



Wayne Public Library

# WAYNE PUBLIC LIBRARY POLICIES

Adopted with revisions 6/6/2017

“The American Library Association has adopted the Library Bill of Rights and interpretations of the Library Bill of Rights to provide library governing authorities, library workers, and library users with guidelines on how constitutional principles apply to U.S. libraries. Publicly supported libraries exist within the context of a body of law derived from the U.S. Constitution, defined by federal, state, local, and tribal law, and implemented by regulations, policies, and procedures established by their governing bodies and administrations. These regulations, policies, and procedures establish the mission of the library; define its functions, services, and operations; and help ascertain the rights and responsibilities of the individuals served by the library.”

<https://www.ala.org/advocacy/intfreedom/librarypolicyguidelines>

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# Wayne Public Library Policies

## Mission Statement

Wayne Public Library serves the broader Wayne community, providing access to materials for recreational and leisure pursuits, accurate and current information for daily problem solving, and opportunities for community engagement. Special emphasis is placed on materials and programs which benefit children and youth, encouraging reading and lifelong learning.

## Primary Roles of the Wayne Public Library

The Wayne Public Library has chosen to focus on the following areas. These areas provide direction in purchasing materials, programming, and services offered by the Library to make it a center for:

- Basic Literacy, Formal Learning Support, and Lifelong Learning
- General Information, Consumer Information, and Community Referral
- Formal Learning Support
- Commons Area and Cultural Awareness
- Information Literacy, focusing on
  - Business and career information
  - Government information
  - Local history and genealogy
- Current Topics and Titles
- Access to and training in new technologies

## Board Statement

The following policies were prepared by the Wayne Public Library Board to serve as a directive of the board as to the operational policy of the Library. The board unanimously adopts the ALA Library Bill of Rights, the Nebraska Bill of Rights and the Freedom to Read Statement (found in the appendices). These objectives and policies will be examined as needed, or at least biannually, and may be revised at any time by action of the Library Board.

The general library objectives of this Public Library shall be:

- To assemble, preserve, and administer in organized collections, books and related educational and recreational materials in order to promote, through guidance and stimulation, the communication of ideas, enlightened citizenship, and the enrichment of personal lives.
- To serve the community as a center of reliable information.
- To support educational, civic, and cultural activities, and lifestyles of individuals, groups, and organizations.
- To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- To strive continually to identify community needs in order to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions, which can provide programs or services to meet community needs.

- To protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- To provide a competent staff to serve the community.
- To provide adequate technology and access to information to meet the needs of the community.

## Advocacy – approved 2/9/2021

Wayne Public Library Board members and staff shall actively support the Library by informing the community through actions and conversations.

Goals shall be:

- The community is aware of the importance of the Library and understand the library's objectives and services.
- To build and maintain good relationships with individuals and community organizations to ensure continued support for the Library.
- Library activities, challenges and general information will be made available within the community and possibly a wider audience through newspaper articles, radio announcements, flyers, social media and other means of promotion available.
- To advocate for the Library at local governmental and local groups meetings.
- To attend seminars and training sessions to remain aware of library matters, challenges and advocacy issues.

## Circulation Policy - approved 8/10/2021

The circulation policies exist to facilitate community access to the materials and information in the library's collections, while protecting these same collections.

### Library Card Policy

Everyone may use all reference materials and collections within the library building. Anyone may use the public Internet service who reads and agrees to the Library's Internet policy agreement and safety guidelines. Anyone under 17 years of age must have a parent present to sign the registration

Service will not be denied or abridged because of religious, racial, social, economic, or political status.

- Library cards are available at no charge for residents of Wayne County to patrons age 5 and older. Children under age 19 must have a parent sign the application card. An exception will be made for any child under age 19 who can show a current college ID card. Noncounty residents may register for an individual account for a yearly cost of \$35.00 or a family account (multiple cardholders under the same roof) for \$50.00 a year. Children who live outside of Wayne County but attend Wayne Community Schools or St. Mary's Catholic School may have an account free of charge by showing a current school schedule or report card. Account holder will need to show current school schedule each year to renew status.

- All cardholders will be routinely asked to update personal registration information. Proof of identity and address is required upon initial registration and at library staff discretion thereafter.
- Accounts that have not been used in 3 years of expiration will be removed from the system unless a patron owes a balance for replacement costs of items.
- The use of the Library or its services may be denied temporarily for due cause. Such cause may include but not be limited to failure to return books or to pay penalties, destruction or theft of library property, disturbance of other patrons, or any other objectionable conduct on library premises.
- It is the responsibility of the library patron to keep the Library informed of current address and telephone number. The Library will try to contact the patron about overdues and holds based on the information provided by the patron.
- Interlibrary loan is available to all active patrons in good standing after the completion of their 3-month “New” status.

### Material Loan Limits and Loan Periods

To check out materials from the Wayne Public Library, the patron must have a current Wayne Public Library account in good standing (per privileges and account collection policy). If the library patron does not have their card with them at the time of check out, the library staff (at their discretion) may require other proof of identity.

Borrowers, or their adult signatories, agree to accept full financial responsibility for materials for the duration of the check out period, including failure to return the materials, and any damage incurred through abuse or misuse. By checking out an item, patrons agree that if the item is lost or stolen while checked out to them, the patron is responsible for the cost of its replacement.

<b>Material</b>	<b>Check Out Length/Limit</b>
Books/Magazines/Audiobooks/Voiced Books	3-week check out, 1 3-week renewal from renewal date** Check out amount unlimited
Puzzles*	3-week check out, 1 3-week renewal from renewal date** Limit of 10 items
DVD*/Board Games*/ Equipment	1-week check out, no renewal Limit of 10 items
Tablets	1-week check out, no renewal Limit of 2 per family
Ebooks/Audiobooks through Nebraska Overdrive	Patron set for 1, 2, or 3 weeks Limit of 6 items
Toys	Not available for check out In house use only
Reference Items	Not available for check out In house use only
Laptops	Not available for check out In house use only

\*Puzzles/Games/DVD's have a limit of 10 all together.

**\*\*Items on hold for another patron are not renewable.**

Items returned must be available for 24 hours to other patrons before a patron or patron's family member will be allowed to check out again.

**New patrons** are restricted to 5 items at a time on their account for the first 3 months. After the probation period has ended and the patron is in good standing, the above lengths and limits will apply.

### Hold Policy

Patrons may request a hold on any material currently checked out or in processing. Upon notification of a hold being available, patrons have 5 days in which to pick up the material. DVDs and board games will be held for no longer than 3 days.

### Fines and Overdues

- Items are considered overdue one day after the final due date (EX: Due 10/1 will be charged if not returned by the time of closing on 10/2).
  - All fines take effect two days after due date and accumulate on a per day charge per item.
  - Fines for late DVDs, games and tablets are \$1 per day per item. Fines for all other late materials are ten cents per day per item. Maximum fine accumulation is \$6.00.
- Overdue items must be returned and fines must be paid down below \$5.00 before patrons can check out any new materials.
- A maximum of three overdue notices will be sent to patrons with overdue items that have not been returned.
  - First notice will be sent out 7-13 days after due date via mail.
  - Second notice will be sent 14-20 days after due date via mail.
  - Final notice will be sent out 21-30 days after due date via mail.
- Ordinance Violation Process: If, following the final overdue notice, the items have still not been returned or paid for, an additional letter is mailed by US Postal mail. The letter advises the patron that arrangement for the return or payment of the items must be made within ten days. If, within that time frame, a suitable arrangement for the return or payment of the items is not made, then the matter is turned over to the Wayne Library Board for a determination on sending the account to the Wayne City Attorney to be prosecuted as an Ordinance Violation pursuant to Wayne City Code.
  - Patrons will be responsible for the court costs in addition to the costs of fines or materials to the Library.
  - In no case will the replacement cost be less than:
    - Adult and Youth Adult hardcover books - \$35.00
    - Adult and Young Adult trade paperback books - \$20.00
    - Adult and Young Adult mass paperback books - \$12.00
    - Children's hardback books - \$20.00
    - Children's trade paperback books - \$15.00
    - Children's mass market paperback books - \$10.00
    - DVD - \$30.00
    - Book on CD - \$45.00
    - Playaway - \$55.00
    - Talking Book (VOX, Wonderbooks) - \$50.00
    - YOTO Players - up to \$220 (\$10 per cards, \$75 for player, \$20 for jacket on player, \$25 for case)

- Tablet- \$169.99
- Kill A Watt reader - \$30.00
- Projection screen - \$100.00
- LCD projector - \$500.00
- Laptop - \$700.00
- Interlibrary loan items - \$50.00
- When an item is lost or damaged to the extent it needs to be removed from the collection a charge will be set by the Library Director based on the cost to replace the item with a duplicate (or if the exact item is no longer available, a comparable item).
- Because the Library makes every effort to quickly reorder replacement materials, refunds on payments for lost items cannot be provided. If a lost item is paid for and later found, the item becomes the property of the patron.
- Library Director, at their discretion, may give the option of volunteering time to pay off only fines. This option will be for patrons under the age of 18.
  - Fines must be more than \$5.00 to be considered.
  - Tasks may include cleaning books, straightening shelves, etc.
  - 10 minutes will forgive \$1.00.
- If a patron believes that material shown as checked out to them has been returned, the library staff may change the status of the item(s) to “claimed return.”
  - By changing the item to claimed return, the patron and the Library agree to search for the item over the next 2 weeks. Having materials on claimed return status does not prevent the patron from continuing to check out other materials as long as fines remain under \$1.00.
  - At the end of the 2 week period, if the item is not found, the Library will contact the patron regarding the replacement charges for the item(s). Patrons may only have one “claimed return” per calendar year. Each patron is allowed to have a claimed return item waived at the discretion of the Library Director.
  - Once an item has been set to lost status it may not be set to “claimed returned.”

## Collection Development- approved 8/10/2021

- The Library adheres to the Library Bill of Rights, the Nebraska Library Bill of Rights, and the Statement on Intellectual Freedom.
- The librarians on staff shall be responsible for the selection and purchase of items that best fill the needs of the community. Selection for purchase and weeding shall take place in an on-going manner.
- The following criteria will be used to evaluate materials for acquisition and weeding:
  - Author
  - Recommendations and reviews
  - Format, quality, durability
  - Content
  - Ease of use
  - Timeliness or lasting value
  - Accuracy
- The following criteria will be used in making final selections for acquisition:
  - Price
  - Physical limits of building
  - Relationship to existing collection

- The following criteria will be used in making final selections for weeding:
  - Physical limits of building
  - Usage statistics
  - Relationship to existing collection
  - Physical condition of item
- The Library will always endeavor to balance special group interests with general demand to present opposing sides of every controversial subject fairly and truthfully. Political or social affiliations of a specific author will not be cause for rejection of their works. Serious works, which present an honest aspect of life, will not be excluded because of coarse language or frankness.
- "Request for Purchase" form is available at the circulation desk. All patron requests for materials will be subject to the same criteria as other purchases.
- "Request for Re-Consideration" form is available. All requests for re-consideration will be reviewed in the following manner:
  - Item in question will be pulled from the shelves.
  - The director, upon review of materials and staff members' recommendations, will make a decision, notify patron and inform of their right to appeal this decision to the Library Board.
  - If decision is appealed by patron, all materials will be presented to the Library Board, whose decision in the matter is final.
- Community support is vital to Wayne Public Library. Gifts and donations to the Library are encouraged. Donations may be given to the Friends of Wayne Public Library or Wayne Library Foundation, both 501(c)(3) organizations that exist to expand what Wayne Public Library is able to do with city funding.
  - The Library accepts gifts of books, periodicals, movies, musical compact discs, DVDs and other material with the understanding that they may be added to the library collections. The same principles of selection, which are applied to purchases, are applied to gifts.
  - Donations of materials that are not added to the library collection may be given to the Friends of Wayne Public Library or discarded at the discretion of the Library Director.
  - All gifts and bequests shall be managed by the Wayne Library Foundation.

## Confidentiality – approved 1/11/2022

### Purpose

- The Wayne Public Library and its Board recognize our patrons' expectations, and rights to, privacy and confidentiality as expressed by the Constitution of the United States and the State of Nebraska. Numerous decisions in case law have defined and extended rights to privacy. The Library's privacy and confidentiality policy is in compliance with applicable federal, state and local laws.
- In accordance with the Privacy Act and Nebraska Statute 84-712.05, the Board recognizes that patron registration and circulation records are confidential in nature. All library employees are advised that such records are private and shall not be made available to any agency of state, federal, or local governance unless a subpoena,

warrant, court order or other official investigative document is issued by a court of competent jurisdiction that shows good cause and is in proper form.

- Information from these records will not be released except under the conditions outlined in this policy. Any problems or conditions relating to the privacy of a patron through the records of the Library will be referred to the Library Director, who, after study and consultation with the Board and/or legal counsel will issue a written decision as to whether to heed the request for information.
- This privacy policy explains your privacy and confidentiality rights, the steps this Library takes to respect and protect your privacy when using library resources, and how we deal with the personally identifiable information that we collect from our patrons.

### **Policy and Procedure**

- User rights – as well as our institution’s responsibilities – are outlined here based in part on what is known in the United States as the five “Fair Information Practice Principles.” These five principles outline the rights of notice, choice, access, security, and enforcement.

### **Access by Users**

- We affirm that our library users have the right of “notice” – to be informed about the policies governing the amount and retention of personally identifiable information, and about why that information is necessary for the provision of library services.
- In all cases we avoid creating unnecessary records, we avoid retaining records not needed for the fulfillment of the mission of the Library, and we do not engage in practices that might place information on public view.
- Information we may gather and retain about current and valid library users include the following:
  - **User Information** required to provide library services such as first and last name, address, telephone number, and email address.
  - **Circulation Information** such as items currently checked out, items on hold, holds pending and current fines, along with the items on which current fines have accrued.
  - **Electronic Access Information** such as use of the Library’s public access computers.

### **Notice and Openness**

- This policy explains our information practices and the choices a patron can make about the way the Library collects and uses patron information. We will not collect or retain private and personally identifiable information without consent. Further, if you consent to give us your personally identifiable information, we will keep it confidential and will not sell, license or disclose personal information to any third party without your consent, unless we are compelled to do so under the law or to comply with a court order.
- If you wish to receive borrowing privileges, we must obtain information about you in order to provide you with a library account.

### **Choice and Consent**

- Individuals who use library services that require the function and process of personally identifiable information are entitled to view and/or update their information. You may be asked to provide some sort of verification such as an identification card to ensure verification of identity and/or current address.
- In the case of a youth, 19 or younger, information may be released to any parent or guardian. The parent or guardian must present the request in person at the Library and must provide current identification.

### **Data Integrity and Security**

- **Data Integrity:** The data we collect and maintain at the Library must be accurate and secure. We take reasonable steps to assure data integrity, including: using only reputable sources of data; providing our users access to their own personally identifiable data; updating data whenever possible; utilizing middleware authentication systems that authorize use without requiring personally identifiable information; destroying untimely data or converting it to anonymous form.
- **Data Retention:** We protect personally identifiable information from unauthorized disclosure once it is no longer needed to manage library services. Information that should be regularly purged or shredded includes personally identifiable information on library registration forms, library resource use and/or material circulation history.
  - Circulation staff shall take every means possible to protect the confidentiality of information on computer terminals, such as clearing cookies and deleting website history at the end of each day. Additionally, I.T. staff periodically wipes any and all saved/downloaded information from the public access computers.

### **Enforcement and Redress**

- The Library will not share data about individuals with third parties unless required by law. Library users who have questions, concerns, or complaints about the Library's handling of their privacy and confidentiality rights should file written comments with the Library Director. The Library will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.
- We authorize only the Library Director to receive or comply with requests from law enforcement officers; we confer with our legal counsel before determining the proper response. Library records will not be made available to any agency of state, federal, or local governance unless a subpoena, warrant, court order or other investigative document is issued by a court of competent jurisdiction that shows good cause and is in proper form. All library staff and volunteers have been trained to refer any law enforcement inquiries to the Library Director.

## **Patron Complaints**

The Wayne Public Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be considered controversial, unorthodox, and unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all the collection will appeal to everyone. The Library also supports and upholds the rights of all patrons to engage with the collection and the right to challenge materials based on personal belief.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with library staff and/or the Library Director. The Library shall follow the below procedures for informal and formal reconsideration requests of materials, services, programs, and usage of the Library. Personnel concerns/complaints will be handled in accordance to Nebraska Law and with all due confidentiality entitled therein for personnel issues.

Informal Complaints can occur at any time and are verbal in nature. These types of concerns could vary from questions about materials, to library policy, and overall library access issues. Staff should do their best to communicate with the complainant that objections will be given

serious consideration and that interest in the operation of the Library is welcome.

The formal reconsideration process begins with a patron completing a “Statement of Concern about Library Resources from Wayne Public Library” form (see Appendix) and submitting to the Library Director. This form is only available to active patrons (patron for more than 6 months who has used their account within the last 6 months).

Each challenge will require a separate form, and the entire process will be completed independently of other challenge for each book. Therefore, patrons acknowledge, in the event of challenging multiple books, the Library will evaluate one after the other, rather than all books at the same time, in order to give each challenge the consideration and time it deserves. Patrons may request or rank their multiple challenges based on the order in which the Library should review, if they so choose.

Review of the complaint by Library Director, specifically identifying reasons for the challenge and requested action to be taken about the challenge. The Director will send an acknowledgement of receipt: patron will be informed by Library Director that the reconsideration form has been received, as well as a copy of pertinent policies (mission statement, collection development policy, reconsideration policy, and Library Bill of Rights), and anticipated timeline.

The Library Director and two other people (such as library staff or community members) will read and review the challenged resource in its entirety, then work to prepare a document for the evaluation of the material in question. The Library Director will make a decision, in consultation with the two other readers, regarding the retention of the item and issue a letter to the complainant, including instructions for appeal. All communications and information will also be provided to the Library Board for informational purposes.

If the patron is dissatisfied with the decision, a written appeal must be submitted within 10 business days to the Library Board. Patrons may submit such letters in writing via mail, email, or in person at the Library.

At this time, the Library Board will have a minimum of 10 business days before they will hear the reconsideration as a part of their next regularly scheduled board meeting. The Library Board will have the opportunity to review the resource in its entirety before hearing the reconsideration, as well as all official communication regarding the complaint. All open meetings laws shall be followed, including public notice of the reconsideration on the agenda, and at this time, all documentation becomes part of the public record. The complainant will be notified of the reconsideration hearing’s time, date, and location. The Library Board reserves the right to limit the length of public comments during the reconsideration hearing, as well as reserves the right to amend/waive timelines if so desired. Any changes will be issued via letter to the patron responsible for the challenge.

After the Library Board’s decision:

- The decision to remove an item from the Library’s collection does not indicate any wrongdoing on the part of the Library, but is a resolution of a democratic process.
- The decision to retain an item from the Library’s collection does not indicate any endorsement by the Library Board of content contained but that the item meets established policy and criteria to be made available in the Library’s collection. Once a book has been challenged and retained, it is unable to be challenged for five years.

- If a material is retained, the Library cannot restrict access or grant requests to do so; the Library does not act in loco parentis, and the responsibility to restrict access lies with parents of minor children.
- Notification of ALA's Office of Intellectual Freedom that a formal complaint was made and the outcome, and provide the necessary information for tracking purposes on the national level.
- Notification of the Nebraska Library Association Office of Intellectual Freedom that a formal complaint was made and the outcome, and provide the necessary information for tracking purposes on the state level.
- The Library Director will notify all library staff regarding the outcome of all proceedings and retain all necessary records, keeping in mind that all documents are available to any interested party making a request through proper channels, including Freedom of Information Act requests.
- The Library Director will review the process upon completion and make recommendations to the Library Board for inclusion in the reconsideration process to streamline, effectively communicate, and create a better system for handling reconsiderations for all involved, including patrons, staff, and Library Board.

## Emergency and Safety – approved 11/8/2021

- The Library is a public service institution, and every effort is made to maintain regular hours for the public. The Library will close in emergency situations when the health or safety of staff and patrons may be at risk. Examples of situations that would warrant emergency closings include inclement weather or serious problems with building maintenance such as no heat or a gas leak.
- The Library Director will provide timely notification and obtain at least one confirmed response from a member of the Library Board for each closure.
- When the Wayne Community Schools close due to inclement weather, the Wayne Public Library will close.
- The Library Director will consider the well-being of the staff currently at the Library and those scheduled to arrive for their scheduled work time with respect to road conditions and parking lot safety, or other natural phenomena (e.g. tornado, flooding, road closures, snow accumulations, icy roads, etc.) to determine when it is safe for staff to depart from or travel to the Library.
- Also considered will be the availability of staff to open and operate the Library. Minimal staffing levels are defined as a minimum of at least two staff members. The Library can operate with a reduced staff when the number of patrons is expected to be abnormally low.
- **Tornado**
  - Notice of tornado watches or warnings are received over our weather radio/scanner. In the case of tornado watches, business will proceed as usual. If a tornado warning is issued, the Library will be closed for normal business and all in the building will be asked to take shelter (front door will not be locked) until an

all clear is received from the local authorities. Unattended minors will be asked to stay in the building until a guardian picks them up or until the all clear is sounded.

- Library closings will be announced via KTCH 104.9 and on the Library social media sites.
- The Library Director will have a poster placed at the entrances of the Library indicating that the Library is closed, and with expected time to re-open, as appropriate.
- **Extended Closures**
  - Unusual circumstances causing an extended closure (longer than 72 hours) will be handled at the discretion of the Library Director in consultation with the Board President. Library employees may be encouraged to work remotely, if it is appropriate for their position.

## Exhibits, Displays and Bulletin Boards - approved 5/9/2022

### Library-Initiated Displays and Exhibits Policy

It is the intention of library-initiated displays and exhibits to inform, educate and enlighten library patrons, not to indicate the Library's approval or disapproval of the ideas expressed in these displays and exhibits. The Library attempts to meet the needs of the total community through these displays and exhibits, recognizing that some displayed materials may be viewed as controversial by individual citizens. It is the responsibility of the individual library user to make use of the displays and exhibits in accordance with their tastes.

Categories of library-initiated displays and exhibits may include, but are not limited to:

- Promotions of literacy and the freedom to read
- Promotion of library activities, services and resources
- Seasonal displays
- Current topics
- Exhibits of art and artifacts

### Bulletin Board and Flier Rack Policy

Wayne Public Library provides a space in the lobby to meet the educational, professional and recreational needs for the community. The Library gives priority for programs and events that promote literacy, books and reading. Other types of event appropriate for posting include concerts, cultural events, lectures and workshops. Advertising from for-profit business organizations may be posted at the library's discretion.

- Displays and postings will not be accepted on political topics or of a commercial nature.
- Notices may be posted by community organizations and clubs, educational institutions, government agencies, and nonprofit organizations. For-profit companies and individuals may also post notices that are consistent with the policy statement above.

- Notices advertising programs and events for which there is a fee may be displayed if they meet the criteria in the policy statement above.
- Flyers are limited in size to letter paper (8.5 x 11 inches). Larger posters will be approved by library staff on a case by case basis depending on space available.
- All items to be posted must be approved by library staff.
- Items may be removed from the bulletin board at the discretion of the library staff.
- Items will be displayed for a maximum of 2 months. Flyers will be removed by staff after the completion of advertised event or at the end of 2 months, whichever comes first.
- In providing public bulletin boards and display rack, the Library does not imply endorsement of the events or services advertised.

### Display Case Policy

The Wayne Public Library provides a lobby display case as a tool by which the Library supports its mission of providing access to the world through opportunities for seeking knowledge, gathering information and pursuing creative use of leisure time. The Library seeks assistance from community organizations and individuals in furthering this mission. The presence of a particular display in the library does not indicate that the Library either advocates or endorses the viewpoints of the exhibits and/or exhibitors.

Staff determine the use of the display case according to the following priority listing:

- Library or Senior Center-sponsored displays including Friends of the Library, Library Foundation, Library or Senior Center Boards
- Community based non-profit organizations or other government agency
- Adult and/or teen resident or local taxpayer

Examples of community or individual displays that are not permitted include but are not limited to:

- More than one use per calendar year by a single entity
- Displays with the same general topic within a 12 month period
- Promotion or representation of products and/or services for sale
- Promotion or representation of partisan or individual candidates' political meetings or events
- Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws
- Displays of a discriminatory nature
- Display of material which is obscene, defamatory, invades a person's privacy or incites violence

The Library has latitude to adjust the display to improve aesthetics. Content and message will not be altered unless quantity is excessive, quality is below standard and/or message is not clear. The Library Director has discretion to refuse permission to use the display case.

The sponsor must sign an agreement in advance of installing a display. This agreement will include an "Exhibit Release Statement" freeing the Library from any responsibility for loss, damage, or destruction of exhibited items while they are being displayed at the

Library. While regular library security will be given to the display, the Library provides no insurance.

Displays must be put up in their entirety during the first week of the scheduled month during regular library hours. If the display is not set up during this time, use of the case may be forfeited.

Displays must be removed from the case by the exhibitor by the last library business day of the month, unless other arrangements are made in advance with library staff. Failure to remove the display by the scheduled date may result in the removal and possible disposal by library staff.

All displays need to be labeled in the display case with the name of the sponsor and enough information to clearly communicate the message of the display. Library physical resources cannot be used in the display.

Exhibitors are responsible for repair if the display case is damaged during set-up or removal of display items.

## Facilities

### Animal Policy – approved 5/11/2021

- Animals are not allowed in the Library. While the Library occasionally presents programs that feature animals, members of the public may only enter the Library with an animal if it is a service animal that requires accommodation under the Americans with Disabilities Act (ADA). The other exception will be animals used for law enforcement purposes.
- Service animals must be under the immediate control of their handler at all times. If a service animal is not housebroken, barks excessively, is uncontrolled, or otherwise disruptive, the animal and owner will be required to leave the premises. Animals may never be left unattended on library grounds.
- Service animals are not allowed on library furniture or fixtures, and must remain on the floor or be carried (as appropriate) by their handlers at all times.
- Emotional support, therapy, comfort, or companion animals which have not been trained to perform a specific job or task for their handler do not qualify as service animals under the ADA.

### Cell Phone Use - approved 6/6/2017

- Cell phone use is not allowed in the Library except in the entrance foyer. All patrons are asked to turn cell phones off or to "vibrate." If a cell phone is ringing or a patron is talking on a cell phone, library staff may ask them to step outside.
- Exceptions may be made to no cell phone conversations in the Library at staff discretion.
- If a patron fails or refuses to comply with a request of the library staff or personnel, or responds to the request in an abusive manner, he or she will be required to leave the Library for the remainder of the day. Further offenses may result in longer terms of suspension of library privileges.

## Hours of Service - approved 6/6/2017

- Opening Hours
  - Summer and winter hours will be determined by the Board in accordance with the *Nebraska Guidelines for Excellence* and the needs of the community. Hours will be posted in a prominent place.
  - If the librarian feels the Library should be opened or closed for special occasions (exhibits, staff in-service, etc.) the decision will be made by the librarian and one member of the board.
- Holidays
  - The Library will be closed in accordance with city regulations, with posted exceptions. Holidays include: New Year's, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Christmas.
  - If December 24th or December 31st falls on a weekday, the Library will follow stated City hours. If they fall on a weekend, the Library Board will make the determination of open hours.
  - The Library will be closed on the Friday after Thanksgiving instead of Veteran's Day, and December 26<sup>th</sup> (if falls on a weekday) instead of Martin Luther King Day.
  - Traditionally, Library closes on Easter Sunday.

## Conference Room - approved 12/13/2022

The purpose of the conference room is for Library/Senior Center use and public use.

The Library reserves the right to attend any events and conferences held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises and to ensure that Library Policies are being followed.

The Library's conference room is an 8-10 person room located in the entry hall of the building. The room is available during building hours and users must vacate the room 15 minutes prior to closing time.

### Reservation

- User must fill out a reservation form that includes the name and phone number of the person in charge or responsible for the group, and leave an item at the circulation desk as collateral (ex: keys, phone) which will be returned following an inspection of the room for any damages. All users agree to follow current Conduct Policy.
- User is responsible for notifying the Library if need to cancel. Users are responsible for any set up/take down and should include needed time into their reservation. If user arrives more than 15 minutes late, room may be offered to another person if it is requested.
- The Library reserves the right to revoke permissions to use the room in the case of non-compliance with Library Policies and Procedures.

### Publicity

- Groups may not identify Wayne Public Library/Wayne Senior Center as a sponsor or use the Library phone number/ mailing address as the contact information for the organization. Groups wishing to display their own signage may do so one hour before their meeting and must remove their signage immediately following the meeting. No program may be broadcast or televised without permission from the Library Director.
- All printed materials such as flyers or posters publicizing meetings at the Library must contain the following disclaimer: "Use of the library meeting space does not constitute an endorsement of the program/meeting or its content by Wayne Public Library."

### Emergency Closing

When Wayne Public Library closes due to emergency, every effort will be made to notify groups scheduled to use the conference room. When adverse weather is forecast, group representatives should monitor KTCH or Wayne Public Library social media for unscheduled closings.

### Limitations

No money may be collected except for dues, tuition or material fees for education courses or registration fees for conferences and/or events held in cooperation with the Library.

No admission fees may be charged, and no products or services may be sold.

Alcoholic beverages are not permitted.

### Waiver

User knows, understands and acknowledges the risks and hazards associated with using the Library's conference room and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the Wayne Public Library, Wayne Senior Center, the Local Government or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Library's conference room and hereby irrevocably releases and discharges the Library, the Local Government and any of its officials, employees or agents from any and all claims of liability arising out of or associated with the use of the Library's conference room.

### Property Damage

User shall pay the Library and/or the Local Government for any and all physical loss or damage to the Property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the Library's conference room by the User or by the User's members, employees, agents or invitees.

## Finances - approved 9/13/2022

### Budget

The Wayne Public Library board has final authority over all equipment and materials owned by the Library and over the expenditures of all funds available to the Library. The Library has an annual board-approved written budget, developed as a cooperative process between the City Administrator, Library Director and Library Board. Each year the Library Board discusses to either increase/decrease the budget according to the prior year's expenses. The Library Board approved budget is submitted to the City Council for approval based on review and recommendation of the City Administrator.

Once the budget has been approved, the Library Director is responsible for the operation of the Library and use of the funds. The Library spends approximately 15% of its operating budget on materials for patrons. Materials include books, audio visual materials, periodicals, fees for online databases, and any other items deemed relevant to our patrons such as games and puzzles. All disbursements must have the approval of the Library Board. The bills are paid by the City Clerk and all unused balances in the Annual Operating Budget revert to the City's General Fund.

On a monthly basis the Library Director presents written reports on library operations to the Library Board, and upon request the City Council. These reports include areas such as: finance, library usage, matters of personnel, collection development, and programming in addition to any other relevant information. The Library Director shall provide at least quarterly reports to the Library Board on the status of the current year's budget.

The Library maintains adequate records of library operations in a manner easily understood by the public as well as the Library Board. This record keeping clearly indicates the current position of each budgetary line item.

On an annual basis, all library funds, expenditures and revenues will be audited as part of the City's audit. All communication with the auditor will be communicated with the Library Board.

Monies received as revenue by the Library will be submitted to the City as general revenue. This pertains to copies, postage, fines, and replacement cost of damaged items, etc.

### State & County Funding

State funds are received annually from the State of Nebraska as state aid to public libraries. The amount is dependent on the number of libraries participating and the accreditation status of the libraries, as well as by the trends of the City Budget (ex: if the City Budget is cut by a certain percentage, the state aid can be cut by the same percent.) The state funding is administered by the Nebraska Library Commission. According to administrative guidelines, these funds may not be substituted for local tax monies. Any purchases from the funds for items or services directly related to the purpose of the fund shall be approved by the Library Board prior to the expenditure. Unlike the funds in the Annual Operating Budget, these funds may be carried over to the next fiscal year, unless state guidelines require expenditure.

County funds are received annually from Wayne County through the interlocal agreement between Wayne County and Wayne County Library Association, comprised of the public libraries of the City of Wayne, and the Villages of Winside and Carroll. Funds received from the county are utilized to support electronic access to materials and then youth materials.

## Surplus

Withdrawn library materials will become the property of the Friends of the Library, an arm of the Wayne Library Foundation. All monies from the sale of these items will go to the Friends of the Library account to benefit the Library.

Disposal of equipment and furniture will be approved by the Library Board. First choice of items will be given to other City Departments, second choice will be offered to area libraries. If no one can use, disposal of items will be done in one of the following ways: sale at a fixed price set by the Library Director, sale at a public auction, resale shop, or by sealed bid. All monies received from the sale of surplus items will be returned to the fund from which it was purchased. If the item has not been successfully sold after reasonable efforts, the Library Director may dispose of the item in the most appropriate manner, including as a donation to another non-profit organization.

## Other Funding

Funds, lands or property donated to the Library will be managed by the Wayne Library Foundation and may be allocated according to the wishes of the donor. If there is no mention how to use the donation; then it is the discretion of the Library Director and Wayne Library Foundation Board.

Grant funds will be used in accordance with the requirements for receiving the funds unless no specific commitment was required. In such case the expenditure of these funds will be decided by the Library Director and/or the Library Board.

## Intellectual Freedom

Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library Board aligns with the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

## Library Board

### Policy for Public Comment

The Library Board encourages those whom the library serves, to share their views about library matters. As such, the Library Board agenda includes time at the end of each meeting for comments from the public regarding any of the matters on the current business agenda. In order for the Library Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion the Board requests that you stand

and state your name when it is your turn. Only speak one time on any of the current business and must limit comments to 3 minutes or less. If you would like to speak about a matter or issue not on the agenda, please notify the Wayne Public Library Director in writing at 10 days prior to the next scheduled meeting so it can be placed on the agenda. The agenda is closed to new additions on the Monday before the meeting by 12:00 noon.

### State Accreditation

The Library Board will maintain board certification, as recommended by the "Fundamentals of Public Library Service, Advanced Accreditation Guidelines."

## Marketing

The Library Director, in consultation with the Library Board, will be responsible for marketing strategy. Other staff may participate in the marketing activities of the Library.

The Library will promote its mission, collections and services throughout the community and surrounding area by means of printed materials, website and media sites in an effort to promote awareness and understanding of the Library and stimulate interest in and facilitate use of the Library.

Responses to media concerns will be handled by the chairperson of the Library Board or the Library Director, whichever is deemed appropriate by the Library Board.

The Library Board recognizes that public relations involves every person who has any connection with the Library. The Library Board urges its own members and every staff member to realize that he/she represents the Library in every public interaction.

### Social Media Policy - 4/2/2024

The Library will utilize social media tools to encourage community involvement and to create a dialog between the Library and its patrons regarding library services, resources, events and programs, and community information. With this in mind, the Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion.

The Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Library's views or positions. Users should also be aware that all third party sites, such as Facebook or Instagram, have their own privacy policies and should proceed accordingly.

### Public Comments and Posts

Social media is not a public forum and is monitored and managed by the Library staff. Comments, posts, and messages are allowed on the Library's social networking sites as long as they conform to the Library's Social Media policy. All interactions will be regularly monitored and reviewed for content and relevance. The Library reserves the right to refrain from posting user submissions or comments or to remove or edit them at any time.

By commenting and posting on the Library social media sites, users agree to the Library's Social Media policy and the Patron Behavior policy:

- Comments and posts should be library related
- Duplicate posts from the same individual will be deleted.
- Don't include personal information about yourself or others.
- The Library is not responsible for user-generated content. A posted comment is the opinion of the user only. Publication of a comment does not imply endorsement or agreement of the Library.
- Spam and commercial content will be removed. The Library will remove posts or comments used for campaigns, political, religious or commercial purposes or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in removal of the comment.
- Individuals should not post anything they do not have the right to post. The Library follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.  
<https://www.congress.gov/bill/105th-congress/house-bill/2281>
- Posts containing offensive, obscene, threatening, or abusive language or hate speech are strictly prohibited and will be deleted. Individuals are fully responsible for libelous or defamatory comments.
- Harassing, stalking, abusive, or unlawful behavior will not be tolerated.
- Users may report concerns. Administrators will respond to those concerns as soon as possible.
- By submitting content to the Library's social media sites, the participant is granting the permission for the Library to use their name, photo, and any content contained within the post without compensation or liability on the part of the Library. This permission ends when the owner removes their post or submits a written request for the Library to delete the post.

Individuals who violate the Library's Social Media policy may be banned from the Library's social media sites and/or facilities and authorities may be contacted.

### Responding to Public Posts

The Library has a designated team of social media administrators who are responsible for monitoring and responding to public comments, posts, and questions. The team is available Monday through Friday from 9-5, with some exceptions beyond this for a quick response.

## Patron Behavior - approved 12/10/2019

Wayne Public Library is committed to being an environment for reading, learning, exploring ideas, creating, participating in programs, and enjoying other library activities. In an effort to provide library patrons of all ages with a facility that is safe, welcoming, and conducive to library use, the Library Board has adopted this policy on conduct and the consequences of violation of said policy.

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

Any activities illegal under Federal, State, or local law are also illegal in the Library, including:

- Theft of mutilation of City property
- Possession of illegal drugs or paraphernalia
- Consumption of alcohol on public property
- Disturbing the peace
- Disorderly conduct

### Expectations of Conduct

- Attend to personal belongings. The Library is not responsible for personal belongings left in or on Library property.
- Shirt and shoes must be worn at all times while in the Library.
- In respect of the rights of others, patrons are expected to maintain low noise levels. Listening devices and conversations should be kept at a reasonably low level.
- No using profane or obscene language.
- Patrons are expected to limit cell phone conversations to the building lobby or outside where others will not be disturbed. Cell phone ringers must be silenced in the Library.
- Behaving in a manner which is either physically or verbally abusive to library staff or library patrons is not allowed. Harassing behavior is defined as behavior that creates a hostile or frightening environment. Examples of harassment include staring at or following another person, unwelcome physical contact, abusive language, and verbal propositions.
- Tobacco use, including vaping, is not allowed anywhere on the premises (indoors or outdoors).
- For the safety of all patrons, weapons are prohibited in the Library. This ban includes concealed handguns in accordance with Nebraska Revised State Statutes 28-1202.01.
- Vandalism of any portion of the building, structures constituting library property, including landscaping/grass and sidewalks will not be tolerated. Patrons should not deface, tear, cut or write upon any library item.
- Use library furniture, equipment and materials for their intended function.
- Please respect the rights of others to quietly study, read or work without interference.

### Consequences

**All consequences subject to change at the Library Director's discretion.**

- First Offense: A person behaving inappropriately will, unless the offense is severe, be given one verbal warning.

- Second Offense: If the person continues to disregard the Library's rules after a warning, he or she will be asked to leave the Library for the remainder of the day.
- Third Offense: If, after returning to the Library, the person disregards the Library's rules again, he or she will be banned from the Library for a period of time at the discretion of the Library Director up to 30 days.
- Fourth and Repeated Offenses: Patrons that continue to disregard the Library's rules will be banned from the Library for a period of time at the discretion of the Library Director up to 6 months. \*see Suspension of Library Privileges Policy
- Patrons banned from the Library must promptly leave the building or the police will be notified to remove the person and issue a No Trespassing Warrant.
- Severe violations of this policy will not require a warning and will result in the person being required to leave the Library immediately. In any case where a violation involves possible criminal behavior (destruction of property, assault, etc.), the police will be notified immediately.

### Children in the Library – approved 1/7/2020

Caregivers must assume responsibility for the behavior of their children while in the Library. Such responsibility includes the parental exercise of any measure to bring disruptive behavior under control. Caregivers must be at least 13 years old to be considered supervisory of a younger child.

#### Children under 6

Children under the age of 6 may not be left unattended by a caregiver in any part of the Library. If children under the age of 6 are found without a caregiver, staff will attempt to locate the caregiver.

Programs - During story times or other programs, caregivers who do not attend the program with the child must remain in the building and must be visible when the program is over.

#### Children 6-8

Children 6-8 must have a caregiver in the building with them at all times during the library visit. If children 6-8 are found without a caregiver, staff will attempt to locate the caregiver.

Programs - During story times or other programs, caregivers who do not attend the program with the child must remain in the building and must be visible when the program is over.

#### Children 9-12

These children are welcome to use the Library unattended but should not be left alone for over 4 hours. No public place, including the Library, can guarantee the safety of children. Caregivers are responsible for their child's behavior. If a child becomes anxious or disruptive, the staff will attempt to find the caregiver in the Library. If the caregiver is not available the staff will call the child's home. It is the responsibility of the caregiver to be accessible to pick up the child at any time.

#### Children 13 years and older

Children 13 and over are old enough to use the Library responsibly. If problems arise, they may be asked to leave or caregivers may be contacted. It is the responsibility of the caregiver to be

accessible to pick up the child at any time. The child must have a way for the staff to contact the caregiver at all times when they are left unattended in the Library.

Children who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the Library. If a child 8 or younger is not picked up at closing, library staff will call the police department. Staff will not drive children home. Staff will make a written report concerning the incident.

## Personnel - approved 6/11/2024

All library staff members are considered employees of the City of Wayne, and thus fall under the regulations set forth in the City of Wayne, Nebraska Employee Handbook. Library employees should refer to these for further information on personnel procedures. Wayne Public Library is an equal opportunity employer and selection of staff members is based solely upon merit, with due consideration of personal, educational, and physical qualifications of training and aptitudes for the positions, regardless of race, color, creed, age, or gender. Only full-time, 40 hours/week, library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave, and retirement. Issues not covered specifically will be governed by City personnel policies as long as City policy does not conflict with state statutes governing the library board.

### Library Director

The Library Board is responsible for the hiring of the Library Director. In order to maintain state library accreditation, every effort should be made to hire a state certified or certifiable person, with preference given to candidates with a Masters of Library Science or equivalent work experience (10+ years in a related field). The Board's hiring recommendation is then subject to approval by the City Council. All appointments are made for a probationary period of six months. An employee may be released by the librarian at any time during the probationary period, after being given two weeks notice if their services are unsatisfactory or if they prove to be unqualified for the position to which they were appointed. This six month probationary period is pre-requisite for permanent appointment.

Official evaluation of the Library Director is the responsibility of the Library Board and should be done annually on the anniversary date of the Director's hiring. This evaluation is placed in the employee's personnel record in the city offices.

The Library Director has the status of a city department head and as such is expected to attend meetings of that group called by the City Administrator or Mayor and to fulfill tasks asked of all department heads as long as they do not conflict with policies established by the Library Board.

In order to maintain state library accreditation, the Library Director shall hold at least Level III certification (requires Bachelor's Degree).

### Library Staff

The Library Director advertises for, interviews, and recommends to the Board the best candidate(s) for library employment. He/she may ask for the help of the Adult Services and/or the Youth Services librarian as appropriate for this process. The recommended candidate must then be approved by the Library Board, and in turn, the City. All

appointments are made for a probationary period of six months. An employee may be released by the librarian at any time during the probationary period, after being given two weeks notice if their services are unsatisfactory or if they prove to be unqualified for the position to which they were appointed. This six month probationary period is pre-requisite for permanent appointment.

In order to maintain state library accreditation, the Youth Services Librarian and Adult Services Librarian must be or work to become state certified. Other library staff members are strongly encouraged to become certified. Class fees and paid time at work will be provided for classes leading to certification with the approval of the Library Director.

All employees will be directly responsible to the Library Director for their work requirements and conduct while on duty for the library. Although no formal dress code exists, employees are asked to wear clothing that is appropriate for their position and the work that they do. Clothing should be neat, clean, in good taste, and not constitute a safety hazard.

Evaluation of library staff is the responsibility of the Library Director. New employees are evaluated at the end of six months of employment. Thereafter, an evaluation of employees shall be done yearly in the fall and placed in the personnel record.

### Job Descriptions

Job descriptions outlining accountability, duties and responsibilities, skills and abilities, and experience and education are available for each library position.

Job descriptions shall be reviewed periodically by the appropriate staff members and Library Director to reflect current practice.

### Work Schedules

Because the library is open daytime, evening and weekend hours, most staff members are required to work at least some hours outside of the traditional work day.

Staff is scheduled on a monthly basis and every effort is made to accommodate staff requests. If after the schedule is made a staff member wishes a change, they will first contact other staff members about trading or having their shift covered, then inform the Library Director for approval.

### Salaries

All salaries paid to employees of the library shall be set with the approval of the Library Board and within the wage scale and budget approved by City Council. Personnel will be paid every other week with deductions made in accordance to city payroll policies.

Salary increases are at no time automatic. Salaries may be adjusted at the discretion of the board in consideration of qualifications, tenure, and quality of service rendered by the staff being considered.

### Staff and Board Development

Library staff and Board members who are state certified must participate in approved continuing education events to maintain their certification. Funds are available in the budget to cover travel, registration, hourly compensation, and other approved expenses.

In order to be compensated for approved attendance, travel mileage form must be filled out during that pay period.

Library shall cover the cost of dues to the Nebraska Library Association for the Library Director, Adult Services Librarian and Youth Services Librarian. Library Director dues will also be covered for American Library Association, Public Library Association, and Association for Rural and Small Libraries.

Staff meetings are held on a monthly basis. As much as possible they are scheduled at a time when all staff members may attend outside of normal library open hours.

### Dismissal

The Library Director has the right and authority to recommend to the Library Board dismissal from the staff of any employee whose attitude, professional ethics and conduct, or performance of duties, warrant such action. In every case the employee shall have the right to present their case both to the Library Director and Library Board. No staff member under permanent appointment shall have their services terminated without cause.

## Public Services

### Materials

Wayne Public Library will provide guidance and assistance for people to obtain the information they seek to the best of the library staff's ability.

Every patron, regardless of age, has a right to equal access to all materials in the Library. Parents who wish to limit the choice of materials available to their children should be advised to monitor their children's selections.

Patrons have a right to materials that are accurately cataloged and shelved; all staff will make every effort to ensure that materials are readily accessible.

### Interlibrary Loan

Interlibrary loan service is available for current patrons to request unavailable items from other libraries in the United States. Institutions that agree to perform interlibrary loan and lend materials to Wayne Public Library require postage to be paid by the borrowing party. Due to this fact, Wayne Public Library charges a \$3.00 fee for interlibrary loan service. By requesting to interlibrary loan an item, borrowers are responsible for paying the \$3.00 postage fee.

Borrowers must return items directly to Wayne Public Library and will be subject to the policies of the lending library in regard to borrowing time limit and the possibility of renewal.

Borrowers will be responsible for all materials loaned, including any fines or lost/damaged book fees.

### Programs

The Wayne Public Library and governing Library Board consider programming to be an integral part of library service that furthers the mission of the Library by highlighting the collection, drawing people into the Library, educating citizens, and encouraging reading.

Wayne Public Library will strive for the quality and variety in programs and materials that is required to make the Library a social force in the community and a model for library service in Nebraska.

Programs sponsored by the Wayne Public Library are designed to meet the needs of all members of our community. Types of programs offered may include, but are not limited to: book discussion groups, author visits, story times, Nebraska Humanities Council speakers, presenters related to reading program themes, computer courses, or special library staff-led tours. Program suggestions from the public are welcomed, but the final responsibility for program selection rests with the Library Director, who operates within the framework of the policies determined by the Wayne Library Board.

The Library, in partnership with Wayne Library Foundation, maintains relationships with community partners to supplement programming costs, materials, and staffing.

Children's and Teen programming is free of charge and open to all youth of appropriate ages regardless of whether they have a library card.

Adult programs are offered at Wayne Public Library as interest warrants and resources are available regardless of whether they have a library card.

No individual or organization who presents a program at the library for public attendance is allowed to advertise their products or services or collect attendee information during their time at the Library without advance permission from the Library Director.

Attendance at programs offered by Wayne Public Library may be restricted due to limited room capacity, availability of resources, the lack of available supervisory staff, or age-appropriateness. When pre-registration is required, names will be taken on a first-come, first-served basis.

Programs held in the Library or under library auspices will abide by the policies developed by the Library Board.

## Proctoring

Proctoring of tests may be considered by the Library Director, to be given under the supervision of a member of the library staff, provided that:

- the test will be given during regular Library hours or when staff is normally scheduled for work
- the test does not require constant supervision which will prevent the staff member from completing regular duties.

Proctoring that requires direct supervision must be approved by the Library Director and will be billed at \$20.00 per hour.

Test takers should arrive as scheduled and bring their own supplies.

Test takers are responsible for any fees associated with the receiving or returning of the test. The Library is not responsible for the delivery time of the returned exam.

A test taker who is a "no-call, no-show" will not be permitted to use the Library as a proctor again.

DISCLAIMER: Wayne Public Library staff may proctor tests, but cannot guarantee constant supervision or a quiet environment.

The Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings.

## Research Requests

For persons who want assistance with searching Wayne Herald files or other library materials, the Library does offer a fee-based reference service. These charges are incurred anytime a library staff member spends time reviewing the library materials at a patron's request, whether or not the requested information is located. A maximum of 2 hours (120 minutes) search time is available per request due to limited staff time.

Requestors must agree to the fee guidelines before any searching begins. They are:

- Searching is available at \$15.00 per 30 minutes of staff time. This includes the printing and mailing of up to 4 pages.
- Additional copies can be made and mailed at \$0.25 cents per page
- If the requestor has the exact date and issue of the newspaper, one copy of an article or obituary will be made and mailed for \$5.00. If the requestor has the exact date and issue of the newspaper, one article or obituary can be emailed at no charge.
- All checks should be made out to Wayne Public Library and must be received before materials will be sent out.

## Outreach Services

### Home Delivery Service- approved 4/11/2023

#### Purpose

The Library strives to provide access to all of its residents. While we provide 24/7 access via website, databases, and downloadable books and magazines, we are aware that being able to physically visit the Library can be difficult due to many things, including any medical condition or disability. The Home Delivery Service allows for expanded access to materials in a method that is convenient for our residents and can increase the outreach of the Library within the community.

#### Eligibility

The Library will provide free delivery of library items to individual library patrons who are no longer physically able to make it to the Library in person. This may be a short-term or a long-term arrangement.

Patrons must be 18+ and live in city limits for home delivery by library staff, or qualify for Meals on Wheels for delivery along with meal. Patrons that live outside of the City of Wayne are welcome to apply for this service, but must select pick-up for delivery as no deliveries are made out of city limits at this time.

Patrons must have a current library card, or ability to register for a card before the first delivery.

Patrons who meet these requirements may fill out the application. The Library will review and then notify of approval. Patrons are then asked to fill out a registration form that can be sent via email, mail or filled out over the phone.

#### Item Selection and Check Out

Items will check out following current circulation policy. All items that are available for check out within the Library are available for check out through this service.

Patrons may request items by placing them on hold through the online card catalog, by calling, or by emailing the Library. Patrons may request that a librarian pick out their items if they do not have anything specific in mind.

Limit is what will fit in the delivery tote bags (avg. of 10-15 books.)

#### Delivery

Delivery may be provided by: library staff, Friends of the Library volunteer, or with Meals on Wheels delivery.

Home deliveries and pick-ups will be scheduled at the patron's choice of weekly, or every 3 weeks with the check out lengths of items.

Deliveries will be made in a canvas bag with an attached tag that contains the patron's name and address.

Each delivery will contain requested items and/or items selected by the librarian along with a "Talk to the Librarian" bookmark for any updates to your services.

Delivery time is targeted for Fridays between 1 PM and 3 PM, but is subject to change or reschedule based on other needs, such as staffing or weather.

#### Item Return

Patrons are expected to be ready for the drop off, or notify the Library 24 hours in advance if they do not want a delivery. Patrons who call to request items to be renewed must return those items on the next delivery day.

Patrons must place returning items in the fabric bag they were received in and have them ready for pick up. If not ready, new items will not be delivered.

In Person: Requires the patron to be home and able to answer their door to receive their items and return previous loans. This delivery will be made during the scheduled time window, unless patron has contacted the librarian for any changes. The person delivering will wait no longer than 5 minutes.

Non-contact: Patrons will place their items for pick up in their library bag outside next to their door as long as it is protected and not exposed to the elements. Bag and books can be placed in a plastic bag if necessary. If items being returned are not present, the drop off will not be made.

### Expectations

- The delivery person will be respectful and courteous.
- Delivery persons are NOT permitted to enter the patron's home, no matter the circumstance.
- The librarian is not responsible for keeping track of a patron's items once they have been delivered.
- Patrons are expected to return all items in the condition they were delivered in. Any item not returned as such will result in damage or replacement fees.
- Patrons are expected to be fully clothed and respectful.

### Pick-Up Service and After-Hours

For non-city residents or people who find being able to physically visit the Library difficult due to work, family, and life schedules, the Library offers a pick-up service. After-hour pick-up is available using the outdoor lockers.

Pick-up services may be scheduled at the patron's convenience.

For in-person pick-ups: patron must call the Library when they arrive in the parking lot and wait at the main entrance for library staff to deliver items the car window or trunk. Items being returned must be in the same place. If not, the swap will not be made.

After-hours pick-ups: patron must contact the Library with request of items, and a librarian will assign a locker number to them and set a lock code. Patron has until the next day's open hours to pick up the items.

### Book Club Kits

Book kits are available for check out for a length of 4 weeks. Requestors may talk to a librarian if additional time is needed. The kits are available on a first-come, first-serve basis and may be reserved up to a year in advance.

For local book clubs, the Library can facilitate checking out books to your group participants if you would prefer not to be responsible for the return of the kit.

## Suspension of Library Privileges

Privileges may be suspended due to not following Patron Behavior policy and being banned from the Library premises; by not following the Circulation Policy and being unable to checkout items; or by not following the Technology Policy and being unable to use public computers or Wi-Fi access.

Patron will receive notice of suspension via mail. If a ban from being on the Library premises is in effect, Wayne Police Department will also receive a copy of the suspension.

## Technology- approved 10/11/2022

### Computer Lab and Library Laptops

In the lab, eight computers are available for public use in the Wayne Public Library. The Library also offers access to two laptops that may be checked out for in-library use only. The uses for these computers include searching the Library's catalog, word processing, and Internet access.

It is the responsibility of the patron to demonstrate good judgement, respect for others and appropriate conduct while using the computers, including not having any food or drink in the room. Using the computers is a privilege which may be revoked at any time for conduct which, in the sole discretion of library staff, is inappropriate, irresponsible or disturbing to other patrons or otherwise inappropriate in a public setting for a library. The Library does not guarantee privacy. Audio and video must be played on headphones. Additionally, any of the library staff is entitled to directly monitor the content or use of a computer at any time. The Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library does not endorse the content, accuracy, or various viewpoints accessed through the Internet.

### Time Allocation

Computer lab sessions are 30 minutes on a first come, first serve basis. If no one is waiting, the patron may continue to use the computer. If a patron is asked to vacate a computer, the patron may not re-enter the computer lab unless a computer comes available and no one is waiting. User must promptly vacate a computer when asked by library staff.

The computer lab and library laptops will not be available 15 minutes before closing.

### Children's Room Computers

The computers located in the Children's Room are preloaded with simple educational games. They are not Internet accessible, nor do they permit printing. These computers are available on a first come, first serve basis and are limited to a 25 minute session per patron if someone is waiting. Patrons may be asked to leave if they engage in inappropriate behavior. Library staff members are not always available to assist with learning how to use the computer.

### Use of Library Wi-Fi

Wayne Public Library provides free wireless access. Users of the wireless connection are advised that the Library neither controls nor can be held responsible for the contents of the Internet.

The Library's wireless network is not secure. Since access can potentially be hacked, it is recommended to avoid activity that requires sharing credit card numbers, passwords, or other personal information. Also patrons are advised of the visibility of devices on the shared network making personal systems vulnerable to other users' viruses, malware and hacks.

Patrons are responsible for knowing how to configure their own equipment. Library staff cannot provide technical support for personal devices.

The Library is not responsible for any loss of data, or for theft or damage to personal equipment.

#### Authorization for Internet Access

Patrons over the age of 19 must register at the circulation desk for authorization to use a computer on their first use. Patrons under the age of 19 must be accompanied by a parent or legal guardian to complete the registration at the circulation desk (unless show a current Wayne State College ID). For each visit after, patrons must check-in at the circulation desk before entering the lab.

Patrons over the age of 19 can check out a laptop for use in the Library, if their account is in good standing. Laptops are not to be removed from the Library building.

#### User Assistance

The Library does not routinely provide computer training. The library staff may not be able to assist computer users because of limited training or other demands. Patrons are responsible for providing a personal flash drive, as no documents may be saved to any computer.

### Legal Requirements

Minor patrons may not use library computers for viewing, sending or receiving materials which may be determined to be harmful to minors as defined by Nebraska Revised Statutes Section 28-807(6).

Patrons may not use library computers for viewing, sending or receiving materials which may be determined to be legally obscene as defined by Nebraska Revised Statutes Sections 28-807(10).

Patrons may not violate licensing agreements and copyright laws.

Patrons may not attempt in any way to alter, damage, abuse, or sabotage computer equipment or software, alter configurations or install any software.

Library computers may not be used for inappropriate network usage, including (a) unauthorized access (hacking) or (b) unauthorized disclosure, use and/or dissemination of personal identification information.

#### Printing, Copying, Scanning, Laminating and Faxing

Printing can be done from the computer lab computers, by USB drive in the copier, or by emailing [wplprintme@gmail.com](mailto:wplprintme@gmail.com). Black and white prints are \$.10 a side, color prints are \$.50 a side.

The copy machine in the computer lab can also scan to email or a USB drive.

Wayne Public Library fax machine is available for public use. Cost is \$1.00 per page sent or received.

The lamination machine is available for public use. Cost is \$.25 per lamination pouch used. The Library has bookmark (2 x 7 inch), letter (8.5 x 11 inch), legal (8.5 x 14 inch) and poster (11 x 17 inch) pouches available. If staff member laminates on behalf of patron, cost is \$.50 per lamination pouch.

### 3D Printer - approved 4/12/2022

The Library's 3D printing is a service available to patrons to make 3D objects using a design uploaded from a computer file.

Patrons are not permitted to use the Library's 3D printer to create objects which are:

- Prohibited by local, state, or federal law
- Unsafe, harmful, dangerous, or pose a threat to the well-being of others
- In violation of the terms of use of the manufacturer of the 3D printer
- Obscene or inappropriate for the Library environment
- In violation of a person's intellectual property rights (ex: reproduce objects which are protected by a copyright, patent, or trademark)

The Library reserves the right to review and approve all materials before printing. The 3D design may be examined to ensure compliance with this policy. If there is problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be printed. In addition, the Library reserves all rights to:

- Refuse any 3D print request
- Stop printing a request due to time or printer capabilities
- Limit the number of print requests
- Charge users \$.10 per gram (will round up or down for partial weights - ex. 1.32 will be charged \$.10 but 1.52 would be charged \$.20)

Patrons may use the 3D printer only after completing the training required.

Patron must remain on library premise for duration of the print time. Print time is limited to 3 hours in a day.

Patrons under the age of 13 must have a parent with them while using the 3D printer

## Appendix

### Statement of Concern about Library Resources from Wayne Public Library

The Wayne Public Library adheres to the accepted principles of intellectual freedom outlines in the American Library Association *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*.

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

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

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

Individuals represents  Self  Child

I have read and understand the American Library Association *Library Bill of Rights*

I have read and understand the Wayne Public Library mission statement

Library staff person spoke with prior to submitting this form: \_\_\_\_\_

Format of resource on which you are commenting:

Book  DVD  Magazine  Electronic Resource

Program  Other

Title of resource on which you are commenting:

Have you read library policies related to your concern:

Have you reviewed the entire source:

Please list the specific page, time, or location that you find objectionable.

What about this resource do you find to be objectionable?

## Suspension of Library Services

Name:

Date of Suspension:

Your visitor privileges to Wayne Public Library are suspended for a period of \_\_\_\_\_.  
This means you may not enter Wayne Public Library from the date of \_\_\_\_\_ until \_\_\_\_\_.  
Your access to the library will be restored on \_\_\_\_\_.

Reason for Suspension:

## Library Bill of Rights

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

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

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

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

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

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

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

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

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, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Nebraska Bill of Rights

<https://nebraskalegislature.gov/FloorDocs/Current/PDF/Constitution/constitution.pdf>

## Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

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

PDF of Bill of Rights and Freedom to Read Statement

<http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/LBOR%20and%20FTR%20Statement.pdf>

## Freedom to View Statement

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

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

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

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