455.20-60	Repairs & Maintenance	552.00	13,781.82		10,000.00	5,479.50	7,791.00
001-2031-455.20-65	Service Agreements	1,478.66	12,427.33		10,500.00	10,218.62	9,050.51
001-2031-455.20-70	Rents		591.09	147.57	700.00	593.52	593.52
001-2031-455.20-93	Dues & Subscriptions	175.95	29,270.30		15,500.00	17,133.17	15,907.45
001-2031-455.20-98	Taylor collection						342.86
001-2031-455.20-99	Other Contractual Service	5,438.21	25,120.41	168.00	30,000.00	23,695.18	16,211.15
001-2031-455.30-31	Office Supplies	37.98	2,936.15		10,000.00	5,082.38	8,062.97
001-2031-455.30-35	Printing				500.00	62.50	443.95
001-2031-455.30-41	Food Supplies		597.35		4,000.00	2,865.23	3,317.83
001-2031-455.30-44	Fuel/Oil/Grease		38.98		200.00	73.53	25.28
001-2031-455.30-49	Bldg/Structural Materials	135.00	12,653.68		9,000.00	9,863.77	11,568.98
001-2031-455.30-51	Books & Periodicals	15,404.27	149,083.37		175,000.00	148,850.83	155,453.10
001-2031-455.30-63	MV Fuel Parts		7.99			59.65	
001-2031-455.30-76	Signs				1,000.00		144.91
001-2031-455.30-79	Other Commodities	461.09	13,752.72		10,000.00	6,902.88	13,027.16
001-2031-455.40-11	Furniture & Fixtures						
001-2031-455.40-13	Bldg/Improve Acquisition		32,617.50		75,000.00		43,133.18
001-2031-455.40-20	Motor Vehicles						28,695.96
001-2031-455.40-99	Other Capital Outlay						
001-2031-455.81-00	Grant Appropriation						
		71,225.58	953,945.23	22,351.37	1,188,381.00	1,017,367.62	1,082,397.46

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