

# **LIBRARY POLICIES**

## **Sump Memorial Library**

**Papillion, Nebraska**

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# **Bulletin Board Policy**

**Revised by the Board of Trustees April 24, 2006**

**Revised by the Board of Trustees April 23, 2012**

The Library Director will determine what may be posted and placed on display. Other considerations include, but are not limited to, size of the item, available space, and length of the posting.

Priorities:

1. Library, Friends of the Library, and City information and postings
2. Promotion of literary and cultural events
3. Publicity for events sponsored by non-commercial organization
4. Health and safety awareness

Commercial and for profit business advertising is not permitted.

# **Circulation Policy**

**Approved by the Board of Trustees April 23, 2012**

**Revised by the Board of Trustees September 23, 2013**

**Revised by the Board of Trustees January 26, 2015**

## **1. Loan Periods**

Patrons in good standing may borrow library materials according to the following time schedule.

Circulating Book Collection	3 Weeks
Audio Book	3 Weeks
CDs	3 Weeks
Media Bags	3 Weeks
Magazines	1 Week
DVDs	1 Week
Equipment	1 Week

Materials may be renewed once by calling the library, online or in person. Reserve items may not be renewed.

## **2. Loan Limits**

Books	no limit
Magazines	no limit
Media Bags	no limit
Audio Books	no limit
CDs	no limit
DVDs	5 per card

## **3. Fines**

Fines for overdue materials are charged according to the following schedule:

Books	.10 per day, max fine \$ 5.00
Audio Books, CDs	.10 per day, max fine \$ 5.00
Media and Magazine Bags	.10 per day, max fine \$ 5.00
DVDs	1.00 per day, max fine \$10.00

There is a three day grace period before fines are charged on all materials with the exception of DVDs. Checkout privileges are suspended and patron's card is blocked if their account has materials that are 21 days overdue or has accumulated fines of more than \$2.00

## **4. Holds**

Patrons may place a hold on an item that is currently checked out to another user or one that is available in the library. Since the library ensures that your account remains strictly confidential; information on materials that are on reserve/hold may only be released to the card on which the reserve was placed. Children's records are equally protected. There is a limit of 50 items you may place on hold.

## **5. Interlibrary Loan (ILL)**

The Sump Memorial Library participates in resource sharing through Interlibrary Loan. This service provides access to materials in libraries throughout the United States. We not only borrow from other libraries but also lend materials through this service. A \$3.00 non-refundable processing fee is charged for each interlibrary loan request. Fines for overdue ILL materials are \$1.00 per day including Saturdays and Sundays. A \$3.00 handling fee will be charged for materials that are not picked up or cancelled.

Occasionally the lending library will charge a fee to send materials. Patrons shall be notified of these fees prior to processing the request and the order will be placed only if the patron agrees to pay the charges.

## **6. Damaged Materials**

Borrowers shall pay for materials damaged beyond repair at replacement cost plus a \$5.00 nonrefundable processing fee, the exceptions being a \$2.00 nonrefundable processing fee for mass market paperbacks and board books. Borrowers are required to pay a \$2.00 fee for damaged materials that are repairable.

## **7. Lost Materials**

Borrowers shall pay for lost materials at replacement cost plus a \$5.00 nonrefundable processing fee, the exceptions being a \$2.00 nonrefundable processing fee for mass market paperbacks and board books. Borrowers who return "lost" items in good condition within 30 days of paying for them will be reimbursed for the amount paid minus the processing fee. An original cash register payment receipt is required for reimbursement.

# Code of Ethics Policy

Approved by the Board of Trustees May 23, 2012

The Sump Memorial Board of Trustees strives to maintain the highest moral standards in the administration of the Library. All trustees do affirm they shall:

- Observe ethical standards with absolute truth, integrity and honor;
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users;
- Excuse one's self immediately whenever there is the appearance of a conflict of interest;
- Ensure their personal philosophies or interests do not interfere with their administration of the Board or their support of its decisions;
- Respect the confidential nature of Library business while being aware of the applicable laws governing freedom of information;
- Support to the fullest the efforts of librarians in resisting censorship of Library materials by groups or individuals;
- Accept and perform all of the duties and functions of the position of Trustee;
- Listen and respect the opinions of other Board members.
- Recognize that authority lies only within legal meetings of the Board and not with its individual members;
- Keep the Board informed of relevant information that would be of interest to all of its members;
- Read the distributed materials before the meetings and come to all meetings prepared to discuss the issues;
- Participate actively in meetings and actions and inform the Library Director when unable to attend;
- Attempt to interpret and anticipate the needs of the users of the Library;
- Refer concerns to the proper level on the chain of command within the Library;
- Recognize that the Board's responsibility is to ensure the Library is well managed, never undermining the authority of the Director in that management;
- Represent all users and potential users of the Library fairly and equally;
- Ensure that the Library and its facilities are well maintained, financially secure, growing, and always operating in the best interests of its users;
- Advocate for the Library, both within the community and within other organizations;
- Use the Library and become familiar with its staff and operations;
- Take advantage of opportunities for continuing development.

# Acknowledgement

Approved by the Board of Trustees May 23, 2012

The following statement will be completed and signed annually by each Board member. They are retained as a part of the Library's financial records:

I, \_\_\_\_\_, acknowledge my review of the Library's Code of Ethics Policy and Conflict of Interest Policy. As a part of my commitment to the transparent administration of the Library's business and finances,

- I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library's business and finance.
- I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

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



# **COLLECTION DEVELOPMENT AND ACCESS POLICIES**

**Approved by the Library Board January 23, 2012  
Revised by the Board of Trustees September 24, 2012**

## **INTRODUCTION AND DESCRIPTION**

The role of libraries has been redefined by the rapid advancements in technology which have propelled us into the information age. Libraries have responded to the changes by providing new services that ensure access to the increasing amount of information and knowledge that can be retrieved electronically. The challenge is to balance the old with the new as we strive for excellence.

Excellence results when the needs and interests of the library's clientele are met. It does not always mean quantity. Many factors contribute to the excellence of a library, and these unique factors must be defined locally. The very existence of public, academic, medical, corporate, and other types of libraries is one result of this process of role identification which recognizes diversity in the clientele that each library serves. No single library can house a collection that will meet all of the needs of all the people, and libraries must choose the most appropriate roles for their communities. Furthermore, librarians have formed information partnerships and actively participate in resource sharing to provide citizens with global access to materials and information through their local libraries. The Sump Memorial Library has participated in the Online Computer Library Center (OCLC) since 1991, and all of the library's holdings are included in this international database. Through OCLC we share resources via the automated Interlibrary Loan Service.

This collection development statement is an outcome of the Sump Memorial Library's long range planning process. While gathering information on the community and the Library, it became clear that the Library needed to put into print the goals, objectives, and background of its collection, and it also needed to pull together in one document the policies that govern the selection of materials and maintenance of the collection.

The purpose of this Collection Development Plan is two-fold. It is a comprehensive document to guide both present and future selectors in the process of developing the collection to meet the needs of Papillion's ever changing community. The statement also provides a clear outline of the roles, duties, and responsibilities of all persons involved in the selection of materials. Further, the document sets out a consistent plan for the management and development of the collection, thus giving direction to the allocation of the materials budget.

The second purpose of this Collection Development Plan is to explain to new staff, professionals in other libraries, and to the community the history, mission, and objectives of the Library's collection so they can better understand what and why materials are purchased. In this area, the statement affirms the principles upon which selection is based, and the policies and goals for managing the collection. With the information from the community survey, usage data collected

by the long range planning committee, and the knowledge gained from evaluating the collection, the staff can better serve its public by providing them with materials to meet their diverse needs, thereby maintaining the Sump Memorial Library as one of the outstanding institutions in the area.

## **II. MATERIALS SELECTION POLICY**

The Board of Trustees of the Sump Memorial Library has adopted the following materials selection policy to guide librarians and to inform the public about the principles upon which selections are made.

The Mission Statement of the Library guides the selection of materials as it does the development of services and allocation of resources.

The Sump Memorial Library provides access to materials and services to help community residents meet their personal, educational, and leisure needs. The library serves as the technology and information access center for the community. Special emphasis is placed on popular materials, supporting students at the kindergarten through high school academic levels and stimulating preschoolers' interests in reading and learning.

The Library supports the individual's right to have access to ideas and information representing all points of view. The Board of Trustees of the Sump Memorial Library has adopted the American Library Association's *Library Bill of Rights*, *the Freedom To Read*, and *Freedom to View*, statements attached herewith.

### **A. OBJECTIVES**

The Sump Memorial Library acquires and makes available materials which inform, educate, entertain and enrich persons as individuals and as members of society. Since no library can possibly acquire all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest. Consideration is given to reference and circulating materials for adults and young people.

Other community resources and area library resources are considered in selecting materials. The Sump Memorial Library is a member of the Eastern Library System, a multi-type system of more than 140 school, public, academic and special libraries in Burt, Cuming, Dodge, Douglas, Sarpy, Saunders, and Washington Counties. Through interlibrary loan, librarians may obtain materials from libraries throughout the United States, Canada, and Europe. Other information may be obtained through electronic access of local and remote databases, including numerous specialized and technical resources.

New formats shall be considered for the collection when, by industry report, national survey results and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection as expressed in the Sump Memorial Library's Collection Development Plan.

## **B. RESPONSIBILITY FOR SELECTION**

Ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Library Board of Trustees. The Director is responsible for the selection of adult materials and oversees the selection process, making appropriate selection tools available and tracking the materials budget to ensure a flow of new materials throughout the year. The Children's Librarian is responsible for the selection of materials for children ages pre-school through young adult. All professional staff members may participate in the selection of library materials.

## **C. METHODS FOR SELECTION**

Selection is a discerning and interpretive process, involving: a general knowledge of the subject and its important literature; a familiarity with the materials in the collection; an awareness of the bibliographies of the subject; and recognition of the needs of the community. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages. Among standard criteria applied are: literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; soundness of the authors attitude and approach; cost; scarcity of material on the subject and availability elsewhere. Quality and suitability of the format are also considered.

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Purchase suggestions from patrons are welcome and are given serious consideration.

Materials are selected to meet the objectives of the public library service. Because the public library serves a community embracing a wide range of ages, ethnic backgrounds, educational levels and interests, the library may fulfill a number of roles in the community. Considering library and materials use, current and past strengths of the Sump Memorial Library, local demographic trends, citizen expectation as expressed in surveys, other library resources in the area and current resources of the Library, the Board of Trustees selected the following roles for emphasis:

Primary Electronic Information Access Center in which the Library provides state-of-the-art technology for public use along with local and remote access to electronic databases and the Internet

Popular Materials Library in which the Library serves as a provider of current high-interest materials in a variety of formats for all ages.

Education Support Center in which the Library assists students in meeting educational objectives established during their courses of study in grades kindergarten through high school.

Preschoolers' door to learning in which the library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.

Secondary: Reference Library in which the Library provides timely, accurate and useful information from the collection and through access to resources outside the Library.

The Library does not attempt to meet curriculum needs of higher educational programs. Textbooks are acquired if they serve the general public by providing information on subjects where little or no material is available in any other form. In selecting materials for the collection, librarians will consider general educational, commercial, cultural and civic enterprises of individuals and organizations within the community.

#### **D. WEEDING**

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees are desirable in various areas of the collection. The Collection Development Plan serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

#### **E. GIFTS**

Gifts of books and other library materials are gratefully accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Materials Selection Policy. Materials that are not added to the collection will be given to the Friends of the Library for their used book sale.

Gifts of funds are always welcome. Recommendations from the donor are honored in so far as the suggestions are in accord with the Materials Selection Policy.

#### **F. RECONSIDERATION OF LIBRARY MATERIALS**

A singular obligation of the public library is to reflect within its collection differing points of views on controversial or debatable subjects. The Sump Memorial Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by the Materials Selection Policy in making additions to or deleting items from the collection.

Patrons who request the reconsideration of library materials will be asked to put their requests in writing by completing and signing the form appended to this policy, entitled "Request for Reconsideration of Library Material".

Upon receipt of a formal, written request, the Director will make a decision regarding the disposition of the material. The Director will communicate this decision, and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Library Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the

request for reconsideration has been handled in accordance with stated policies and procedures of the Sump Memorial Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

### **III. COLLECTION DEVELOPMENT GOALS**

The Sump Memorial Library will provide materials in a timely manner which meets patron's interests and needs.

The Library will provide a broadly based and diverse collection which can support the roles of the Library as a popular materials center, formal education support center, children's doorway to learning, and reference center.

The Library will strive to provide a balance of viewpoints on all subjects in its collections.

The Library will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.

To maintain the vitality of the collection, Library staff will practice ongoing collection management, using output measures, and other data for continuous collection evaluation. Worn, obsolete and dated materials will be weeded from the collection on a regular basis.

The Library will keep abreast of technological changes which affect the development of the collection.

The Library will be aware of the resources available in surrounding libraries and develop its collection with this in mind.

The Library recognizes its responsibility to the development of shared resources and participates in local, regional, and national interlibrary loan services.

The Library encourages and at all times welcomes patron suggestions, comments, and ideas about the collection and its development.

#### **IV. COLLECTION DEVELOPMENT ORGANIZATION & MAINTENANCE**

##### **A. Selection Organization**

Ultimate responsibility for material selection rests with the Director who operates within the framework of policies set by the Board of Trustees. The Director determines the budget, guidelines, and organizational structure for the librarians and paraprofessionals who select and catalog materials.

The Director works with the Children's Librarian, Technical Services, and Circulation Services to see that all materials are being processed and available for circulation in a timely and an orderly manner. Selectors are responsible for choosing appropriate materials for their areas, weeding these areas to keep them current with need and demand, seeing that materials are in good physical condition and replacing them if not.

##### **B. Selection Criteria**

The criteria for the evaluation of materials includes literary or artistic merit, enduring value, accuracy, authoritativeness, timeliness, social significance, popular demand, need for information or materials in an area, availability of these materials elsewhere, and cost. Any or all of these factors are used when selecting materials. At all times selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs and demands. A well-rounded collection meets some needs of students, as well as independent learners; however the Library recognizes that it is a supplementary rather than primary resource for students.

##### **C. Selection Tools**

Selection of materials is done from book reviews in professional and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs and patron requests. The standard selection tools used by librarians include the following: Library Journal, School Library Journal, VOYA and Booklist.

##### **D. Standing Orders**

Materials which are updated annually or every few years and which are necessary to the collection are put on standing order. Other circulating books and electronic database services are also put on standing order. The standing order list is reviewed on a periodic basis.

##### **E. Material Format**

Materials are purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may by

purchased, and are preferred in cases where the hardcover edition is extremely expensive and the title would be either used infrequently or is an item which would be weeded from the collection in a few years. Paperbacks are often purchased as added copies of popular titles to meet patron demand and as part of the pocket paperback collection. Library editions are purchased for heavily used titles in the Youth Services Department because of their durability.

Textbooks are purchased in areas where there is little or no material in any other format or where they add substantially to the collection. The Library does not buy the textbooks used by the local schools or area colleges, regarding it as a responsibility of the school library to provide copies of these course materials for their students.

New formats shall be considered for the collection when, by industry report, national survey results, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

Computer files, electronic databases, and information services that best meet the needs and interests of patrons will be considered for purchase. When it is appropriate, paper subscriptions will be replaced with electronic formats.

In selecting information resources, factors considered include usage patterns (frequency of use by patrons and staff, simultaneous users) and characteristics of the publication (frequency of updating, organization and access patterns, ease of retrieval, etc.).

#### **F. Multiple copies**

While the Library does not have the budgetary resources to buy multiple copies of every title it owns, it does buy multiple copies of titles that have high patron demand. It is, however, up to each selector to determine how many copies of a title should be ordered, and in what format. For titles with many reserves, one book is purchased for every six patron reserves. In subject areas such as resumes and travel books where the interest is in the subject more than in a particular title, the Library prefers to buy one or two copies of several different titles instead of buying numerous copies of one title. The Library tries to offer variety and depth through this approach.

#### **G. Expensive and Rare Books**

The Sump Memorial Library believes that materials selected for the circulating collection should be judged on merit and value to the collection rather than the cost of an item. If an item is expensive (above \$50 in price), the selector will check to see what other materials on the subject we have in the collection, how this new book compares, and the importance of the title to the development of the collection. If the selector decides it is needed, the title will be added to the circulating collection and treated as any other item. If it is lost or damaged, the selector will decide if it should be replaced.

Since the Library is a public library whose materials are available to the public, at no time will rare or unusual books that would require special handling be added. If it comes to staff attention that a book already owned has now become exceedingly rare or expensive, the decision will be made book by book as to whether to keep the item or find an appropriate library or archive that could house the material.

## **H. De-selection of Materials**

Titles are withdrawn from the Library's collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the selectors who decide whether the item should be replaced using the same criteria as for selection. Other factors which selectors must consider when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its field, its listing in standard bibliographies, and its cost. Generally, in any one year, the Library will not spend more than ten to fifteen percent of the budget allocated to materials on replacement and retrospective purchases. Since the life span of books is quite short, titles which are considered essential for the collection and must be withdrawn will be searched for through out-of-print dealers. Audio visual materials which are withdrawn will be replaced with new, popular titles as these collections are to meet current interest.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Guidelines for collection size and expected turnover of titles are determined for each area of the collection. Weeding identifies damaged items, ephemeral materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are not appropriate for the collection. Weeding also helps a selector evaluate the collection by identifying areas or titles where additional materials are needed, older editions which need to be updated, and subjects, titles, or authors that are no longer of interest to the community. If a selector is uncertain about a title to be withdrawn, s/he should check standard bibliographic tools in the subject to see if the title has historical or literary value that might merit its being kept. Holdings of other area libraries may also be considered in making deselection decisions. Withdrawn materials which are in good condition will be put in the book sale. No materials will be held for or given to individuals.

## **I. Evaluation of the Collection**

The materials collection needs continuous evaluation in order to be sure that the Library is fulfilling its mission to provide materials in a timely manner which meet patron's interests and needs. Statistical tools such as circulation reports, collection turnover rates, document delivery studies, fill rates, shelf allotments, and volume counts are studied to determine how the collection is being used and how it should change to answer patron usage. The collection's holdings are also checked against standard bibliographic tools such as *Public Library Catalog*, *Fiction Catalog*, *Children's Catalog*, *Books In Print*, and subject specialty catalogs and lists to be sure that the



Library is acquiring recommended materials. The materials themselves are looked at for their physical condition and their use. Finally patron input and community surveys are also used in evaluating the collection. Through ongoing quantitative and qualitative methods, the Director and selectors monitor the collection to see that it is serving its public.

## V. ACCESS TO INFORMATION, MATERIALS, AND SERVICES

The Sump Memorial Library provides unrestricted access to all of the materials, services and facilities it has to offer regardless of age, gender, sexual orientation, economic status, race, or religion. The Library Board of Trustees supports the American Library Association's *Interpretations of the LIBRARY BILL OF RIGHTS* with regard to the following:

1. Free Access to Libraries for Minors
2. Access for Children and Young People to Video Tapes and Other Nonprint formats
3. Access to Library Resources and Services regardless of Gender or Sexual orientation
4. Access to Electronic Information, Services, and Networks
5. Economic Barriers to Information Access
6. Statement of Labeling

These interpretations appear in the appendix of this document with permission of the American Library Association. See ALA copyright statement on the following page.

Amended 08/25/97

## **ALA Web Copyright Statement and Release**

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Last Modified: March 4th, 2009

## **VI. INTERNET POLICY**

In accordance with the mission and roles of the Sump Memorial Library, access to information is available in a variety of formats including electronically accessed information. The Library recognizes the importance and value of the Internet as one of these resources, but some information accessed through the Internet may not be considered suitable for minors and may be deemed harmful as defined by local, state, and federal laws. In order to give parents and legal guardians options regarding Internet access for their children, the Sump Memorial Library has designated computers with restricted access.

### **COMPUTER LAB ACCESS**

Internet access is provided in the Computer Lab. The workstations are equipped with a variety of software applications and electronic resources to meet the personal computing needs of individuals. Access to some Internet based applications may be restricted. Some information accessed electronically may not meet the selection or collection development policy of the library. It is left to each user to determine what is appropriate. However, it is expected that the electronic resources will be used in a responsible manner. Users must be aware that computers in the lab are shared by people of all ages and sensibilities.

The lab is open to adults 18 years of age and older. Youths 15-17 years of age may use the lab if accompanied by a parent or guardian or upon presenting their cyberlicense. No person under the age of 15 is allowed in the lab at any time.

### **RESTRICTED INTERNET ACCESS**

Filtering software has been installed on Internet computers located within the library. **However, filtering does not guarantee that sites will be blocked.** The software may not filter harmful information or sites that are deemed unsuitable according to individual standards. The Sump Memorial Library encourages parents and guardians to guide and supervise their children's use of the Internet. Librarians do not act in the place of parents.

## **VII. ACCEPTABLE USE POLICY**

### **RESPONSIBILITIES OF USERS**

The Sump Memorial Library provides resources, programs, and activities to meet the educational, leisure, cultural, and recreational needs of users. The Internet is one source of information available through the library's electronic services. It is the obligation of each individual to use Internet privileges in a responsible manner. Acceptable Internet use includes, but is not limited to, the following:

- < Comply with copyright laws and licensing agreements.
- < Refrain from illegal or unethical use of the Internet
- < Abide by local, state and federal laws regarding transmission of electronic information.
- < Respect the privacy of others.
- < Do not alter hardware or software or interfere with another individual's use of computers.
- < Abide by time limits that might apply.

Computer privileges may be revoked for unacceptable use and/or failure to act responsibly.

### **DISCLAIMER**

The Sump Memorial Library assumes no direct responsibility for damages, direct or indirect, arising from use of the Internet.

The Library does not guarantee accuracy of information or endorse electronic transmissions found on this global network.

Internet and Acceptable Use Policy last revision October 25, 2010

**APPENDIX A**

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

AUTHOR: \_\_\_\_\_

TITLE: \_\_\_\_\_ FORMAT \_\_\_\_\_

PUBLISHER \_\_\_\_\_ PUBLICATION DATE \_\_\_\_\_

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

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

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this request made on behalf of:

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization \_\_\_\_\_

(Name of Organization)

Have you read/viewed this title in its entirety? \_\_\_\_\_

What is your objection to the material? (Please be specific; i.e. cite pages) \_\_\_\_\_

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

Is there anything positive about the material? \_\_\_\_\_

\_\_\_\_\_

Please state the reason for your request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Requested \_\_\_\_\_

Have you read the Sump Memorial Library Materials Selection Policy? \_\_\_\_\_

Are you aware of the judgment of this material by literary critics or area subject specialists? (Please provide names of reviewers and citations if known) \_\_\_\_\_

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject treated? \_\_\_\_\_

Signature of Patron: \_\_\_\_\_

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

Received by Staff Member: \_\_\_\_\_

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

## **APPENDIX B**

### **LIBRARY BILL OF RIGHTS**

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

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

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

Affirmed as NEBRASKA LIBRARY BILL OF RIGHTS April 3, 1981 by unanimous adoption of the Nebraska Library Commission.

Adopted by the Sump Memorial Library

Board of Trustees

October 28, 1991



## APPENDIX C

### THE FREEDOM TO READ

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

Adopted by the Sump Memorial Library  
Board of Trustees  
October 28, 1991

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## **APPENDIX D**

### **FREEDOM TO VIEW**

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

1. To provide the broadest possible access to film, video and other 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 and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or film maker 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 by the AFVA Board of Directors in 1989.*

Adopted by the Sump Memorial Library

Board of Trustees

October 21, 1991

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## APPENDIX E

### FREE ACCESS TO LIBRARIES FOR MINORS

#### [An Interpretation of the Library Bill of Rights](#)

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services,

materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup>See [Erznoznik v. City of Jacksonville](#), 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See [Tinker v. Des Moines School Dist.](#), *supra*. Cf. [West Virginia Bd. of Ed. v. Barnette](#), 319 U.S. 624 (1943)."

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Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

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## APPENDIX F

### ACCESS FOR CHILDREN AND YOUNG PEOPLE TO NONPRINT MATERIALS

#### [An Interpretation of the Library Bill of Rights](#)

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the [Library Bill of Rights](#) states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's [Free Access to Libraries for Minors](#): An *Interpretation* of the Library Bill of Rights states:

. . . The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

. . . [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.



In some cases, commercial content ratings, such as the [Motion Picture Association of America](#) (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, [Entertainment Software Rating Board](#) (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing ([Expurgation of Library Materials](#)). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" ([Labels and Rating Systems](#)), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

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Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.

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## APPENDIX G

# Access to Library Resources and Services Regardless of Sex, Gender Identity, or Sexual Orientation

## An Interpretation of the Library Bill of Rights

American libraries exist and function within the context of a body of laws derived from the United States Constitution and the [First Amendment](#). The *Library Bill of Rights* embodies the basic policies that guide libraries in the provision of services, materials, and programs.

In the preamble to its Library Bill of Rights, the American Library Association affirms that *all* [emphasis added] libraries are forums for information and ideas. This concept of *forum* and its accompanying principle of *inclusiveness* pervade all six Articles of the *Library Bill of Rights*.

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation:

- Article I of the *Library Bill of Rights* states that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." The Association affirms that books and other materials coming from gay, lesbian, bisexual, and/or transgendered presses, gay, lesbian, bisexual and/or transgendered authors or other creators, and materials regardless of format or services dealing with gay, lesbian, bisexual and/or transgendered life are protected by the *Library Bill of Rights*. Librarians are obligated by the *Library Bill of Rights* to endeavor to select materials without regard to the sex, gender identity, or sexual orientation of their creators by using the criteria identified in their written, approved selection policies ([ALA policy 53.1.5](#)).
- Article II maintains that "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." Library services, materials, and programs representing diverse points of view on sex, gender identity, or sexual orientation should be considered for purchase and inclusion in library collections and programs. (ALA policies [53.1.1](#), [53.1.9](#), and [53.1.11](#)). The Association affirms that attempts to proscribe or remove materials dealing with gay, lesbian, bisexual, and/or transgendered life without regard to the written, approved selection policy violate this tenet and constitute censorship.
- Articles III and IV mandate that libraries "challenge censorship" and cooperate with those "resisting abridgement of free expression and free access to ideas."
- Article V holds that "A person's right to use a library should not be denied or abridged because of origin, age, background or views." In the *Library Bill of Rights* and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the

characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals. Therefore, Article V of the *Library Bill of Rights* mandates that library services, materials, and programs be available to all members of the community the library serves, without regard to sex, gender identity, or sexual orientation. This includes providing youth with comprehensive sex education literature ([ALA Policy 52.5.2](#)).

- Article VI maintains that "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." This protection extends to all groups and members of the community the library serves, without regard to sex, gender identity, or sexual orientation.

The American Library Association holds that any attempt, be it legal or extra-legal, to regulate or suppress library services, materials, or programs must be resisted in order that protected expression is not abridged. Librarians have a professional obligation to ensure that all library users have free and equal access to the entire range of library services, materials, and programs. Therefore, the Association strongly opposes any effort to limit access to information and ideas. The Association also encourages librarians to proactively support the First Amendment rights of all library users, regardless of sex, gender identity, or sexual orientation.

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Adopted June 30, 1993, by the ALA Council; amended July 12, 2000, June 30, 2004

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## APPENDIX H

# Access to Digital Information, Services, and Networks

## An Interpretation of the LIBRARY BILL OF RIGHTS

### Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the Library Bill of Rights and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

### The Rights of Users

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including “Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities.”

Users’ access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults (“Free Access to Libraries for Minors”; “Access to Resources and Services in the School Library Media Program”; “Access for Children and Young Adults to Nonprint Materials”; and “Minors and Internet Interactivity”).<sup>2</sup>

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with “Privacy: An Interpretation of the Library Bill of Rights,” and “Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights.”

## Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds (50.3 “Free Access to Information”; 53.1.14 “Economic Barriers to Information Access”; 60.1.1 “Minority Concerns Policy Objectives”; 61.1 “Library Services for the Poor Policy Objectives”). All libraries should develop policies concerning access to digital information that are consistent with ALA’s policies and guidelines, including “Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights,” “Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities,” and “Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights.”

## Information Resources and Access

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user’s age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a

librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries ("Diversity in Collection Development").

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information, 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: "Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights."

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

## APPENDIX I

### Economic Barriers to Information Access:

#### An Interpretation of the Library Bill of Rights

A democracy presupposes an informed citizenry. The [First Amendment](#) mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves. While the roles, goals and objectives of publicly supported libraries may differ, they share this common mission.

The library's essential mission must remain the first consideration for librarians and governing bodies faced with economic pressures and competition for funding.

In support of this mission, the American Library Association has enumerated certain principles of library services in the *Library Bill of Rights*.

#### Principles Governing Fines, Fees, and User Charges

Article I of the *Library Bill of Rights* states:

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.

Article V of the *Library Bill of Rights* states:

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

The American Library Association opposes the charging of user fees for the provision of information by all libraries and information services that receive their major support from public funds. All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally and equitably accessible to all library users.

Libraries that adhere to these principles systematically monitor their programs of service for potential barriers to access and strive to eliminate such barriers when they occur. All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access. All services should be designed and implemented with care, so as not to infringe on or interfere with the provision or delivery of information and resources for all users. Services should be reevaluated regularly to ensure that the library's basic mission remains uncompromised.

Librarians and governing bodies should look for alternative models and methods of library administration that minimize distinctions among users based on their economic status or financial condition. They should resist the temptation to impose user fees to alleviate financial pressures, at long-term cost to institutional integrity and public confidence in libraries.

Library services that involve the provision of information, regardless of format, technology, or method of delivery, should be made available to all library users on an equal and equitable basis. Charging fees for the use of library collections, services, programs, or facilities that were purchased with public funds raises barriers to access. Such fees effectively abridge or deny access for some members of the community because they reinforce distinctions among users based on their ability and willingness to pay.

### **Principles Governing Conditions of Funding**

Article II of the *Library Bill of Rights* states:

Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Article III of the *Library Bill of Rights* states:

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

Article IV of the *Library Bill of Rights* states:

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

The American Library Association opposes any legislative or regulatory attempt to impose content restrictions on library resources, or to limit user access to information, as a condition of funding for publicly supported libraries and information services.

The First Amendment guarantee of freedom of expression is violated when the right to receive that expression is subject to arbitrary restrictions based on content.

Librarians and governing bodies should examine carefully any terms or conditions attached to library funding and should oppose attempts to limit through such conditions full and equal access to information because of content. This principle applies equally to private gifts or bequests and to public funds. In particular, librarians and governing bodies have an obligation to reject such restrictions when the effect of the restriction is to limit equal and equitable access to information.

Librarians and governing bodies should cooperate with all efforts to create a community consensus that publicly supported libraries require funding unfettered by restrictions. Such a consensus supports the library mission to provide the free and unrestricted exchange of information and ideas necessary to a functioning democracy.



The Association's historic position in this regard is stated clearly in a number of Association policies: 50.4 "Free Access to Information," 50.8 "Financing of Libraries," 51.2 "Equal Access to Library Service," 51.3 "Intellectual Freedom," 53 "Intellectual Freedom Policies," 59.1 "Policy Objectives," and 60 "Library Services for the Poor."

Adopted June 30, 1993, by the ALA Council.

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## APPENDIX J

### LABELING AND RATING SYSTEMS

#### An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Labels on library materials may be viewpoint-neutral directional aids designed to save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the material. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Many organizations use rating systems as a means of advising either their members or the general public regarding the organizations' opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the Library Bill of Rights. When requested, librarians should provide information about rating systems equitably, regardless of viewpoint.

Adopting such systems into law or library policy may be unconstitutional. If labeling or rating systems are mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation. In addition, the

inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009.

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# **Confidentiality of Records Policy**

**Approved by the Board of Trustees April 23, 2012**

In accordance with the Privacy Act, the Board recognizes that patron registration and circulation records are confidential. All library employees are advised that such records shall not be made available to any person, organization, or institution or any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal or administrative discovery procedures or legislative power.

The library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.

Circulation staff shall take every means possible to protect the confidentiality of information on computer terminals. Requests for information that is personal in nature, such as addresses and phone numbers, shall be answered by locating such information in a published source. Providing personal information that is not published is a violation of the Privacy Act. This includes providing information concerning the materials that are loaned on an individual's library card.

# **Conflict of Interest Policy**

**Approved by the Board of Trustees May 23, 2012**

The Sump Memorial Library Board of Trustees believes that it is fundamentally important the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the financial interests of the members of the Board do not conflict with the public trust. To that end, the board has adopted the following policy:

1. Definition: “Conflict” or “Conflict of Interest.” Use by a Trustee of the authority of his or her office or any confidential information received through his or her position as a Trustee for the pecuniary benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or member of his or her immediate family is associated.
2. A Trustee shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which he or she is financially interested either as an employee, partner or principal or has any ownership interest in the entity, except for the services for which a Trustee is specifically retained. Nor shall a Trustee participate in any decision or recommendation involving the Library where such persons shall have a direct or indirect financial interest.
3. Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the declaration constitutes a conflict. If a conflict exists, the trustee shall not vote on the matter and shall excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the minutes of such meetings.
4. When a Board member perceives that another Trustee has a conflict of interest that has not been declared, the Board member may request the President to rule.
5. In the event that the President has a conflict or perceived conflict the Vice-President will fulfill the role of investigating and ruling on the conflict.

The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to the attention of the Board.

# **Customer Service Policy**

**Approved by the Board of Trustees May 23, 2012**

Sump Memorial Library's mission is to provide access to materials and services to help community residents meet their personal, educational, and leisure needs. The library serves as the technology and information access center for the community. Special emphasis is placed on popular materials, supporting students at the kindergarten through high school academic levels and stimulating preschoolers' interests in reading and learning. To fulfill this mission, library staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to honor our commitment to enhance our citizens' lives through convenient services when, where and how they need them.

Library staff members will take responsibility for:

1. Creating a welcoming atmosphere.
2. Providing each customer with an exceptional user experience.
3. Meeting the needs of customers and co-workers.
4. Behaving ethically.
5. Protecting customer confidentiality.
6. Understanding and implementing library policies and guidelines.
7. Practicing good work habits.

## **Exhibit and Display Policy**

**Approved by the Board of Trustees April 23, 2012**

The library shall provide for the public educational, cultural, and informative exhibits. Use of exhibit space is welcomed. An application process is required of all exhibitors.

Prior approval is required from the Library Director to exhibit, display or place in the library for distribution any poster, exhibit, pamphlet, leaflet, booklet or advertisement.

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.

# **Expressions of Concern Policy**

**Approved by the Board of Trustees February 24, 2003**

**Revised by the Board of Trustees April 23, 2012**

The Library Board of Trustees welcomes and encourages input from citizens regarding library services. Information will be gathered using a variety of tools such as a suggestion box, questionnaires, and random surveys. Comments from members of the community frequently provide librarians with useful information about interests and needs of patrons.

Persons who wish to initiate a formal expression of concern will be asked to complete and sign the Expression of Concern form. Upon receipt of the form, the Director will respond to the person in writing with ten (10) days. The Library Director will notify the Board of Trustees of all expressions of concern and provide them with a copy of the response.

In the event that the person who initiated the expression of concern is not satisfied with the response of the Director, an appeal for a hearing before the Board of Trustees may be made by contacting the President of the Trustees. If a hearing is granted, the individual will be notified of the date and time to address the Board during a meeting's public participation time. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. Following the hearing the Board will make a formal written response within ten (10) days.



# Finance Policy

Approved by the Board of Trustees August 27, 2012

The Library Board establishes this financial policy to ensure fiscal accountability, appropriate use of funds in support of the Library's mission and goals, and compliance with appropriate laws, ordinances and City of Papillion policies.

1. Consistency
  - a. The Library Director, while preserving the Library Board's legal prerogatives under Nebraska Statute 51-209, will keep Library practices in compliance with City of Papillion fiscal practices and policies.
  - b. Library staff will work with Finance Department staff to ensure that Finance Department policies accommodate the Library Board's authority.
2. Budget
  - a. The Library Director, with input from library staff, will draft an annual budget and submit it to the Library Board for discussion and approval. The Library Board shall establish an annual budget request according to City guidelines and submit same to the established City of Papillion budget process. Library staff shall work with the City Administrator, City Finance Department and City Department Heads to seek adoption of the Board's request, reporting any changes or concerns to the Board.
  - b. After budget adoption by the City Council, the Library Director will present the adopted budget for the year to the Library Board for review and approval.
  - c. The Board delegates to staff the expenditure of monies and the development of an annual collection budget to allocate funds available for library materials.
  - d. The Board's authority over budgeted City funds shall lapse at the end of the fiscal year and any budget fund balance shall revert to City authority, subject to City carryover policies and procedures.
3. Review and Reporting
  - a. On an annual basis, all Library funds, expenditures and revenues will be audited as part of the City's audit. Library staff shall report to the Board any notes or communications from the City's auditor regarding the Library.
4. Expenditures
  - a. On a monthly basis the Library Director will review the invoices and present a list of all expenditures to the Library Board for review and approval. Approved invoices will be forwarded to City Finance Department for payment.
  - b. The Library Director will present a monthly financial report to the Library Board showing the status of all accounts and funds.
5. Receipts

- a. Monies received as revenue by the library will be submitted to the City and allocated to the appropriate library account.
  - b. Grants
    - a. Grants applied for by staff and received from external sources, such as the state or federal governments, foundations, or other funding bodies are subject to the approval of the Library Board.
    - b. Library staff will work together with City Finance staff to administer any funds received, consistent with Finance policies and conditions of the funding authorities.
    - c. Library staff will work together with City Finance staff to ensure appropriate journal entries and necessary budget adjustments to reflect these revenues and expenditures.
6. Disposal of Property
- a. Withdrawn library materials, materials donated but not added to the collection, and other library equipment no longer needed for library services may be given to the Friends. The Friends group will sell these materials to raise funds for library projects per the signed Operating Agreement between the Library Board and the Friends. Materials deemed by staff or the Friends to be unfit for sale may be discarded.
  - b. If another City of Papillion department expresses an interest in a piece of equipment or other item no longer used by the Library, the Library Director may transfer such items to those departments.
  - c. If, after being offered to other City of Papillion departments with no interest, another library expresses an interest in a piece of equipment or other item no longer used by the library, the Library Director may negotiate sale or trade of the items for reasonable compensation. Staff will report to City Finance any funds received as revenue from such sales, for such budget adjustments as the Finance Director agrees are appropriate.
  - d. Some library materials and other items no longer needed for library service and not wanted by other City departments or agencies may be discarded, sold online, or at auction by City Finance, put into City storage, donated to a nonprofit agency or educational institution, or otherwise disposed of according to City Policy and reported accordingly.
  - e. Library owned supplies and equipment will not be taken by, given to, or sold to any Library or City employee unless a specific exception is granted by the Library Board of Trustees. The board authorizes employees to purchase items in the Friends book store on the same basis as the general public. Employees and volunteers will not obtain, use, or divert Library or City property for personal use and/or benefit.

# **Hours of Operation Policy**

**Approved by the Board of Trustees April 23, 2012**

1. The library will be open to the public a minimum of 68 hours per week.
2. The decision to close the library for special events will be made by the Library Director and the Board of Trustees. Advance notice of the closing shall be made to the public.
3. The Library Director, at his or her discretion, may close the library because of severe weather or other problems. The Board of Trustees will be notified of the closure within eight hours.
4. The library will be closed on the holidays which are observed by the City of Papillion and other days designated by the Board of Trustees.

The library will be closed on the following designated holidays:

New Year's Day (January 1)  
Martin Luther King's birthday (third Monday in January)  
President's Day (third Monday in February)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Easter Sunday (varies)  
Labor Day (first Monday in September)  
Veteran's Day (November 11)  
Thanksgiving (fourth Thursday in November)  
Day after Thanksgiving  
Christmas (December 25)

# **Library Card Policy**

**Revised by the Board of Trustees April 27, 2009**

**Revised by the Board of Trustees August 27, 2012**

Within the Sump Memorial Library, the use of materials is free to all regardless of race, color, or national origin. To obtain borrowing privileges the registration process must be completed.

It is necessary to present a valid library card to check out materials. Registration consists of filling out a card application and presenting a photo I.D. along with a utility bill or similar item to validate the address. Minors under the age of 19 must have a parent or guardian present in the library to sign the application. Household members must physically be in the library in order to apply for a library card. New patrons have full access to the library and its materials, restricted by per card limits only.

# Library Card Types

Revised by the Board of Trustees July 25, 2011

Revised by the Board of Trustees September 23, 2013

Revised by the Board of Trustees September 22, 2014

All applicants who wish to have borrowing privileges, including use of the computer lab, must provide a picture ID, current address verification, and a signed Sump Memorial Library application.

1. **Residents:** Borrowing privileges are available to all residents of the City of Papillion, paid for in part through city property taxes. Resident library cards are renewable every five years.
2. **Non-Residents:** Those living outside the city limits of Papillion may purchase an annual non-resident membership for \$50.00 per household in order to receive library services. Membership entitles each member of a household to library privileges for one year.
3. **Non-Resident Property Owners:** Nonresidents who own property within the Papillion city limits are eligible for a library card renewable each year. Membership entitles each member of a household to library privileges for one year.
4. **City of Papillion:** Employees of the City of Papillion and their families are eligible for a library card renewable every five years.
5. **Teachers:** Papillion/LaVista teachers who live outside the city of Papillion are eligible for a library card with a school ID. Membership is valid for one year from August through July 31. Card renewal is required each school year. Only materials related to teacher's grade level may be checked out on a teacher card. Non-resident teachers must purchase a non-resident library card for personal use.
6. **Organizations:** Owners of businesses and Directors/CEOs of non-profit organizations located within the Papillion city limits may obtain a library card. Cards are renewable every year.
7. **NebrasKard:** Sump Memorial Library participates in the Nebraska Library Commission's NebrasKard program. A valid library card and dated NebrasKard sticker from a participating library are required to set up an account.

Sump Memorial Library patrons may request a NebrasKard account for use at participating libraries in the state. Nonresident applicants must pay an additional \$15 for the sticker per the NebrasKard program guidelines.

# **Library Code of Conduct Policy**

**Approved by the Board of Trustees December 27, 2010**  
**Revised by the Board of Trustees June 24, 2013**

In accordance with this library's Code of Ethics and Library Bill of Rights (see Policies Appendix), our library is committed to providing high quality service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access (a person's right to use a library should not be denied or abridged because of origin, age, background, or views); and accurate, unbiased, and courteous responses to all requests.

This code extends to the users of the library themselves. In an institution devoted to the joy of knowledge and discovery, it is normal and appropriate for the public to enjoy their use of the library. All share a responsibility as well to honor a highly principled code of conduct toward fellow library users and toward the employees and volunteers providing these vital services to the community. 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. In addition, there are federal, state and local statutes prohibiting conduct addressed in this policy.

Our library seeks to serve its function as a place of education, information, and quiet reflection within the community while also functioning as a workplace for library employees. Activities and behaviors that are disruptive, that unreasonably interfere with another patron's use and enjoyment of the library, and that are detrimental to the health, safety and welfare of patrons and staff and to the efficient operations of the library for the benefit of its patrons, are not permitted. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working in the Sump Memorial Library.

**Levels of Enforcement.** Without limitation, various prohibited activities and behaviors are delineated below. Any library staff member is authorized to issue informal warnings regarding such conduct. The Library Director or delegated Library Supervisors are authorized to enforce this code and will do so in a reasonable, courteous but firm manner in one of two ways.

**A. Progressive Enforcement.** Certain activities and behaviors will be subject to progressive enforcement as follows:

- 1) Warning
- 2) Expulsion from all library grounds for remainder of day
- 3) Suspension from all library grounds for one month
- 4) Suspension for one year and/or permanent ban from all library grounds

**B. Immediate Suspension and/or Permanent Ban.** Certain activities and behaviors constitute contact with and enforcement by the Police Department or otherwise constitute an immediate and more serious threat to the welfare of the library staff and its patrons, and for which the Library Director and/or delegated Library Supervisors are authorized to immediately impose a suspension of one month, one year or permanent ban of an individual from all library grounds.

Prohibited Conduct. In order by level of enforcement, various actions and behaviors include but are not limited to the following:

Progressive Enforcement	Immediate Suspension and/or Permanent Ban
Disruptive talking or other noise inconsistent with the intended use of the area	Engaging in any activity in violation of Federal, State, local or other applicable law
Running, pushing, shoving or throwing	Fighting, physical threats or abuse to self or others
Abusive or foul language	Threatening language
Misuse of Library furnishings, equipment or materials	Destructive abuse of Library furnishings, equipment or materials
Sleeping on floor, furniture or grounds	Being under the influence of alcohol/illegal drugs or selling, using, or possessing same
Eating or drinking, except in designated areas and through designated means of disposal	Intentionally causing a false fire alarm
Smoking, using tobacco products or e-cigarettes in designated outdoor non-smoking areas, not using designated means of disposal	Smoking, using tobacco products or e-cigarettes inside the library
Entering the library barefooted or without a shirt, or being otherwise attired so as to be disruptive to the library environment	Carrying firearms and dangerous weapons of any type (except by law enforcement officers) outside a vehicle
Demonstrations, solicitations or petitions, except in designated areas	Theft and/or attempted theft of Library property or the property of patrons and staff
Excessive public display of affection	Engaging in sexual activity, offensive touching or indecent exposure
Congregating or otherwise hindering passage in aisles, exits, entrances, or high traffic areas	Photographing others without their consent or as authorized
Abuse of computer procedures and privileges, i.e. using another person's library card	Destructive or illegal use of computers and/or Internet
Leaving personal belongings unattended	Trespassing in nonpublic areas
Littering, bringing in articles with a foul odor, or items that cannot be placed immediately beside oneself and would impede the use of the library by others	Use of restrooms for bathing or laundry purposes
Staring or uninvited conversations to the point of annoyance	Stalking or intimidation
Offensive bodily hygiene so as to constitute a nuisance to others	Panhandling
Unauthorized use of Children's and Teen Rooms	Being in the library without permission of an authorized library employee before or after library operating hours
Using audible devices without headphones or with headphones set at a volume that disturbs others	Trespassing after previous suspension or ban
Using cell phones, pagers, and other communication devices in a manner that disturbs others	
Neglecting to provide proper supervision of children	
Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized	
Roller skating, skate boarding on library property, parking bicycles in non designated areas	

Reporting Conduct. Any patron who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by a library supervisor or if necessary, so the police can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information, or need to be available for interviews with the police department.

Notice and Appeal. Notice of suspension shall be delivered to that person by personal service or by United States Mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by personal service or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass.

Appeals of one month suspensions may be made to the Library Director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.

In cases involving suspension for one year or permanent ban, the affected person has the right to request reinstatement by the Library Board. Upon receiving a request for reinstatement at a regular meeting, the board shall establish a date for a hearing on the matter. Notice of such hearing shall be delivered to that person by personal service or by United States Mail. The hearing shall be conducted informally. The affected person and Library Director shall present oral or written statements or reasons supporting or opposing the request for reinstatement. Statements by each participant shall be limited to a total time of ten minutes or less. Upon conclusion of the hearing the Library Board may reverse, modify, impose temporary restrictions, or affirm the original decision. Notice of the determination of the Library Board shall be given to the affected person, either personally or by United States Mail.



# Library Sponsorship Policy and Procedures

Approved by the Board of Trustees August 27, 2012

Sump Memorial Library welcomes sponsorship from local business, corporations, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board of Trustees believes that libraries play an essential role in the quality of life of our citizens, and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund additional, optional services or new, "startup" services.

## Guiding Principles

The following principles will guide the Sump Memorial Library in the solicitation and acceptance of gifts, grants or other support to enhance or develop library programs and services:

- All gifts, grants and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support not compromise equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, any sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of any products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development Policy.

## Recognition and Acknowledgement

The Library will ensure that each sponsor receives acknowledgement, and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the appropriate staff person to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
  - Launch of a special program or media campaign to announce the gift.

- Include sponsor's name on promotional materials.
- Small standardized plaques may be placed on donated furniture or equipment.
- In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

### **Approval**

All gifts, grants or in-kind support given with special requirements must be approved by the Director. The solicitation of gifts, grants or in-kind support by library staff or Friends of the Library and valued at over \$500 must receive prior approval of the Director.

### **Authority for Implementation**

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to design of programs and allocation of resources will also reside with Library management. The Library reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Director, the services or image of the Library warrant such action.

# **Meeting Room Policy**

**Revised by the Board of Trustees January 26, 2009**

**Revised by the Board of Trustees April 23, 2012**

Sump Memorial Library provides meeting room space for programs of an informational, educational, cultural or civic nature. Library and City of Papillion sponsored programs have priority over all other groups. Permission to use meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board.

No admission fees may be charged by individuals or groups using the meeting rooms. However, fees may be approved to cover costs of materials for short-term classes or workshops.

# **Publicity and Public Relations Policy**

**Approved by the Board of Trustees April 23, 2012**

All publicity concerning the library shall be approved by the Library Director. Full advantage shall be taken of all news media to promote library resources, services and programs.

The Library Board urges its own members and each staff member to recognize that she or he represent the library in every public contact.

# **Safety and Security Policy**

**Approved by the Board of Trustees August 27, 2012**

The Sump Memorial Library is committed to providing a safe and secure environment for all staff, library users, resources and equipment.

All employees and volunteers will keep personal items out of sight in a desk or locker.

For safety, the corridor door to the staff workroom will be locked at 5:00 pm.

Library employees who find themselves in a confrontation that requires assistance will get immediate help from a co-worker. An employee who is in a dangerous or threatening situation will get immediate help and call for police assistance. A Patron Incident Report will be filled out immediately.

## **Emergency Policy**

In the case of a natural disaster, the library staff shall direct all users to a designated place of safety where they shall remain until the library staff decides it is safe to leave. In the case of adult users, following these procedures is up to their discretion.

All library employees and trustees will have in their possession a copy of the Sump Memorial Library disaster plan.

## **Fire Protection and Evacuation**

The Sump Memorial Library is equipped with an early warning automatic fire detection system that includes a visible strobe light and audible alarm that complies with NFPA standards and testing agencies. Hand portable fire extinguishers are strategically located throughout the library. The library is equipped with a cross-zoned, wet pipe water sprinkler extinguishing system throughout the building. The fire service is inspected twice annually at six month intervals. The system is linked to a monitor center located in the library.

Staff members are trained to respond to a fire alarm by calling the fire department immediately and directing patrons to safety using the fire evacuation plan posted prominently throughout the library.

# Security Camera Policy

Approved by the Board of Trustees May 23, 2012

Revised by the Board of Trustees December 22, 2014

Sump Memorial Library offers a welcoming, open atmosphere and provides a quiet, comfortable and relatively safe environment where people can use library facilities and collections for their intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images.

## Procedures:

1. Cameras are installed at library locations on an as needed basis.
2. Signs will be posted at the library entrance and throughout the library informing the public that security camera are in use.
3. Security cameras may be placed in both indoor and outdoor areas where library staff can randomly monitor activity.
4. Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the libraries code of conduct shall be provided to law enforcement and designated library staff without subpoena or court order upon written request of a law enforcement agency with jurisdiction.
5. All library staff may have access to real-time monitors. Images will be viewed on desktop monitors placed at the circulation desk, the IT office and the Director's office.
6. Security cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
7. In situations involving banned-and-barred patrons, stored still images or video may be shared with staff.
8. Questions from the public regarding security cameras may be directed to the Library Director.

## Guidelines

1. Digital video security cameras may be placed in both indoor and outdoor areas where Library staff can periodically monitor activity.
2. Because security cameras are not constantly monitored, the staff and public should take appropriate precautions for their safety and for the security of personal property. Neither Sump Memorial Library nor the City of Papillion is responsible for loss of property or personal injury.
3. Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.
4. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as in restrooms.
5. Cameras will not be installed for the purpose of monitoring staff performance.
6. Images will typically be stored for an average period of 21 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.
7. Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

# **Test Proctoring Policy**

**Approved by the Board of Trustees April 23, 2012**

Sump Memorial Library will proctor tests, but cannot guarantee constant supervision or a quiet environment. Prior arrangements may be made in person or by telephone. No “drop-in” test proctoring is available. There is no fee for this service.

# Unattended Child Policy

Approved by the Board of Trustees September 26, 2011

Sump Memorial Library welcomes children and their families to use its facility and services, and makes every effort to create a safe environment. However, the responsibility for supervising minor children at the library rests solely with the parents, guardians or assigned chaperones of those children at all times, not with library personnel.

Section 51-212 of the Nebraska Revised Statutes specifically gives public libraries the authority to establish reasonable regulations for the use, safety and enjoyment of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. In order to provide for the general safety and welfare of children using the Sump Memorial Library, to provide for the general welfare of all persons using the library, and to prevent undue disruption of normal library activities, the following child attendance and supervision policies are adopted:

1. All children under eleven years of age and children of any age having special needs related to physical or mental ability requiring special accommodations shall be attended and adequately supervised at all times by a parent, guardian, or individual eleven years of age or older who is authorized to be responsible for the care of children (hereinafter "chaperone") using the library or attending scheduled library programs. A responsible person in charge of such children, as described above, must be on the library premises to supervise the children at all times.

2. In the event that any child described in Section 1 above appears to be left unattended or lost, or any other minor child appears to be lost, the staff of the library will immediately attempt to locate the child's parent, guardian or chaperone on the library premises. Two library staff members will stay with the child at all times until that person is found. Under no circumstances shall library staff take an unattended child out of the library building or provide transportation to the child. If the parent, guardian or chaperone is not located on the library premises within a reasonable period of time, as determined in the sole discretion of the Library Director or the designated Librarian in-charge, the library staff shall contact the Police Department for assistance. **Parents, guardians and chaperones who leave their child unattended and unsupervised at the Library, in violation of Section 1 above, may have their library privileges suspended temporarily or permanently, as determined by the Library Director in his or her sole discretion.**

3. Children eleven years of age and older may use the library unattended, subject to the rules and regulations of the Sump Memorial Library.

4. Library staff cannot assume the responsibility for supervising a child's behavior and assuring a child's safety while at the library. It is the responsibility of each minor child's parent, guardian or chaperone to monitor his or her child's behavior and safety at all times. **The Sump Memorial Library is not responsible or liable for any minors left unattended on library premises, and those parents, guardians and chaperones who leave their children unattended assume the risks of doing so.**



