

The Rossville Community Library

Policy Manual

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History of the Rossville Community Library

The Rossville Community Library has existed in its present form since 1950 when a collection of 592 books and used magazines (all of them donated) were housed in the Rossville Community Center and overseen by Ellen Coleman, the first Rossville Community Library librarian. The next librarian, Millicent Renwan, occupied the position for the next 17 years. In 1968, a \$10,000 gift from Sidney and Perry Stumbaugh was matched by federal funds for the construction of a new library. The land for the new library was donated by the Clyde Miller family in memory of early Rossville physicians, Henry H. Miller and Henry B. Miller.

As the community and its needs grew, the library required an expansion. In 1996, the Rossville Community Library built an addition that essentially doubled the size of the original building.

Since that time, certain parts of the library have been updated. In August 2010, new flooring and paint and a significant rearrangement of the main entry area was completed.

Mission Statement

Your gathering place. Your innovative resource. A small library with big capabilities.

The mission statement was approved by the library's board of trustees in November 2010. The mission statement was a collaborative effort between the library director and library staff. It represents what we wish the Rossville Community Library to be for our community. We want the library to be a *place* where people can meet and socialize. It is also a place to attend library programs and get involved in other activities. The library is also a *resource* for the community that must evolve with new technological and other needs. We must be creative with our resources and find innovative solutions to the community's needs and desires. Even though we are a *small library* in terms of physical space, budget, and collection size, we do not feel that this is a negative. Being small allows us to interact more with our patrons and determine how to best meet their needs. This special interaction puts the library in a great position to provide so many unique and customer-driven services.

The library's board of trustees and staff must act as partners in carrying out the mission of the Rossville Community Library.

Governance and Organizational Structure

The library's board of trustees ("board" or "trustees") shall abide by all Kansas statutes, in particular those that apply to public libraries. The library board shall consist of five members and shall follow the appropriate term limits as set forth in the Kansas statutes. The library shall have library board minutes, which are signed and approved by the board secretary. The minutes shall include the monthly financial report and all financial motions and the vote of the library trustees on each motion. The minutes should also confirm every official action taken by the board.

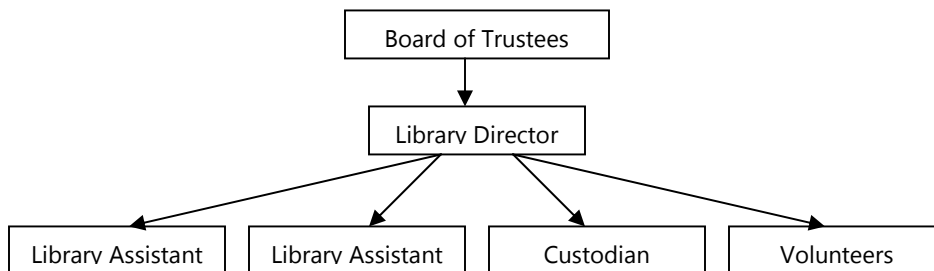
One of the board's main responsibilities is reviewing, amending, and approving the library's policies.

See the Library Board Bylaws and the Code of Ethics for Trustees (separate documents) for more detailed information regarding the board of trustees of the Rossville Community Library.

Pursuant to K.S.A. 12-1266(k), the Rossville Community Library shall annually receive from the Topeka & Shawnee County Public Library ("TSCPL") a sum of money equal to 50% of the amount of money the board has budgeted for the annual operation and maintenance of the library. (The amount requested from TSCPL shall equal 50% of

the amount of ad valorem taxes requested from the Rossville Township, i.e. if ad valorem receipts are budgeted to be \$50,000, then another \$25,000 shall be paid to the library by TSCPL.) This special arrangement is in lieu of annual grants from the Northeast Kansas Library System.

Library Organization Chart



Duties of the Board and the Library Director

- The **Board** employs a library director who meets the stated requirements and has the needed skills.
- The **Director** hires and supervises staff according to policy and utilizes the skills and initiative of the staff members to the library's advantage.
- The **Board** approves the policy manual making sure that they concur with local, state, and federal laws that relate to the operation of libraries.
- The **Director** provides the board with recommendations and materials to review and executes the policy manual.
- The **Board** adopts personnel policies as outlined in the personnel policy section of this policy manual.
- The **Director** provides input, timely changes, and applies the personnel policies fairly and equitably to all employees.
- The **Board** provides an adequate salary schedule and fringe benefits for all eligible employees.
- The **Director** suggests policy improvements needed in compensation, benefits, and working conditions.
- The **Board** notifies appropriate authorities of vacancies on the board, recommends qualified candidates, as appropriate, and provides new member orientation.
- The **Director** recommends criteria for effective board members and participates in the selection and orientation of newly appointed members.
- The **Board** develops criteria for evaluating the library director's performance and reviews the director's effectiveness in library administration.
- The **Director** provides sample director evaluation tools for the board to review. The director maintains current job descriptions, position appraisals and up-to-date records for all staff members. The director advertises and hires to fill staff vacancies.

Volunteers

The library board encourages individuals and groups to volunteer their time and efforts in the service of the Rossville Community Library. All volunteer programs will be coordinated and supervised by the library director.

Friends of the Library

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fundraising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board, which is the only body with legal authority to set policy for the development of the library. Though a Friends of the Library group will have its own, separate board and its

own set of bylaws, a liaison from the Rossville Community Library's Board of Trustees will serve as an ex-officio member of the Friends board.

Trustee Training

The library director in conjunction with the trustees will seek information and training through the Northeast Kansas Library System (NEKLS), the State Library of Kansas, the Kansas Library Association, the Kansas Library Trustees Association, and other sources to help the library board better understand its duties and responsibilities to acquire and maintain essential library skills such as budgeting, writing policy, evaluating personnel, and operating the library.

The library director will coordinate a new trustee training session for new board members. The library will annually purchase membership for each trustee in the Kansas Library Trustees Association.

The library encourages trustees to be active in the state library organization and its efforts to inform decision makers of the benefits and needs of public libraries. The director shall keep the board informed of opportunities and events available to the trustees.

Strategic Planning

The library director in conjunction with library trustees and library staff shall conduct periodic community assessments to better understand the Rossville community and the needs of the patrons served by the library. The library board shall always have a current strategic plan in place. The library strategic plan should be reviewed at least annually by the board and the library director. The board shall monitor the director's progress with the goals set forth in the strategic plan.

Budget and Finance Policy

The library budget is a financial expression of the library's objectives. Before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. It is the responsibility of the library board to provide for an adequately funded public library, directing the allocation of library funds in the following proportions:

Salaries and Benefits	60-70%
Technology	10-15%
Materials and Resources	10-15%
Library Operations	10-15%

If it is impossible to allocate the library's resources in proportion, and if library salaries are not competitive, the library board should be aware that the library is not adequately funded and work for increased support.

The library board has the responsibility to work for an increase in the tax rate when the existing budget is inadequate to meet the library's mission to provide the best possible service to the people in the library's taxing district. The availability of funding from gifts, endowments, and other citizen support should not be allowed to replace local taxes levied for the library. The availability of funding from grants, state aid, or its capital improvement fund should not be allowed to replace local taxes levied for the library.

The library board has authority over the library budget by statute, and the trustees should ensure that funds are allocated according to budget guidelines. The library board should budget to a plan rather than planning to a budget.

The library director should review the library's funding allocations at the end of each month to make sure that the library is getting all the monies that it is legally entitled to under the current mill levy and any other allocation from the local government. Late or missed allocations shall be addressed as quickly as possible.

The library treasurer should assure that a monthly financial report is prepared for the library board. This report should include:

- A list of current monthly expenditures
- A list of current monthly income
- A total of current monthly expenditures by budget line item category
- The balance remaining for the fiscal year in each budget line item category

Annual Budget

The library director should initiate a planning process to develop a strategic plan and an annual budget to provide for the library's anticipated programs and services based on an analysis of the community's needs and demands.

The library director shall prepare a draft budget for the next calendar year during the month of April in the current year. The drafted budget shall be presented to the board during their annual meeting in April. The board shall review the budget and make any suggestions for change. The budget shall be reviewed again at the May board meeting and shall be voted upon.

After the budget has been approved by the board, the director shall prepare the budget and an accompanying letter to the Rossville Township Board no later than June 1st.

The library shall maintain its eligibility for the Kansas State Aid program. To maintain eligibility, the total amount of property taxes, back taxes, motor vehicle taxes and local ad valorem tax revenue funds for the coming year must be budgeted to equal or exceed the actual dollars for the preceding year.

Financial Records and Periodic Review

Financial records shall be organized in a logical fashion. Accounting records shall be maintained using accounting software. The board treasurer shall work with the director to periodically review financial records. While a formal audit is not required for a library of our size, it is recommended that the board discuss a periodic, third-party review of the library's finances and records.

Bank Accounts

The Rossville Community Library shall maintain the following bank accounts:

- Checking Account
- Savings Account (for memorial and donated funds and as a temporary repository for received, budgeted funds)
- \$10,000 CD*
- Maintenance Account (interest from the CD shall roll into this fund, which shall only be used for general maintenance repairs of the library)*
- Capital Improvement Fund
- Safety Deposit Box

*See the Stumbaugh will and other related documents for specific instructions with regard to the CD and interest

The board president, treasurer, and library director shall have access to all bank accounts and the safety deposit box. Signature cards at the banks shall be updated as board members, board officers, or library director change.

Petty Cash

The library shall maintain a petty cash fund in order to make change to the public for services rendered (such as copies, fax, prints, etc.) and for immediate, small library expenses. Library staff shall record the purpose of all money received and keep detailed receipts for any monies spent. The director shall periodically reconcile the petty cash fund, keeping accurate and detailed records, and making any necessary bank deposits or withdrawals to keep the petty cash fund in a proper working amount.

The petty cash fund shall be locked during the library's closed hours. The petty cash key should be kept in the library in the key box. Under no circumstances is the petty cash key to leave the library at any time. Only library staff and library board members shall have access to the petty cash fund.

Fundraising and Donations

The library reserves the privilege of using cash donations and memorials in a manner that will best serve the operation of the library and its service to patrons. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.

Gifts made to the library become the sole property of the library and remain so until they are either added to the collection or until a decision is made as to the appropriate disposition of such items. The library reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection or no longer are appropriate for library use.

The library will not appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Exceptions to the donation and gifts policy may be approved by the director. Any type of gift not mentioned above should be discussed with the library director prior to acceptance.

The library director, library staff, or library board shall write thank-you notes to donors, as appropriate.

Memorial donations (cash or tangible items) may have either a name plate made for the memorial plaque or a plate made to affix on the donated item (as approved by the director). The library will pay for the expenses to make such plates and plaques, within reason, and as approved by the director.

Fundraising will be handled by the director and possibly the Friends of the Library. A separate fundraising policy will be created to be included in the Friends of the Library policy manual.

Capital Improvements Fund and Policy

The Rossville Community Library has established a capital improvement fund by resolution and shall maintain this fund in perpetuity.

The library board is authorized by K.S.A. 12-1258 to direct a transfer annually from the general operating fund of such library not to exceed 10% of the amount of money credited to such fund to a capital improvement fund. All money credited to such fund shall be used by the library board for the purpose of improving, furnishing, equipping, remodeling or making additions to the library.

If the library board determines that money which has been transferred to such fund or any part thereof is not needed for the purpose for which transferred, the library board is hereby authorized to direct a retransfer of such amount not needed to the general operating fund.

In making the budget of the library, the amounts credited to, and the amount on hand in, the capital improvement fund and the amount expended therefrom shall be shown on the budget for the information of the taxpayers of the municipality in which the library is located.

Operational and Management Policies

Confidentiality of Library Records

Because the library must maintain trust with members of the public, the board of trustees shall make every reasonable and responsible effort to see that information about patron and individual choices remain confidential. Therefore, the board has adopted the following guidelines concerning the disclosure of information about library patrons.

No information regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron)
- a patron's address
- a patron's telephone number
- the library's circulation records and their contents
- the library's borrower records and their contents
- the number or character of questions asked by patrons
- the frequency or content of a patron's visits to the library
- computer use records
- or any other information supplied to the library, or gathered by it shall be given, made available or disclosed to any individual, corporation, institution, or government agency without a valid process, order or subpoena.

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

Parents or legal guardians are permitted access to the records of their minor children through the age of 17. The parent/legal guardian must be accompanied by the child, provide the child's library card, and/or provide other acceptable identification. In the case of telephone inquiries, the child's library card number and verification of the child's address, telephone number, and date of birth are required.

(Also, K.S.A. 45-221 (23) protects the confidentiality of library patron records.)

Record Retention Policy

The board has approved a record retention policy, which can be viewed separately.

Intellectual Freedom Policy

The board supports the American Library Association's (ALA) Intellectual Freedom Documents, which include:

- Library Bill of Rights
- Interpretations of the Library Bill of Rights
- Code of Ethics
- Freedom to Read Statement
- Libraries: An American Value

Statistics

The library director will ensure appropriate library statistics are regularly reported to the board and that the information is retained according to the record retention policy. Statistics should be maintained throughout the year, that as accurately as possible, assist the director in completing the annual state library report. The director shall complete the state statistical report by the state deadline. Monthly library statistics shall be presented to the board at each board meeting; these shall, at a minimum, include circulation, interlibrary loan, and program attendance statistics.

Director's Annual Report

The library director shall annually create a report to the public that details important library statistics and library milestones that occurred the prior year. The annual report shall be made available on the library website and in print at the library free of charge. The director shall also write a detailed report to the board with an overview of the year's activities, special events, and noteworthy administrative items.

Meeting Room Use

While the library does not have a separate meeting room at this time, the library is available to individuals or organized groups for use. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board.

The library is only available for group meetings outside of regular library hours. It is understood that library programming will have first priority in use of the space. There will be no charge for use of the library as a meeting place. No admission may be charged by the group using the space. Refreshments may be served and shall be provided by the group.

The people using the library shall leave it in neat, clean, and orderly condition; if not, the group/individual will be given notice that continued offense will result in lost privileges of using the library as a meeting place. If the library facility, equipment, or materials are damaged by the group using the space, the replacement and/or repair costs will be assumed by those who caused the damage.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting. The library board and staff do not assume any liability for groups or individuals attending a meeting in the library.

Library equipment may only be used upon the discretion of the library director.

Exhibits and Displays

As an educational and cultural institution, the Rossville Community Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

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

Areas available to the public for displays and exhibits are the glass exhibit case and the general bulletin board.

Bulletin Board

Bulletin board materials may be submitted for posting by the general public or organizations. Limited space generally allows only short-term notices. The director shall approve all postings and may prohibit postings which do not meet general library standards. Library staff will place and remove postings promptly.

If the patron has asked for displayed items to be returned, the name and telephone number of the person to be contacted should be written on the back of each article. The library will contact the person to let him/her know the items may be picked up. The library will only hold such items for pick-up for a week; if items are not picked up in that time, the items will be disposed of.

Distribution of Non-library Materials

The library does not have space to distribute large amounts of non-library materials, pamphlets, or bulletins. The only space available for such materials is the bulletin board, and the bulletin board policy will be adhered to for non-library materials.

Inclement Weather and Closing

If the Rossville schools (USD 321) are closed due to inclement weather, the library will also be closed. The library director will make a judgment call whether or not to close the library early, open late, or be closed all day. Key considerations are staff transportation safety, the ability to keep sidewalks and general library areas in a non-hazardous condition. If there is no electricity, the library will be closed. Staff and patrons are to be considered foremost.

If the library director is not present at the library and the library staff is/are concerned with weather conditions, s/he should contact the library director for a decision on whether to close or not. If the library closes mid-day, a notice should be placed on the front door indicating an early close.

The board president will be notified by the director in the event of the library closing. It is preferred the library director contact a local news station in the event of a closing so that the library can be displayed on a public closings/cancellations list. The director shall also update the library website and any other applicable websites in the event of a closing, if possible.

Public Relations and Library Advocacy

Public relations goals of the Rossville Community Library are:

- to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

The board recognizes that public relations involve every person who has a connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

The board will establish an advertising/marketing budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

Patron Behavior

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Children of all ages are encouraged to use the library for homework, recreational reading, program attendance, and use of general library services. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that s/he must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, s/he will be asked to leave the library. If the child needs to contact a parent, s/he may do so and then wait with a staff person until the parent arrives.

Cell phones are allowed in the library. Users should maintain common courtesy with the use of cell phones. The library staff reserve the right to ask patrons to move their cell phone conversations outside. Food and drink are allowed in the library; users should maintain common courtesy with the use of food and drink and are expected to dispose of any containers or wrappers.

Appropriate clothing is required while in the library. This means shirts and shoes must be worn in the library.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishings, as well as rudeness, profanity, or any other behavior generally considered unacceptable in a public place. This includes abusive behavior directed at library staff members or volunteers.

Patron Probation and Restrictions

The use of the library (defined as borrowing privileges or physical entry, as applicable to the situation) may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises. The director has the authority to place patrons on a probationary period or entirely restrict patrons from checking out items due to violations of library policies.

Unattended Children

The Rossville Community Library encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. The library staff does not have the authority to take responsibility for children in the library.

Therefore, it is library policy that all children under the age of six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. Responsible person is defined as any individual 12 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

If an unattended child is noticed, library staff will attempt to locate the parent/responsible person. If no such parent or caregiver can be reached, the Rossville Police Department will be asked to intervene. Patrons who are in violation of this policy are subject to suspension of library privileges.

Facilities and Building Maintenance Policies

Animals in the Library

The only animals allowed in the library are those who assist the blind or handicapped. Exceptions may be approved by the director, such as animals in the library for a featured library program or event.

No-Smoking Policy

To support the health and well-being of our employees and patrons, the Rossville Community Library is committed to providing a smoke-free environment in the workplace.

In accordance with K.S.A. 21-4009 and the Kansas Indoor Clean Air Act (2010 House Bill 2221), the library shall adhere to the following policy:

No smoking is permitted anywhere inside or outside (within a 10-foot radius of any doorway, open window, or air intake) of the Rossville Community Library.

Janitorial Services

A janitor will be employed to do weekly cleaning of the library facility. See the janitor's job description for more detailed duties. Mid-week cleaning, as needed, will be performed by the library director and staff.

Grounds and Building Maintenance

The director will contact and hire all outside service providers for building and grounds maintenance.

Plumbing Incidents

Staff should periodically check the public bathroom throughout the day in order to prevent any minor bathroom incidents from affecting other patrons and from turning into bigger problems. If a toilet appears to be clogged, library staff should judge the situation in a reasonable manner and decide whether to attempt to unclog the toilet or call a professional. The director should be notified of any problematic plumbing incident.

Maintenance Log

The director and library staff shall maintain a maintenance log that describes work done in the library or grounds by outside providers. The log shall be retained for an indefinite period.

Materials Selection/Collection Development Policy

The Rossville Community Library is organized under the laws of Kansas and is authorized under K.S.A. 12-1225 et seq. "...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service."

The purpose of the Rossville Community Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy shall be used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The ALA *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Rossville Community Library Board of Trustees and are integral parts of the policy. The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Collection Development Objectives

The Rossville Community Library shall:

- provide a collection of relevant materials that relate to the mission and roles of the library;
- develop a collection covering a broad range of subjects and formats in order to meet the informational and entertainment needs and interest of the entire community;
- develop the collection to include materials related to the learning needs of students of all ages;
- strengthen those areas that are of significant value to the community (such as local history and genealogy);
- participate in cooperative resource sharing with other Kansas libraries through the Northeast Kansas Library system online catalog and other state catalogs;
- welcome suggestions from the community of library users about additions and improvements to the collection;
- seek to create a friendly environment where users may interact with staff members and find ease of access to the collection; and
- organize materials so that they can be easily searched for and located.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the board. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

Care shall be taken to assure the greatest possible selection, representing many viewpoints, both with respect to authors and creators of materials, and to the users with their divergent interests and information needs. The director and library staff shall select materials reflecting the scope of user needs and interests. Selection shall be customized to the community of users served rather than be a reflection of the tastes, views, and interests of the selector. This regard for the needs and interests of the community served is at the heart of public library selection and service.

The library selects, acquires, organizes, and preserves library materials both of current interest and of permanent value. Selection of any item does not constitute endorsement of the author's viewpoint, nor does the library endorse particular beliefs or views. Content, quality of writing and readability are major considerations.

The main points to consider in the selection of materials are:

- Popular appeal/demand
- Importance and value to the collection

- Local interest
- Availability or scarcity of materials on the subject
- Significance of the subject matter
- Existing library holdings and accessibility to materials elsewhere in this area's libraries
- Physical quality and level of durability
- Item cost and overall library budget

Changes in technology require the library to constantly evaluate the formats available in the media collection. The library may decide to add new formats as they become more cost-effective, readily available, and popular. Decreased popularity, selection, shelf space and availability of a format may require that format be reduced or removed from the library's collection.

In the development of its collection, the library recognizes that it is impossible for a small-sized public library to provide a balanced comprehensive collection that is strong enough to meet all community needs. As a member of the NExpress shared automation program, the library will supplement its resources with materials borrowed from other libraries through the consortium. However, interlibrary borrowing should be no substitute for the development of adequate collections based on the needs of the library's area of service. Circulation statistics shall be used to gauge collection use and will aid with asset allocation for new items.

Replacements and Duplicates

Guidelines for replacements or purchase of duplicate copies may include the following:

- The number of copies available. If a copy is lost or missing, the library may choose not to replace the item if it owns another copy.
- The coverage the library has on the subject. If a large collection exists in a particular subject area, a particular title may not need to be replaced.
- The amount of similar material available. If books are continually published on a subject, the library may replace a missing title with something more current.
- The demand for material in that subject area. The subject may be so popular that the library replaces the title at once.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library may choose not to replace it.

Labeling

The library labels collections to facilitate access by making it easier for customers to locate materials and for staff to organize the collection. The library does not label materials to warn, discourage, or restrict access based on a value judgment of the content, language, or themes of an item.

Online Catalog

It is imperative for the library to maintain an accurate inventory of available books and resources. The library catalog shall be electronic, and equipment shall be maintained to provide the automated circulation services. All items shall be circulated through the online, automated catalog.

Recommendations from the Public

The library welcomes suggestions from the public concerning possible purchases for library materials. Library staff will take down as much information as possible about the purchase suggestion and provide the information to the director for review. Patrons are encouraged to use the NExpress patron suggestion online tool, which the library staff periodically reviews.

Books and subjects repeatedly requested through interlibrary loan will also be treated as suggestions for purchase and areas for further collection development.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or outdated information, the director can dispose of them as he/she sees fit, which may include being offered for sale or recycled. The same criteria of selection which are applied to purchased materials are applied to gifts.

Interlibrary Loan

Because of limited budget and space, the library cannot purchase all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection or for items this library owns but are currently unavailable. Interlibrary loan is not designed to substitute for providing books and other materials in constant demand.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Rossville Community Library agrees to lend its materials to other libraries through the same interlibrary loan networks and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Reconsideration of Library Materials and Weeding

The library recognizes the need to continuously evaluate its collections in response to the changing nature and needs of its community through the weeding and replacement of its titles. Weeding is a task that takes skill, care, time and knowledge of the materials to be discarded. Weeding is a necessary partner to collection development since it systematically eliminates unnecessary items, outdated or superseded materials, titles infrequently used, titles no longer of interest or in demand, unnecessary duplicates, and worn out or mutilated copies. Items weeded from the collection may be offered for resale, donated, or discarded.

The collection shall be continuously evaluated in terms of circulation performance, currency, content inclusion, scope, depth of coverage and popularity. All materials are continually analyzed for subject strengths, weaknesses, and omissions.

An up-to-date, attractive and useful collection shall be maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the board of trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

A review of each collection section should be performed annually. The following guidelines should be applied to best effect weeding:

1. Use circulation statistics to assist in evaluating the collection.
2. Study the subject areas in the collection as a whole, then one by one.
3. Check the library's holdings against the most recent inventory to ensure an accurate catalog listing.
4. Review books for satisfactory condition.
5. Decide whether to replace the weeded materials.
6. Determine final disposition for weeded materials (sale, recycling, disposal).
7. Set up displays for low circulating, high quality books that would benefit from better exposure.

Challenges to the Collection

The library adheres to and wholly supports the Library Bill of Rights, Freedom to Read, and Freedom to View Statements. The director and library board also adopt the American Library Association's Statement on Labeling; Diversity in Collection Development; Challenged Materials; Expurgation of Library Materials; and Free Access to Libraries for Minors.

Knowledge and access to information represent the freedoms inherent in our country. The library strives to be an information center for the Rossville community and to preserve and encourage the free expression of ideas essential to informed citizens. Because of the multiplicity and layers of literary and artistic creativity and the diversity of information, the library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. The Rossville Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

The library board recognizes the right of individuals to question materials in the library collection and will give serious consideration to each patron's opinion. Materials being questioned will remain available to patrons until a decision is made by the board and director.

The board believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself/herself books and/or library material of which s/he does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear. Parents have the responsibility to guide and direct the reading/viewing/listening of their own minor children. The library does not stand in the place of a parent, nor is charged with a parent's rights, duties, and responsibilities. Selection of materials will not be inhibited by the possibility that materials may come into the possession of children.

Process for Challenge of Library Materials

1. All challenges of materials will be initially handled by the director. An appointment may be set up for the complainant either to meet with the director in person or by telephone.
2. If the meeting is person to person, a private area should be chosen. The director and another staff person or board member will listen calmly and courteously. The individual or group should be treated with dignity.
3. The director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the library board subscribes to the Freedom Statements referred to in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after talking with the director, the complainant will be requested to complete the form "Reconsideration of Library Materials." The complainant must be properly identified and the complaint form must be filled out in its entirety. The board of trustees will review the complaint form.
5. The complainant shall be notified of the board's decision within 30 calendar days. The board's decision will be final.

The "Rossville Collection"

The "Rossville Collection" contains books, maps, and audiovisual materials written, illustrated, produced or published by Rossville citizens or about Rossville. The Rossville Collection strives to contain important documents and information about the history of Rossville and its inhabitants.

The Rossville Collection contains:

- Materials relating to Rossville and other local communities' history, businesses, buildings, institutions, arts, and individuals
- Books (including family histories)
- Prints
- Manuscripts
- Directories
- Clippings and photographs
- Periodicals and neighborhood newspapers
- Postcards
- Maps
- Audiovisual materials

A concerted effort shall be made to obtain primary and secondary materials on Rossville from all periods. The Rossville Collection is intended primarily to preserve and record important information regarding our community; secondly, it is intended for those needing to research local history topics.

The library director and staff shall work on preserving the Rossville Collection by digitizing the information and making it available via a public website.

Customer Services

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. select, organize, and make available necessary books and materials;
2. provide guidance and assistance to patrons;
3. sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults;
4. cooperate with other community agencies and organizations;
5. secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state;
6. lend to other libraries upon request;
7. develop and provide services to patrons with special needs;
8. maintain a balance in its services to various age groups;
9. cooperate with, but not perform the functions of, schools or other institutional libraries;
10. provide service during hours which best meet the needs of the community, including evening and weekend hours;
11. regularly review library services being offered; and
12. use media and other public relations mechanisms to promote the full range of available library services.

Customer Service – Staff Guidelines

Staff members are expected to wear name tags, which shall be provided by the library, while on duty. It is ideal that all patrons be greeted when they come into the library. Staff should make every attempt to welcome patrons

and give at least one greeting during the person's visit. Staff should gauge the patron's demeanor to determine whether s/he needs further assistance; such assistance should be offered.

When answering the phone, staff should identify the Rossville Community Library and either identify himself/herself by name or ask how s/he can help the person on the other line.

When a staff member is working at the front desk, his/her primary jobs are as follows (listed in order of importance):

- greeting patrons as they enter the library
- answering the phone
- checking materials out
- assisting patrons with reference questions, reserve requests, copy and fax services
- assisting patrons with the computer sign-in sheet
- checking materials in
- re-shelving returned materials
- maintaining awareness of patrons in the library
- maintaining the tidiness of library areas (such as children's area, computer desks, etc.)
- other projects, as time permits

If there are a number of patrons waiting for assistance, ask another library staff member to help if one is here. If not, use good judgment in prioritizing service. Generally, assistance should be given first-come, first-served. However, if you are helping a patron with a reference question or another time-consuming task, it may be best to politely ask the patron if you can assist the other waiting patrons for a moment.

It is important to keep the front desk and surrounding area as neat as possible. Personal items should be kept to a minimum and out of the way of patrons and other staff members. Bags, purses, and coats should be kept in the designated areas in the staff office.

It is preferred that library staff eat in the staff office, but when staff works alone, this is not possible. Staff shall use good judgment with having food and drink at the front desk.

Personal phone calls should be kept to a minimum when on duty. If possible, staff should take personal calls in the staff office.

Copy, Fax, and Printer Use

The following equipment is available for patron use, as indicated below:

Equipment	Fees	Stipulations
Copier (black and white)	\$0.10/page	Self-serve
Copier (color)	\$0.10/page	Library staff must make copies since copier is in staff office
Printer (black and white)	First 10 pages free per person per day, then after \$0.10/page	Self-serve
Fax (local and long-distance)	\$0.10/page up to 10 pages a day per person	Library staff must fax since fax is in staff office

The fees and stipulations noted above shall not be waived unless good cause exists, which is at the discretion of library staff.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Programs and Special Events in the Library

A "program" is a planned interaction between the library staff or designees and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, the summer reading program, book club discussions, and other special events.

The director will also consider what extra classes may be given at the library. These could include craft, computer, financial, genealogy, or readers' advisory classes, to name a few.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Reference Services

The Rossville Community Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information from written or electronic correspondence;
- will assist patrons in the use of the library and teach basic research methodology, when appropriate;
- will assist patrons in obtaining materials through interlibrary loan;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use the library's resources, but consult appropriate online resources as well to find the requested information.

All library staff should be able to provide general reference services to patrons. However, if a question arises in which the staff member cannot provide assistance or knows another staff member can handle better, the patron should be referred to the other staff member.

If library staff are otherwise engaged and cannot provide meaningful reference services at the time of request, staff should politely ask the patron if s/he can make a note of the request and get back to the patron at another time.

Computer and Internet Use

The Rossville Community Library provides access to the Internet as a means to enhance the information, learning, and entertainment opportunities for citizens of the library's service area. The board of trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines.

Computers are available to patrons on a first-come, first-served basis. Users should sign-in on the computer sheet at the circulation desk. Computer use guidelines are displayed near each computer. There is no charge for computer use; however, in order to make the service available to as many patrons as possible, a time limit of one (1) hour for usage has been imposed when all computers are full and others are waiting. Library staff is available for general assistance in using the computer. However, library staff should not be expected to train patrons in the use of programs. (Designated computer training classes may be planned to serve this purpose.)

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Should a patron commit any violation, his/her access privileges may be revoked, and appropriate legal action may be taken. The library reserves the right to terminate a computer session at any time for any reason.

Unacceptable use of the computers includes, but is not limited to:

- a. Unauthorized access to other computer systems.
- b. Unauthorized destruction of another person's files or data.
- c. Use of computer for harassment, libel, slander, or a violation of another person's rights.
- d. Violation of software copyrights.

Users may not install software on a library computer. All items saved on a computer will automatically be deleted after a shut-down of the terminal.

Use of Computers by Minors

The Rossville Community Library has taken precautions to eliminate access to controversial material by installing the OpenDNS filter, which many public libraries use. However, parents/guardians should recognize it is impossible for the Rossville Community Library to restrict access to all controversial materials, and the library is not responsible for materials acquired by a minor on the Internet. Parents/guardians shall accept full responsibility for supervision.

Circulation Services

Library Cards

The library will serve all residents of the Rossville community and surrounding areas. The library participates in the Northeast Kansas Regional Library System and has a shared catalog with other libraries in the region. The library will permit any non-Rossville citizen to borrow materials or receive services without charge, subject to reasonable library rules, which are applicable to everyone. All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must complete an application form to register for a new library card. Applicants under the age of 18 must have a parent or guardian sign the application form before a new card can be issued. Materials cannot be checked out until a library card is issued.

All library cards expire after one year, but can be renewed by library staff upon the expiration date.

If a patron loses his/her library card, he/she should notify the library as soon as is appropriate. If a patron's card has been stolen, more immediate notification is preferred in order to prevent any potential misuse of the patron's card. There will be no fee for a replacement library card.

It is preferred that patrons bring their cards in order to check out items. However, due to the nature of a small library, a card is not required in order to check out materials. If the library staff does not know the patron personally or is concerned with possible misuse of a patron's library account, a card will be requested.

Library cards will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

Loan Periods, Renewals and Loan Limits

1. Three (3) weeks for books.
2. Three (3) weeks for audiobooks and music CDs.
3. One (1) week for DVDs, VHSs, and magazines.
4. Interlibrary loan materials will follow this library's loan periods, unless a special circumstance by the lending library dictates otherwise.
5. All materials may be renewed twice if there is not a waiting list for the item.
6. The library director may establish special loan periods for unique situations, for example for a group book club.

There is no limit on the number of items a patron can borrow at one time. However, in unique circumstances, the director has the discretion to initiate a limit.

Patrons are encouraged to use the online patron catalog to renew and reserve library materials.

Interlibrary Loan/Reserves

Interlibrary loan is an invaluable service available to all library patrons who have a library card at the Rossville Community Library. If our library does not currently have the requested item, library staff shall attempt to find another source for the item.

The resources listed below should be used in the following order for filling requests:

1. the NExpress shared catalog
2. AGent (the state-wide catalog)
3. NEKLS OCLC borrowing capabilities (give request to director)
 1. Director shall email NEKLS

Reserves may be placed by patrons in person, over the phone, or by email. Patrons will be notified by telephone or email when the materials are available. The patron may decide which contact method is preferable. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Restricted patrons may not reserve items until his/her restriction has been removed by either paying for lost/damaged items and/or returning overdue items.

Once reserved items are received at the library, they will remain onsite for check-out for seven (7) calendar days. If the item is not picked up by the patron within seven days, the item will be returned to the lending library or sent to next patron on the reserve list. Reserved items waiting at the library may be picked up on behalf of other patrons at the discretion of library staff.

Reserves may be placed for items that are not yet released. It is preferred that items not be requested beyond six (6) months before their release dates. Library staff will maintain a list of these reserves and periodically check for catalog availability and place the reserves once items are available. No guarantees can be made of what number the patron will be in the reserve queue.

Claims Returned or Claims Never Had

When a patron claims to have returned an item that is still on his/her account or if a patron claims he/she never had an item showing as checked out on his/her account, library staff shall politely ask the patron to recheck for the item at home. Library staff should also indicate to the patron that we will look for the item at the library to see if it is perhaps here, but not checked in properly.

If the patron has left and library staff finds the missing item in the library, library staff should contact the patron to let him/her know.

The library director should be notified of difficult situations. The library director will use his/her discretion on how to handle the situation, i.e. charge for the item or forgive the item.

Lost or Damaged Materials

If a patron loses materials checked out on his/her card, the patron will be responsible for the replacement costs of those items.

If materials are damaged so as to be judged by the library as being unsuitable for the placement back into the collection, the patron must pay the replacement costs. The library will see to the final disposition of the damaged materials, and the damaged materials will not be provided to the patron once payment has been received.

The library will do its best to obtain the most accurate replacement cost to the lost or damaged materials and provide that information to the patron. However, the replacement cost is to be determined by the library and will not be negotiated.

Sometimes patrons wish to replace lost or damaged materials on their own and provide the new material to the library. Only through arrangement with the library director can replacement materials from patrons be deemed acceptable. The library director retains the right to reject replacement materials and require payment for the lost or damaged items.

Generally, if a patron finds a lost item after payment to the library has been already made, the library will not accept the returned material. The patron may keep the material since s/he has already made the appropriate payment for it. The final decision in such matters is reserved for the library director.

Items that have been borrowed from another library that are lost or damaged shall follow the above procedures with the following exceptions:

- Library staff will contact the lending library for replacement costs.
- Any money collected for lost or damaged items shall be forwarded by the library director to the lending library.

Overdue Materials and Restricted Patrons

After an item is overdue by 35 days, the patron's library card will be restricted systematically. The library staff shall monitor overdue item reports and contact patrons by letter to make notice of overdue items. After an appropriate time period has passed, which is determined by the library director, an invoice for overdue items will be sent to the patron.

If the patron is a minor, the invoice shall be sent to the minor's guarantor, who should be recorded in the NExpress system. Once an invoice has been sent to a minor, the library staff should place a manual restriction and note on the guarantor's library account (if one exists) until the items have been returned or appropriate payment has been made. Consideration to restricting other minors of the guarantor should also be considered at that time.

The library may employ outside collection services in recouping the cost of unreturned, damaged, or lost materials.

Fines and Fees

The Rossville Community Library does not charge fines for overdue materials.

NExpress Consortium Policies

The Rossville Community Library shall abide by any approved policies set forth by participation in the NExpress consortium, which is administered by the Northeast Kansas Library System (NEKLS). A few of the primary policies are listed below:

Any NExpress library patron may pay fines at any participating NExpress library. In such situations, it is the policy of the NExpress consortium that the collecting library shall retain fines.

Any NExpress library patron may pay for lost or damaged items at any participating NExpress library; the collecting library shall be responsible for returning the money to the owning library for lost or damaged items.

It is up to the owning library for invoicing other libraries for lost or damaged items. If a library receives an invoice, they must pay. Any compromises are up to the discretion of the owning library.

The Rossville Community Library shall not remove any restrictions in the NExpress system for non-Rossville patrons unless all fines have been paid.

Borrowing Materials by Library Board and Staff

The same borrowing privileges and patron policies will apply to the library board and staff.

Personnel Policy

The information contained in this personnel policy applies to all employees of the Rossville Community Library. It is presented as a matter of information only and its contents should not be interpreted as a contract between the library and any of its employees. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

Board Responsibilities

The library board of trustees expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means.

Amendments or new policies will be effective on dates determined by the board. Only the board, in consultation with the director, has the authority to change any policy. This policy supersedes all previous personnel policies.

It is the responsibility of the board to hire a library director who meets the stated requirements and has the needed skills. Guidance for the director is communicated by a job description and a well written and maintained policy manual which is based on local, state, and federal laws that relate to employment practices.

The library board shall provide an effective orientation for a new director to assure that the s/he understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, and c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings.

The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

It is the authority of the board to provide an adequate salary schedule and fringe benefits for all employees.

Director Responsibilities

The director shall establish all other employee positions and all wage and benefit levels for such positions. It is the responsibility of the director to hire and supervise staff according to policy and utilize the skills and initiative of the staff members to the library's advantage. It is appropriate for the director to provide recommendations and materials for review and inclusion in the personnel policies. The director should suggest improvements needed in compensation, safety, and working conditions. It is the responsibility of the director to recommend appropriate opportunities and specific needs for training.

The director shall communicate library policies, including the personnel policies, to library staff and ensure that such policies are adhered to.

Equal Employment

The library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, veteran status, or any other basis prohibited by applicable law.

Nothing in the previous paragraph is meant to limit or expand the library's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

Non-Harassment

Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin and disability. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited.

Harassment on the basis of sex is a violation of federal law. The library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely

affect the employee's employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against him or her.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. touching or making improper or proposition advances
2. abusive, vulgar language of a sexual nature
3. suggestive jokes or comments about an employee's body or wearing apparel
4. display of sexually suggestive cartoons, pictures, or photographs

Personnel should report immediately any such behavior or incident to the library director (or to the board member should the director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the director or board member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority, such as the entire board of trustees. An employee may ask a member of the board, another employee, or supervisor to be present at a complaint discussion with the director. In its effort to prevent discrimination or harassment of any kind, the library shall maintain an open-door policy. All complaints will be investigated promptly and confidentially.

Employment of the Handicapped

No employee or applicant for employment will be discriminated against on the basis of disability. Reasonable accommodations will be made unless to do so would cause undue hardship to the parties involved.

Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs, illegal intoxicants or controlled substances by employees at any time on library premises or while on library business is prohibited. Employees must not be on duty, on library property, or operating library equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance.

Injury

Any injury, however slight, occurring on the job must be promptly reported to the director or a board member. This is for an employee's protection under Kansas Worker's Compensation regulations and a requirement under Occupational Safety and Health Act Regulations.

United States Citizenship

The library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. Employees may be required to provide proof of citizenship or proof of a United States work permit before s/he can receive his/her first paycheck.

Nepotism

It is the policy of the library that persons who are of immediate relation to current library employees shall not be employed in the library unless the library board has reviewed and approved the proposed employment. Further, it is in the best interest of the library that members of the immediate family of board members or the library director not be considered for employment with the library.

Child Labor

The library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas Statutes.

Posted Notices

Notices relating to federal, state or local regulations will be posted in a conspicuous place in the staff area of the library. It is the responsibility of each employee to read these notices.

General Employment Information

Recruitment

Recruitment to fill open positions will be made through open application. Positions may be advertised in the St. Marys Star, the Topeka Capital-Journal, or other applicable employment websites or listservs for two consecutive weeks (or for a longer period of time if no suitable person is found).

Job Classifications

1. Library Director: A salaried position regularly scheduled on an annual basis for a full-time schedule (a minimum of 40 hours a week) in a standard workweek of seven days.
2. Full-time Employee: An hourly position regularly scheduled on an annual basis for 40 hours in a standard workweek of seven days.
3. Part-time Employee: An hourly position regularly scheduled on an annual basis for less than 40 hours in a standard workweek of seven days.
4. Janitor: An hourly position in which the employee works less than 20 hours a month. The janitor receives no fringe benefits (which include any type of leave). If the janitor cannot work or make up hours due to a holiday or special circumstances, no leave will be granted; the absence may be excused by the director, but no pay will be awarded.
5. Volunteers are part-time, non-paid positions that do not displace paid staff. The library director or a person appointed by the director should be responsible for the volunteer program which should include:
 - a) General library orientation, identification of responsibilities, and the channels of communication.
 - b) In-service training
 - c) Periodic evaluation

Job Descriptions

The library board will develop a job description for the library director, which should be reviewed and updated as needed. The director will develop job descriptions for staff based on the duties required for effective library operation.

Employee Evaluations

Effective performance evaluations can increase productivity, strengthen employee-employer relations and can help employees reach their full potential. For these reasons, the director will evaluate employee performance annually upon the anniversary of the hire date. The employee's appropriate job description will be utilized when conducting the performance evaluation. The library board shall evaluate the library director's performance upon the anniversary of his/her hire date.

Employment Relationships

Employees of the Rossville Community Library are "employees at will." Either the library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice.

Resignation

Resignations are to be submitted in writing to the board or director as appropriate. A one-month advance is expected for the director, and two-week notice is expected for all other personnel. The termination date—the final work day or the end of any accumulated leave to be taken—shall be stated in the letter of resignation.

Discipline, Probation, and Termination

The library board and/or the director shall have authority to discipline employees for the willful violation of personnel policies. If violations are repeated, the employee may be terminated for cause. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library. The library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

An employee of the library may be dismissed for any action or behavior that causes the library's image or operation to be diminished. Use of alcohol or illegal drugs while at work, misuse of funds, refusing to obey a direct order of a superior, willful damage of property, gross neglect of duty, continuous poor relations with peers or the public, incompetence, or unapproved absences from work are some examples of dismissal for cause.

Normally, termination would be a final step which would follow:

1. a substandard performance appraisal
2. verbal and/or written warnings
3. suspension

While notice of intent to terminate can be expected, the library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

Leaves of Absence

The library allows employees to take up to twelve weeks per twelve months of unpaid, job-protected leave to care for a new baby, an ailing family member, or the employee's own illness. Employees are entitled to a total of twelve (12) weeks of leave during any 12 month period for one or more of the following reasons:

2. Birth of a child
3. Placement of a child for adoption
4. Caring for a spouse, child or parent with serious health condition
5. A serious health condition of the employee

A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The employee must provide a doctor's certification of the serious health condition.

Employees must have worked at least twelve (12) months and to be eligible.

An employee can take the 12 weeks of leave intermittently for a serious health condition. The employee and the library director must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

The employee may reserve up to one week of vacation leave and opt for unpaid leave for the missed time. However, all sick leave should be used before using unpaid leave.

Employees are required to give the library director 30 days notice or as much notice as is practical.

Leaves of absence without pay may be granted to library employees for travel, person educational training, or other approved instances. All such leaves of absence shall be considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leaves of absence should be submitted well in advance of the time when the leave is to begin. A beginning and ending date for the leave should be indicated. Vacation time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, immediate family illness, or military training.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

Absence of an employee (including absence for a single day or part of a day) without authorization and prior notice is an absence without pay and shall be cause for disciplinary action or dismissal.

Grievance Procedure

A grievance is a complaint involving misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies. A sincere attempt should be made by the employee's immediate supervisor to resolve any grievance through explanation and counseling before it becomes necessary to file a written form. If a grievance fails to be resolved, the employee may within five (5) business days file a written appeal with the director or board. A grievance committee of three comprised of the director (unless s/he is filing the complaint), a board member and a fellow employee, volunteer or other board member selected by the filing party shall meet to consider the situation. The committee will prepare a written report to be presented to the board. The board will make the final decision, and a written report regarding the decision will be put in the personnel file of all involved in the grievance. The existence of these procedures does not alter the employment at-will relationship nor is there any contractual right to these procedures.

Confidentiality of Employee Personnel Records

All requests for information about current or former library employees should be referred to the director. The library will comply with right to privacy provisions and Kansas open record statutes which specify that only hire date, term of employment, position and verification of salary within range can be disclosed. All requests for employment references must be referred to the director and must be submitted on official letterhead stationary by the requesting entity.

Staff Attitude and Conduct

The image of Rossville Community Library is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member is a public relations ambassador. As a service organization, employees of the library are expected to be professional, courteous, cooperative and communicative when assisting patrons or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive communication with the person or persons involved in the situation.

Dress Code

Staff should dress appropriately and sensibly while on duty. All employees (and volunteers) are expected to be neat, well groomed and to wear suitable, clean clothing. Failure to dress appropriately will result in corrective action, and a staff member may be sent home and directed to return to work in proper attire before continuing their scheduled work hours.

Rest and Meal Periods

Employees are encouraged to take a compensated rest period of up to 15 minutes for each four hours of work. Rest periods may not be added to lunch hours, used to compensate for late arrivals or early departures from work, or be accumulated.

Meal periods will be informal and taken as work allows. Staff is considered to be on duty during meal periods and therefore will be compensated during such periods.

Tardiness and Absences

The library is a public service institution and every effort is made to maintain regular schedule hours for the public. All employees should make every attempt to report to work on a timely basis. If employees are unable to report to work, the employee is responsible for contacting the director by telephone to indicate anticipated absence from work or late arrival to work and the reason. If an employee is unable to report to work, the absence may be charged as vacation leave, or the employee may elect to take this time off without pay or may possibly make up the missed hours within the pay period, at the discretion of the director.

Inclement Weather

The director shall be authorized to close the library to protect the safety and welfare of library employees and patrons. In this event employees will receive full pay, and no vacation or personal leave allowances will be affected.

Use of Computers

Computers, computer files, email, Internet accounts and software furnished to employees are either library property or are licensed to the library for business use only. The library prohibits the use of computers in any ways that are disruptive, offensive, or harmful to morale.

Email accounts associated with the library may only be used for official business correspondence and should be treated the same as correspondence sent on official library letterhead. Library email accounts may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

The director has the right to access, read and respond to any mail or documents on any email account associated with the library or found on library computers. Failure to comply with this policy may result in disciplinary action or dismissal.

Compensation

Libraries are obligated to pay the current minimum wage. The regional office of the U.S. Department of Labor, Wage and Hour Division, has stated that all units of local and state government, including libraries, are covered under the Fair Labor Standards Act. (FLSA) 20 U.S.C. 201 et. seq.

Probationary Period

Employees will be required to serve a probationary period of 30 days before non-mandatory benefits (those other than the employer's portion of wage taxes) can be received.

Payroll Procedure

Employees are required to maintain accurate time records noting hours worked, vacation, and sick leave time

taken. The director shall be paid on a salaried basis; full-time and part-time employees are paid on an hourly basis. The director and library assistants shall be paid on a biweekly basis. For biweekly payroll, time sheets will end on Friday with checks issued the same day. The janitorial staff will be paid on a monthly basis. The janitor's time sheet will end on the last day of the month, and the payroll check will be issued on the next business day.

Altering, falsifying, or tampering with time records, working overtime without pre-approval, or recording time on another employee's time record will result in disciplinary action or dismissal. Estimated hours on time sheets will be adjusted in the next pay period.

Mandatory Deductions

The library will pay the employer's portion of FICA and Medicare withholding. The employee's portion will be deducted from the employee's gross wages. Each employee shall complete a W-4 Form upon hire; such form will be used to determine the amount of federal and state withholding that will be deducted from gross wages on each paycheck.

Other Employee Benefits

The library will pay for a worker's compensation policy (which is required by state law if the library's payroll is over \$20,000). The library will also contribute to the state unemployment fund, as required by law. However, the library is exempt from contributing to federal unemployment.

KPERS

The library is a covered employer under the Kansas Public Employees Retirement System (KPERS). KPERS is a 401(a) defined benefit pension plan. If a library employee works more than 1,000 hours, it is mandatory to enroll that employee immediately into KPERS.

Contributions are made by the employee on a pre-tax basis and are deferred from federal income taxes until the employee either withdraws or retires. Employee contributions are based on a percentage of gross salary. Kansas law does not allow an employee to borrow from contributions made. An employee's individual account balance within KPERS is only important if you withdraw or die before retirement. The amount of an employee's contributions and interest have no bearing on retirement benefits. These benefits are determined by the employee's final average salary and years of service.

The library is also required to make a contribution to KPERS. Employer contributions are not credited to the individual employee's account within KPERS. The library's contributions stay within the retirement system if the employee ends his/her employment and withdraws.

Enrollment in KPERS also provides additional benefits such as basis life insurance and disability benefits. Refer to the KPERS Membership Guide for more detailed information about these benefits and KPERS in general.

Health Insurance

The library does not offer health insurance or any other health-related benefits or reimbursements at this time.

Work Schedule

Requests for changes in the work schedule of staff or volunteers shall be made in writing to the library director.

Vacation Leave

Vacation leave shall be earned beginning with the date of employment. Leave may be used upon successful completion of the probationary period. No employee shall be permitted to use vacation time for any period spent on unauthorized leave. Vacation leave will be granted to full time employees and to part-time employees who work at least 15 hours a week. Since vacations result in the loss of employee services, it is essential that time off be coordinated with the director in order that library services remain as near normal as possible. In the event of two or more employees requesting the same vacation time and an agreement between the two cannot be worked out, then the seniority rule will apply, first in the chain of command, and second, in service credit.

After a new employee has ended his/her 30-day probationary period, eight (8) hours of vacation leave shall be granted for use. Full-time employees will earn four (4) hours of vacation time per pay period, up to eight (8) hours a month. After 5 years of employment, the employee will earn 10 hours of vacation leave, with a maximum of 120 hours (15 days). After 10 years of employment, the employee will earn 14 hours a month, with a maximum accrual of 160 hours (20 days). Employees may carry-over a maximum of 80 hours of vacation leave at the end of the calendar year. Any unused vacation leave in excess of 80 hours shall be forfeited.

Part-time employees will receive two (2) hours of vacation time per pay period, up to four (4) hours a month. The part-time employee must work a minimum of 15 hours per week to be granted vacation time. If a part-time employee's regular work schedule is 14 hours or less a week, no vacation time will be granted. Use of vacation follows the same rules as full-time employees.

Vacation time can be used in 15 minute increments or more. It is preferred that employees do not use less than 1 hour when using vacation leave. Vacation leave must be earned before it is taken.

Vacation leave can be used for illness if an employee wishes or if the employee has no accrued sick leave available.

Upon termination, an employee shall be compensated for all accumulated unused vacation leave at his/her final rate of pay, subject to the maximum hours of accumulation compensation authorized.

Sick Leave

Full-time and part-time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacities, occurring either on or off the job. An employee may use his/her sick leave allowance when personally sick or for time off in case of illness in the immediate family. For purposes of this policy, immediate family member is defined as: father, mother, spouse, and children, including corresponding in-law and step relationships, and for individuals who reside in the employee's household, whether legally related or not. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Full-time and part-time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day's notice to the library director. Sick leave must be earned before it is taken.

Sick leave is granted to full-time employees four (4) hours per pay period, up to eight (8) hours a month. Sick leave may accrue to a maximum of 320 hours. An employee shall not be paid for any unused sick leave upon termination of his/her employment with the library.

Sick leave is granted to part-time employees at two (2) hours per pay period, up to four (4) hours a month. The part-time employee must work a minimum of 15 hours a week to be granted sick leave. If a part-time employee's regular work schedule is 14 hours or less a week, no sick leave will be granted.

Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than 15 minutes. For sick leave in excess of three days, a signed statement from a health care provider *may* be required. An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

Maternity Leave

Annual leave, sick leave and/or leave without pay may be used for maternity leave.

Bereavement Leave

An employee suffering a death in the family will be granted up to three (3) days leave with pay. This leave applies to the death of spouse, child, or other relative residing in the employee's household, parents, and parents of spouse, grandparents, grandchildren, brothers, sisters, spouses of brothers and sisters of employee and spouse. The library board and/or director may use their discretion in more broad applications of the bereavement leave policy, as is applicable.

Holidays

The following days shall be paid holidays for employees and the library shall be closed on these days:

New Year's Day	January 1
Presidents' Day	Third Monday in February
Good Friday	Friday Before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve Day	December 24
Christmas Day	December 25

Full time and part-time employees will be paid for hours that would normally have been worked on each recognized holiday. When a holiday falls on Sunday the following Monday will be declared the holiday.

Civil Leave

An employee shall be given necessary time off with pay for the following:

- a) Jury duty. The employee will assign the juror's fee to the library in the event of a trial lasting longer than two (2) weeks.
- b) Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the library.
- c) Voting.

Military Leave

An employee who is a member of a United States reserve organization or National Guard unit shall be entitled to two weeks paid leave plus authorized travel time to attend annual military training camps or Naval Reserve cruises in addition to other unauthorized leaves.

The employee shall be entitled to his/her salary for a period not to exceed ten (10) working days while attending military training camp. Employees shall present the director a copy of their orders as evidence of such military duty.

Continuing Education

The board is committed to the continuous development and improvement of personnel and includes continuing education expenses within the library's budget.

To encourage the professional development of library staff, the board encourages staff to participate in continuing education opportunities sponsored by the Kansas State Library, the School of Library and Information Management of Emporia State University, WebJunction Kansas and the Northeast Kansas Library System. Programs sponsored by these institutions plus occasional college courses, professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social education will be sponsored and all expenses paid at the discretion of the board and/or director.

Unless otherwise agreed upon, when the library board or director requests trustees or volunteers to participate in continuing education, these participants shall be reimbursed for training expenses at the same rate as library staff.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to the business travel will be reimbursed by the library. Employees are expected to limit expenses to reasonable amounts, seeking the lowest travel fares and low to mid-priced accommodations, with meals no more lavish than would be eaten at the employee's own expense. Mileage will be reimbursed at a rate equal to the Internal Revenue Service's business rate, plus parking and toll fees.

Acknowledgment of Reading Personnel Policy by Employee

Each library employee shall receive a copy of the personnel policy and confirm with signature that s/he has read it. The director shall maintain these forms within employee files.

Emergencies and Disasters

Purpose of Emergency Procedures

Detailed emergency management procedures minimize damage to library facilities, equipment, and materials. When advance warning is possible, these procedures enable personnel to protect and recover library property quickly and efficiently. After fires, earthquakes, and tornados where there is no forewarning, the procedures speed the rescue and recovery of library resources.

Emergency management also includes the control of such minor incidents as extended power failure and leakage within the building structure. The library director has ultimate responsibility for emergency management.

Emergency Telephone Numbers

A list of the following information should be kept in a prominent place by each telephone:

Library Phone Number and Address: 407 N. Main 785-584-6454

Emergency- Ambulance, Fire, Police: **911**

Rossville Police Department (non-emergency): 785-584-6047

Rossville Fire Department (non-emergency): 785-584-6349

Shawnee County Sheriff (non-emergency): 785-368-2200

Rossville City Hall: 785-584-6155
Brier, Payne, Meade (insurance agency): 785-233-1717
NEKLS: 785-838-4090
Library Director: 785-640-8787

Medical Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

1. If a medical emergency, call 911.
 - a. Describe the person's condition: bleeding, burned, broken bones, etc.
 - b. State the library name and address and injured person's location in the library.
 - c. Give your name.
 - d. Do not hang up. Let the emergency personnel end the conversation. They may want to ask questions.
 2. When handling an injured person, use rubber gloves if blood or other bodily fluids are present.
 3. Call the library director if s/he is not onsite.
- NO medication, including aspirin, should ever be dispensed to the public.

Evacuation Procedures

1. In an emergency situation, staff will telephone 911 immediately to alert the emergency response personnel.
2. Whenever a building must be evacuated immediately, library staff should remain calm and direct patrons to appropriate exits, assertively and without delay. Staff will monitor emergency exits to prevent backups or blockages.
3. Staff will check all specific areas (including such "hidden" places as the restrooms and storage areas and the library stacks for remaining patrons or those who require special assistance.
4. Staff and patrons will proceed as quickly as possible, but in an orderly manner.
5. Take with you: your car keys, purse, cell phone, etc., but leave behind any large or heavy objects.
6. Library staff will leave the building only after all members of the public have been safely directed outside.
7. Once out of the building, move away from the structure and assemble in an organized manner, if possible. Keep all roadways free for emergency vehicles.
8. If the director is not currently at the library, call him/her for notification of what is happening at the library.
9. When emergency response personnel arrive on the scene, the library staff should inform the emergency response personnel of any rescue priorities and the floor plan of the facility.
10. Library staff onsite shall cooperate with rescue operations as directed by the emergency response personnel.
11. Staff witnessing the emergency should retain detailed notes in order to file an accurate incident report after the disaster/incident.
12. Staff on the scene may re-enter the facility only upon authorization by the emergency response personnel and only as instructed by the library director.
13. Staff will document the incident with photographs and a narrative report, if possible.
14. The director will communicate with the library board and township board as appropriate.

Power Loss

1. Quickly locate flashlights and battery-powered radios. Monitor weather bulletins as appropriate (and follow procedures for specific natural emergencies).
2. Remain calm and announce yourself to other staff and patrons.
3. Provide necessary assistance to staff and patrons.
4. If possible, open blinds, etc. on windows to let in light (and if weather-appropriate).
5. If in an unlit area, proceed with caution to an area equipped with emergency lights. Take with you: your car keys, purse, cell phone, etc., but leave behind any large or heavy objects. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.
6. Evacuate if instructed to do so.

Flooding and Water Damage

1. In case of water damage, notify the director.
2. If there are electrical appliances or electrical outlets near a leak or standing water, use extreme caution until the power is turned off. If the flood covers a large area, power should be shut off and restored only by an electrician. When there is any possible danger, evacuate the area, following the Evacuation Procedures in this policy.
3. If you know the source of the water and are fully confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously. Do not troubleshoot an uncertain situation. Safety of staff and patrons is the top priority.
4. Be prepared to use good judgment and emergency supplies to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage. Suggested activities include covering large objects with plastic sheeting and moving small or light objects out of the affected area if you are confident that you can do so safely. After water is stopped, begin the drying process immediately. (In 48 hours, mold will start to grow.)
5. The library director will contact the library board and township board (and possibly NEKLS) about the situation.

Fires

1. Regular Training for Staff:
 - a. Staff should become familiar with the location of all fire extinguishers in the building and should have a basic knowledge of how to use a fire extinguisher.
2. Collection and Equipment Rescue Priorities:
 - a. Director computer
 - b. Original artwork
 - c. Kansas history and genealogy materials
 - d. Microfilm of local newspapers, census and historical documents
3. In the event of a fire:
 - a. Follow the Evacuation Procedures in this policy, if appropriate.
 - b. Report all fires to the library director, regardless of their size.
 - c. Although staff can extinguish small, self-contained fires with appropriate extinguishers, large spreading fires should be handled only by the Fire Department. Use common sense. Never endanger yourself and always be sure there is an exit for your escape. Do not attempt to extinguish chemical fires.
 - d. Do not break windows. Oxygen feeds a fire.
 - e. If it is safe to do so, disconnect electrical equipment that is on fire.

- f. Do not attempt to save possessions or collections at the risk of personal injury.
- g. Do not return to the library until emergency response personnel allows you to do so.

Ice and Snow Storms

The library may close early by decision of the director. See the Inclement Weather Policy for more information.

Thunderstorms and Tornados

1. When a "tornado watch" is announced for Shawnee or Pottawatomie Counties, locate flashlights and a battery-powered radio.
2. When a "tornado warning" is announced for Shawnee or Pottawatomie Counties (or other areas in our path), TAKE COVER. Direct patrons to the library's cover area, which is the STAFF OFFICE (and hallway, if more room is needed). ENTRYDOORS SHOULD REMAIN UNLOCKED.
3. Stay away from exterior walls and glass.
4. Use telephones only for emergency purposes.
5. Do not leave secure areas until instructed by senior staff.
6. In helping patrons move to the designated cover area, be polite but firm. Warn them calmly of the danger. If patrons refuse to comply, leave them. We cannot prevent anyone from leaving the library if s/he chooses to do so.
7. Once the storm has passed, library staff should assess any damage that has occurred, and if appropriate, contact emergency personnel.
8. Staff will document the incident with photographs and a narrative report, if possible.
9. The director will communicate with the library board and township board as needed.

Bomb Threats (by phone)

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search.

Explosions and Random Acts of Violence

1. Remain calm and avoid "heroic" behavior. Stay alert: one event can follow another. There may be more danger yet to come.
2. For your protection, consider crawling under a table or desk. Remain there for at least 60 seconds, but be mindful that detonation delays may vary and are unpredictable.
3. Stay clear of windows, mirrors, glass display cases, overhead fixtures, glass doors, filing cabinets, bookshelves, and electrical equipment.
4. If evacuation is appropriate or ordered by emergency response personnel, follow the Evacuation Procedures in this policy. Avoid known problem areas where there are gas lines, fire hazards, etc. Once out of the building, keep as far away from the structure as possible.
5. Do not use matches or lighters. Sparks may trigger explosions.

6. Avoid using telephones and hand radios, which may emit hazardous sparks or signals that could trigger other bombs.
7. The director will communicate with the library board and township board as needed.

Rodent and Insect Infestation

When rodent or insect infestation is noticed, attempt to do the following:

- Isolate the rest of materials from the collection
- Identify the type and extent of infestation
- Consider the options for pest management including routine extermination by a professional exterminator

Preparing to Return to the Library after a Disaster

1. The fire captain, or some disaster professional, must declare the building safe to enter. Fires and flooding can cause structural damage to buildings.
2. While the building is being inspected, answer the following questions:
 - a. Does an insurance agent need to evaluate damage before recovery begins?
 - b. Determine who will photograph and record the damage (for library records and insurance purposes).
 - c. Who and what are needed to secure the building?
 - d. Will utilities need to be turned off? Or repaired?
 - e. Who needs to be notified of the disaster?
 - i. Director: Adrienne Olejnik 785-640-8787
 - ii. Board President: Andrew Foster 785-207-5382

First-Aid Kit and Disaster Kit

The following equipment needs to be kept in the library at all times:

First Aid Kit

Disaster Kit

- Flashlight with extra batteries
- Radio that is battery-operated, with extra batteries
- Fire Alarms
- Fire Extinguisher

Dry chemical extinguishers will smother any type of fire, including electrical and chemical, by coating the burning area with a powder that cuts off the supply of oxygen. This powder should be vacuumed away from library materials once the fire is out. This type of extinguisher should not be sprayed on a person unless s/he is actually on fire and there is no other alternative.

Staff and volunteers must know the location and operation of the fire alarm system, including how to deactivate the system.

Insurance

Information on the quantity and value of library materials covered by the library's insurance policy should be kept up to date and reviewed on an annual basis. A copy of this information should be retained in the library's bank safety deposit box.

Board Approval of Rossville Community Library Policy Manual

This policy manual will be reviewed annually by all members of the library board. It will then be updated and revised as needed. Each board member will review all revisions and be given ample time to discuss and ask questions. Once questions are resolved, a formal motion shall be made to adopt the policy, and a vote will be taken. Board members will then signify their approval as follows:

This policy manual has been reviewed by the Rossville Community Library Board of Trustees and is adopted on:

Date: 4/13/2011

President: Andrew Foster

Vice President: Mary Napier

Secretary: Jan Dodge

Treasurer: Alicia Vanatta

Member: Sean Bird

Appendices

The Board of Trustees of the Rossville Community Library adopts the following statements.

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

Adopted June 18, 1848. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.* Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

The Freedom to View Statement

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

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

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

Endorsed January 10, 1990, by the ALA Council

Statement on Labeling

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 (see "Expurgation of Library Materials: An Interpretation of the Library Bill of Rights"). 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.

Diversity in Collection Development

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: "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 collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or

the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library's service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008.

Challenged Materials

Libraries: An American Value states, "We protect the rights of individuals to express their opinions about library resources and services." The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged materials. Selection of online resources, including Web sites, should also be governed by this collection development policy and be subject to the same procedures for review of challenged materials. This policy reflects the *Library Bill of Rights* and is approved by the appropriate governing authority.

Challenged materials should remain in the collection during the review process. The *Library Bill of Rights* states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article II, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Supreme Court has held that the Constitution requires a procedure designed to examine critically all

challenged expression before it can be suppressed.¹ A hearing is a part of this procedure. Materials that meet the criteria for selection and inclusion within the collection should not be removed.

Therefore, any attempt, be it legal or extra-legal,* to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990; January 28, 2009, by the ALA Council.

* "Extra-legal" refers to actions that are not regulated or sanctioned by law. These can include attempts to remove or suppress materials by library staff and library board members that circumvent the library's collection development policy, or actions taken by elected officials or library board members outside the established legal process for making legislative or board decisions. "Legal process" includes challenges to library materials initiated and conducted pursuant to the library's collection development policy, actions taken by legislative bodies or library boards during official sessions or meetings, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body.

¹ *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963)

Expurgation of Library Materials

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agents, or its parent institution (if any) when done for the purposes of censorship. Such action stands in violation of Articles I, II, and III of the Library Bill of Rights, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation denies access to the complete work and the entire spectrum of ideas that the work is intended to express. This is censorship. Expurgation based on the premise that certain portions of a work may be harmful to minors is equally a violation of the Library Bill of Rights.

Expurgation without permission from the rights holder may violate the copyright provisions of the United States Code.

The decision of rights holders to alter or expurgate future versions of a work does not impose a duty on librarians to alter or expurgate earlier versions of a work. Librarians should resist such requests in the interest of historical preservation and opposition to censorship. Furthermore, librarians oppose expurgation of resources available through licensed collections. Expurgation of any library resource imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008.

Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and

services 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 providing services and 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. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

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 through the library in print, nonprint, or digital format. 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.¹ 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 and guardians. 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 library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

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.

See also Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Nonprint Materials.

1 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 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 also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*,. 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008.