

Alliance Public Library

Policy and Procedures

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ALLIANCE MUNICIPAL CODE – CHAPTER 16 - MUSEUM AND LIBRARY

Section 16-19. Museum established.

There is established a Museum to be named the Knight Museum of High Plains Heritage, which shall be kept and maintained by the City of Alliance, Nebraska.

Section 16-20. Funds.

There shall be included in the annual budget an appropriation for the maintenance and support of the Museum. Funds for the operation and maintenance of the Museum shall be a part of the General Fund.

Section 16-21. Museum Board.

(a) There is established a museum board, whose members shall receive no pay or compensation for any services rendered as a member of the museum board. The museum board shall consist of nine members, whose terms shall be for a period of five years. The mayor shall appoint a person who shall fill any vacancy on the museum board for the unexpired term. Such appointment shall be approved by the city council. No member may serve more than two terms without a minimum of a two-year break in continuous service. After appointment, the duly appointed members of the museum board shall meet and organize by electing from their number a president, who shall conduct the meetings in a parliamentary manner; and a secretary who shall record the minutes of the meeting, and such other officers as may be necessary.

(b) The museum board shall have the following powers and duties:

(1) Act in an advisory capacity to the city council and city manager or designee in all matters pertaining to the operation of a public museum including but not limited to:

- a. Formulating recommendations of the museum's statement of purpose including short and long range planning for the museum, development of programs and services for the museum and making recommendations concerning the general operation of the museum including policies and procedures;
- b. Formulating written recommendations regarding how to govern the operation and define the programs of the museum, including providing

exhibitions, presentation of artifacts, an archive for research purposes, an interpretation of regional history with an emphasis on the city and such other matters identified by the mayor and council;

- c. Securing the funding necessary to carry out the museum's programs; and
 - d. Ensuring that the purposes for which the museum exists are being fulfilled and that the collection is being cared for and maintained under proper conditions.
- (2) Recommend to the city council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the museum, its property and the collections of the museum. Said recommendation may include, but are not limited to, the following:
- a. Statement of purpose (aims and objectives);
 - b. Research;
 - c. Collection records management;
 - d. Staff training;
 - e. Exhibitions;
 - f. Interpretation and education programs;
 - g. Conservation of the collection;
 - h. The relationship of the museum director and staff with the board;
 - i. Regulations regarding the institution and its staff (i.e., open hours, staffing requirements);
 - j. Ethics and conflict of interest (for both board and staff);
 - k. Regulations governing food and beverages in the museum;
 - l. Relationship of the museum with other organizations within the community and with other museums;
 - m. Whether and how the museum will accept loans from other persons/organizations or how the museum will make loans from its collections to other organizations, persons or museums;
 - n. The establishing and revising policies in cooperation with the museum director for the use, operation, maintenance, remodeling, renovation, modification, and care of the museum, museum facilities, equipment, staff and other such resources;
 - o. Establishing policies for the enforcement of museum rules;

- p. Establishing policies for the selection, acquisition, cataloging, maintenance and use of the museum collections and information resources.
- (3) Perform such other duties relating to the museum service as the city council may require by ordinance or resolution.

(c) Recommendation statements should be in written form and be available to all board members, city councilmembers, the city manager and staff to prevent personal interpretation or individual misunderstanding of the recommendations.

(1) Individually and collectively, the board should demonstrate the following:

- a. A commitment to the development of the museum as a strong community resource;
 - b. An awareness of the social and economic characteristics of the various segments of the community;
 - c. An understanding of business, financial and political procedures;
 - d. An ability to work cooperatively and unselfishly in the best interests of the museum;
 - e. An ability and willingness to assist in fund-raising or donations that benefit the long-term financial stability of the museum; and
 - f. A willingness to devote time and effort to the duties of board membership.
- (2) The museum board may adopt such bylaws, rules and regulations for the operation and regulation of the museum board as the board may deem necessary and as such shall not be inconsistent with this article.

(d) The museum curator shall be appointed by the city manager or designee. The curator shall have the care and custody of the grounds, buildings, rooms, exhibits, and other property of the museum, and shall operate the museum as directed by the city manager or designee. The city manager or designee will consider recommendations offered by the museum board as appropriate.

Section 16-22. Contents.

The Knight Museum and Sandhills Center Heritage shall collect, preserve, research, interpret and display items from the past of the city, county and western portion of the state. The purpose of the Knight Museum and Sandhills Center Heritage shall be for the education, scholarly pursuits, and enjoyment of today's society and future generations.

Section 16-48. Established.

(a) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Public library means the Alliance Public Library.

(b) *Kept and maintained by city.* There is established in the city, a public library, which shall be kept and maintained as such by the city.

Section 16-49. Library director; appointment; duties.

The Library Director shall be appointed by the City Manager or designee. The library director shall have the care and custody of the grounds, buildings, rooms, equipment, books and supplies, and other paraphernalia owned or used by the public library, and the general supervision thereof with the assistance and counsel of the library board.

Section 16-50. Library Board.

(a) *Established.* There is hereby established a library board, which board shall have five members, and two ex officio members. The members of the board shall be chosen at large from the citizens of the city. No member of the city council shall be a member of the library board. The ex officio members shall be otherwise qualified, and shall be 13 to 19 years of age.

(b) *Appointment.*

(1) The members of the library board shall be appointed by majority vote of the city council. The term of each member shall be four years. Terms of board members shall begin July 1 of their year of appointment.

(2) In the case of a vacancy, the city council shall appoint a replacement for the unexpired term. No member of the library board shall receive pay or compensation for his services as a member of the board.

(c) *Delegated responsibilities.* The library board shall work with the library director, city manager or designee, mayor and city council in regard to the operation, maintenance and development of the public library. The library board is delegated the following specific responsibilities:

- (1) To ensure and participate in preparation of an annual library budget in accordance with the format used by other city departments and divisions.
- (2) To aid the city manager in the screening of applicants for the position of library director, and to be available to assist the library director in the screening of applicants for subordinate positions within the library.
- (3) To provide a recommendation to the city manager or designee on the hiring of a library director.
- (4) To determine with the library director and the city manager or designee the hours of operation of the public library.
- (5) To maintain and expand the materials comprising the collection of the public library.
- (6) To review and recommend approval of expenditures proposed by the library director for approval by the mayor and city council.
- (7) To represent the city and the public library within professional association and at library functions.
- (8) To initiate and implement new library programs, expand existing programs and delete outdated programs.

(d) *Bylaws; rules; regulations.* The library board may adopt such bylaws, rules and regulations for its own guidance as the board may deem necessary and as such shall not be inconsistent with this article.

Section 16-51. Custody of Library Funds.

The city treasurer shall have the custody of all tax monies and penalties collected, as well as other funds, acquired for erection, maintenance or support of the public library. All such monies received by the public library shall be paid to the city treasurer. Those funds shall be kept in the general fund, as part of a separate library account and shall not be used or disbursed for any other purpose or in any other manner.

Section 16-52. Penalties imposed.

Penalties imposed or accruing under any by-law, rule or regulation adopted by the library board or city council may be recovered in a civil action before any court having jurisdiction thereof. Such action shall be instituted and maintained in the name of the city. This remedy shall be in addition to that provided in Section 16-53.

Section 16-53. Unlawful conduct.

It shall be unlawful for any person to take or retain possession of, or to remove from the public library building, in violation of any by-law, rule, or regulation adopted by the library board or the city council for the protection and government of the public library, or to willfully and maliciously write upon, deface, injure or destroy any book, periodical, film or other property owned by or in custody of the public library.

BY-LAWS OF THE ALLIANCE PUBLIC LIBRARY BOARD

I. NAME

Alliance Public Library Board

II. OBJECT

Advise Alliance Public Library

III. MEMBERSHIP

The Library Board shall have five members chosen at large from the citizens of Alliance. No member of the City Council shall be a member of the Library Board. The Library Board shall have two ex officio members, who shall be 13 to 19 years of age.

The members of the Library Board shall be appointed by a majority vote of the City Council. The term of each member shall be four years, which term shall commence on July 1 of their year of appointment. Two members will be appointed every fourth year after 1974; and three members to be appointed every fourth year after 1976.

In the case of a vacancy, the City Council shall appoint a replacement for the unexpired term. A member may serve two consecutive terms of four years each. A member filling an unexpired term may serve two more consecutive terms of four years each.

A vacancy shall occur when a member is absent from three consecutive meetings, regular or special, and is not excused by the remaining members. Should any board member be unable to fulfill his or her term, written notice shall be given to the board and the City Council shall be advised of the vacancy.

Following one or more years' absence from the board, such member may be reappointed for an additional term or terms. No member of the Library Board shall receive pay or compensation for his or her services as a member of the Board.

IV. OFFICERS

The officers – President, Vice President, and Secretary – must be members of the board and shall be elected at the Annual Meeting.

The President or the Vice President of the board shall preside at all meetings, appoint all committees, authorize calls for special meeting, and generally perform the duties of the presiding officer.

The Secretary of the board shall keep a true and accurate account of all proceedings of

the board meeting; shall cause notice of all meetings to be published in the Alliance Daily Times Herald; shall have the custody of the minutes and other records of the board; shall see that the agenda is available at all times at the library unless the Director assumes that responsibility; and shall see that the appointing body is notified of any vacancies on the board.

The term of the three elected officers shall be one year. They shall take office on the day of the election. Each officer shall serve until the term of his/her successor begins or until said officer resigns, dies, or is removed. Any officer may serve more than one term.

V. DIRECTOR

The director shall be considered the executive office of the board and shall have sole charge of the administration of the library under the direction and review of the board. The director shall see that the building and equipment are properly cared for and be responsible for the employment and direction of the staff, for the efficiency of the library service to the public, and for the operation of the library under financial conditions set forth in the annual budget. The director shall attend all board meetings unless excused by the board.

VI. MEETINGS

The regular meetings of the Library Board shall be held at least ten times per year. The date, hour, and location shall be set by the board. The Annual Meeting will be held in August.

Special meetings may be called by the President, Vice President, and Secretary of the board or by the Library Director, and/or at the request of the two members provided that the special notice is published at least 24 hours in advance of the special meeting.

A quorum for the transaction of business shall consist of three members of the board.

VII. ORDER OF BUSINESS

The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown, as far as circumstances permit:

1. Call to Order
2. Approval of Minutes
3. Communication
4. Report of Director
5. Report of Committees
6. Unfinished Business (Specified)
7. New Business (Specified)
8. Adjournment

VIII. COMMITTEES

Committees for the study and investigation of special problems or for the conduct of special projects may be appointed by the President with the approval of the board. Such committees will serve until the completion of the work for which they were appointed.

IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of the *Robert's Rules of Order Newly Revised* shall govern the board in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules of order the board may adopt.

X. AMENDMENTS

These by-laws can be amended at any regular meeting of the board by a three-fifths vote, provided that the amendment has been submitted in writing at the previous regular meeting.

XI. CONFLICT WITH CITY POLICIES

These by-laws, pursuant to Section 16-50(d) of the Alliance Municipal Code, must be consistent with the City Code. In the event of a conflict between the by-laws of the board and the Alliance Municipal Code or policies of the City as set by the City Council or City Manager, the City Code or policies shall be controlling.

ALLIANCE PUBLIC LIBRARY MISSION STATEMENT AND POLICIES

I. ROLE AND MISSION STATEMENT

- A. **ROLE:** Popular materials library and independent learning center.

- B. **MISSION STATEMENT:** THE ALLIANCE PUBLIC LIBRARY WILL PROVIDE RESOURCES AND SERVICES IN A VARIETY OF FORMATS THAT WILL ASSIST CARDHOLDING PATRONS AND GUESTS TO MEET INFORMATIONAL, CULTURAL, RECREATIONAL, AND EDUCATIONAL NEEDS OF THE ENTIRE COMMUNITY IN AN ATMOSPHERE THAT IS WELCOMING, RESPECTFUL, AND PROFESSIONAL.

- C. **Conflict with City Policies**

These policies, pursuant to 16-19 through 16-53 of the Alliance Municipal Code, must be consistent with the City Code. In the event of a conflict between the policies of this Board and the Alliance Municipal Code or policies of the City set by City Council or City Manager, the City Code or policies shall be controlling.

II. OBJECTIVES

The general objectives of the Alliance Public Library shall be:

- A. To gather, maintain, promote, and administer an organized collection of quality educational and recreational materials that fill the varied needs of library patrons.
- B. To offer a modern up to date center for informational and communicative technology.
- C. To provide a competently staffed, well-stocked facility supplying guidance and open communications for the betterment and enrichment of the lives of all our citizens.
- D. To support educational, civic, and cultural activities and to provide opportunity and encouragement for children, young people, and adults for lifelong learning.
- E. To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- F. To provide opportunities for recreation through the appreciation of literature, music, and other art forms.
- G. To serve all residents of the City of Alliance Municipality.

III. WHO MAY USE THE LIBRARY

- A. The library will serve all residents of the City of Alliance Municipality requesting library services. Service will not be denied or abridged because of gender, age, religious, racial, social, economic, political status, or any other legally protected class.
- B. Nonresidents of the City of Alliance Municipality may obtain access to the library collection for a \$25 annual fee each fiscal year of October 1st through September 30th. Fees will not be pro-rated.
- C. The Library Director may limit excessive demands by groups or individuals that interfere with service to the general public.
- D. The use of the library or its services may be denied for just cause. Such cause may include, but not be limited to, failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.
- E. Children under the age of seven years old must be accompanied by an adult or a responsible person at all times.
- F. The library does not have the right nor the responsibility to act in loco parentis. The library assumes no responsibility for children left unattended on library premises.

IV. THE COLLECTION POLICY

- A. Alliance is located in the center of the Nebraska panhandle. The community was founded as a railroad town and is surrounded by agricultural and ranching areas. Alliance is the county seat and the largest community in Box Butte County. Patrons to be served are residents of the City of Alliance Municipality.
- B. The staff of the Alliance Public Library works to develop and maintain collections which reflect the interests and meet the needs of the citizens of Alliance Municipality. Material selection and collection development decisions are done and made with one overriding principle always in mind: will this material be used? Preconceived notions about what the citizens, to whom this library belongs, ought to want are routinely set aside in favor of empirical evidence of what they do want, and this evidence forms the basis of selection decisions.
- C. The library will provide materials and services, both print and nonprint, on all subjects of interest to the patron. In collecting these resources, the library will adhere to the principles embodied in the Library Bill of Rights, the ALA policy statement on Intellectual Freedom, and this policy statement.
- D. Materials and services will meet high standards of quality.
 - 1. Factors to be considered in judging quality may include but not be limited to: accuracy and responsibility of the author, effective expressions, significance of the subject, durability of paper and binding, attractiveness of the book and legibility of print, the need for each item in relationship to the rest of the collection, and the library budget restrictions.
 - 2. Selection criteria for audio-visual and other nonprint materials will include such factors as artistic and technical standards in addition to the content related values such as accuracy, honesty, and effectiveness of expression.
 - 3. Normally, standard book review and selection tools may be used as a basis for determining quality and usefulness of all print and nonprint materials. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- E. The end responsibility for selection of all materials, as well as for all library activities, rests with the Library Director who operates within the framework of policies determined by the Alliance Library Board of Directors. Because it is

desirable to have maximum participation of the library's staff and the community in selecting library materials, the Library Director may gain input for selection from any of his or her subordinates or any community member. Such action does not relieve the Library Director of final responsibility, but rather places the initial selection function at the level where there is the greatest contact with the public. All recommendations are to be considered by the Library Director in the light of selection policies.

- F. Audio visual selection will generally follow the criteria for books and other materials.
- G. Sound business practices will be followed in acquiring materials.
 - 1. The library will secure the best discount possible.
 - 2. Acquisition records will show what is on order, what has been received, and current budget expenditures, balances, and encumbrances.
 - 3. Orders for library materials will be placed at regular intervals throughout the year to insure a constant flow of acquisition.
 - 4. The Library Director will consider the advantages of cooperative acquisitions and cataloging, which may become available on a regional or statewide basis.

V. MAINTAINING THE COLLECTION

The same criteria will be used in “weeding” materials from the collection as are used in their acquisition. To maintain the collection in its most attractive and useful condition, the Library Director will use his or her judgment in removing from the collection materials that are no longer useful or are not in a condition suitable for circulation. Books that are deteriorating may be refurbished by repair or rebound when appropriate. Materials no longer useful to the library may be given to other libraries, sold for the benefit of the library, or otherwise disposed of at the discretion of the Library Director. The library collection will be weeded at a rate of no less than 3% annually.

VI. INTERNET

- A. In response to advances in technology and the changing needs of the community, the Alliance Public Library endeavors to develop collections, resources, and services that meet informational, recreational, and educational needs of its patrons. It is within this context that the Alliance Public Library offers equipment to access the Internet.
- B. The Alliance Public Library does not monitor and has no control over the information accessed through the Internet that it provides and is not responsible for its contents. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk.
- C. Access to Alliance Public Library's Internet network will remain unfiltered.
- D. Access to unfiltered Internet will only be made available to minor children for research or other lawful purposes at the request of their parent or guardian, who will be required to complete the Unfiltered Internet Access for a Minor Release Form (see Appendix B).
- E. Parents or guardians, not the Library Director or staff, are responsible for Internet information selected and/or accessed by their minor children, either through the unfiltered wireless internet or the public computer lab. Parents or guardians are advised to supervise their children's Internet sessions.
- F. The public access computers are available during regular library hours, subject to periodic maintenance.
- G. Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. The staff may, however, be able to offer suggestions and answer questions. Staff cannot conduct personal business at any level for patrons.
- H. Patrons are prohibited from using the Internet system in any manner which violates federal, state, or local laws or policies.
- I. Patrons may not place copyrighted material on the Internet unless permission is obtained from the author. Public Domain materials may be placed on the system by the Library Director as necessary for educational purposes. Both copyrighted material and materials in which the author has retained no rights (Public Domain material) may be downloaded for personal use.
- J. Personal software programs may not be used on the public access computer. This

will help prevent computer viruses that are common on public computers.

- K. Misuse of the computer or Internet network will result in loss of the patron's computer and Internet privileges. Misuse shall be considered, but not limited to:
1. Use of any computers to gain unauthorized access to the Alliance Public Library's network or computer system or to any other network or computer subsystem.
 2. Obstructing other people's work by consuming large amounts of system resources or by deliberately crashing the Alliance Public Library's computer system.
 3. Making any attempts to damage the computer or the computer network of the Alliance Public Library.
 4. Violating any provision of this Policy.
 5. Displaying or viewing any "Obscene" materials in the presence of minors. Obscene materials shall mean any material that (1) appeals to the prurient interest in sex, as determined by the average person applying contemporary community standards, (2) portrays sexual conduct, as specifically defined by applicable state law, in a patently offensive way, and (3) lacks serious literary, artistic, political, or scientific value.
- L. Internet use is offered on a first-come, first-served basis. The user must abandon use of the Internet if another patron requests use of the service.
- M. Each patron will be allotted a maximum of three hours per day for internet use.
- N. Guest computer access cards shall be administered for visitors, with a maximum of fifteen guest uses per patron or a period of one month, whichever comes first, after which time a library card must be obtained by the patron. Exceptions may be granted by the Library Director in special circumstances. A photo identification will be required to use guest cards.

VIII. CONFIDENTIALITY OF LIBRARY RECORDS

- A. All circulation records and other records identifying the names of library users with specific materials are confidential in nature and shall not be made available to any person nor to any agency of state, federal, or local government except pursuant to a court order.

IX. USER PRIVACY POLICY

- A. The Alliance Public Library practices confidentiality in the reading, printing and faxing of records.
- B. Children's reading is also confidential as follows:
 - 1. Minor children cannot be assured of privacy regarding their parents' inquiries.
- C. Parents concerned about what their children are reading will be urged to accompany their children to the library to help in material selection.
- D. Any employee not adhering to this User Privacy Policy is subject to reprimand, demotion, or dismissal.
- F. This privacy policy is subject to Section VII and court orders issued there under.

X. SERVICES OF THE LIBRARY

- A. The library staff will provide guidance and assistance so that people can obtain the information they seek.
- B. The library will provide information and materials to help people equip themselves for vocational and non-vocational activities.
- C. The library will initiate programs, exhibits, book lists, etc. to stimulate the use of library materials for the enlightenment of people of all ages.
- D. The library will cooperate with other community agencies and organizations to determine and meet the educational needs of the community.
- E. The library accepts a responsibility for securing information beyond its own resources by:
 - 1. Offering information about resources of agencies, institutions, organizations, and individuals in and beyond the community.
 - 2. Borrowing for patrons, materials that are not available in our library.
- F. The library will endeavor to maintain a balance in its services to all users. The Alliance Public Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.
- G. Library services will be provided during the hours which best meet the needs of the community.
- H. Periodic review will be made of library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.
- I. The library will loan materials to patrons for fourteen, seven, or three day periods, depending on the material format.
- J. The library will provide online account and catalog services for the patron's convenience. The account information provided will include: materials checked out, due dates, fines and reserves. Catalog service will allow patrons to view the library's collection at anytime.
- K. A DVD Checkout Permission Slip (see appendix A) must be signed by a parent or guardian in order for minors under the age of 17 to checkout DVD items.

XI. FAX POLICY

- A. The primary use of the fax machine will be for library business.
- B. The library staff shall operate the fax machine whenever a patron indicates urgency in receiving materials and is willing to pay the indicated cost. Otherwise the regular channels of interlibrary loan will be used.
- C. The maximum number of articles that a patron may request to be obtained or sent at one time via the fax machine will be five.
- D. Fax fees are \$1.00 per page, regardless of whether an item is being sent or received.
- E. Staff members will operate the fax machine in the sending and receiving of all faxes.

XII. LIBRARY MATERIALS

- A. The library will provide materials which help to meet its objectives. Materials may include, but not limited to: books, periodicals, newspapers, music scores, maps, recordings, microfilms, cameras, computer hardware, software, and DVDs.
- B. Materials acquired will meet high standards of quality in content, expression, and format.
- C. The library will keep itself informed of other materials in the area to avoid unnecessary duplication.
- D. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools or by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
- E. Materials, except those which are in special demand or cannot be replaced, including rare and fragile items, will be lent for home use under library regulations and procedures.
- F. The library subscribes to the first five paragraphs of the Library Bill of Rights (see Appendix C) of the American Library Association which affirms its belief in the following basic policies:
 - 1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
 - 2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
 - 3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 - 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
 - 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

- G. The library also subscribes to the Freedom to Read statement (see Appendix D) and the Freedom to View statement (see Appendix E) prepared by the American Library Association and the American Book Publisher's Council.
- H. The method for handling complaints is as follows:
 - 1. If a patron of the Alliance Public Library believes that the content of materials is inappropriate for the collection, he or she may register a request for the reconsideration of the materials in question.
 - 2. The library will provide forms to be used for these requests. (See Appendix 1 for a copy of this form.) A separate form will be used for each item to be reconsidered.
 - 3. Requests for reconsideration will be presented by the Library Director at the next regularly scheduled meeting of the Alliance Library Board of Directors. The Board will review and take appropriate action as it sees fit.
 - 4. No material may be withdrawn from the library under this procedure unless three of the five Board members vote for removal.
- I. Technological equipment will be available for use in the building by civic, cultural, educational, or business groups.
- J. Technological equipment will be available for use in accordance with established rules.

XIII. COOPERATION WITH OTHER LIBRARIES

- A. The Alliance Library Board of Directors recognizes that no single library can meet all demands in its community. Libraries in different political subdivisions working together, sharing their services and resources, can meet more nearly the full needs of their users.
- B. The Alliance Library Board of Directors and the Library Director will be alert to opportunities for cooperation with other libraries, to strengthen the services and resources of the library.

XIV. PHYSICAL FACILITIES

- A. To achieve the goal of good library service, the Alliance Library Board of Directors accepts the responsibility to promote a public library building facility which will adequately meet the physical requirements of a modern, aggressive library/technology center. This facility will offer to the community a compelling invitation to enter, read, look, listen, and learn all facets of an expanding program of library services.
- B. The library staff, the architect, and the Alliance Library Board of Directors, with the assistance of consultants and a citizens' planning committee, will endeavor to plan a facility to meet recognized standards and the needs of the community.
- C. The meeting rooms of the Alliance Public Library shall be available during library hours for public gatherings of a civic, cultural, or educational purpose, but not for social gatherings, dramatic productions requiring stage equipment, or commercial purposes. The meeting rooms shall be open to youth groups only with responsible adult supervision. Booking for regular meeting dates may be made in advance during the calendar year. Any party must adhere to library rules.
- D. Exhibits and Displays:
 - 1. The library is eager to provide for the public as many attractive, educational, and cultural exhibits as possible at the discretion of the Library Director.
 - 2. Use of exhibit space is welcomed.
 - 3. The library assumes no responsibility for the preservation or protection, and no liability for the 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 cases, the meeting room, and the general bulletin board. Owner shall sign the Exhibit Release form prior to exhibiting (see Appendix F).

XV. GIFTS WILL BE ACCEPTED WITH THE FOLLOWING CONSIDERATIONS

- A. Books and other materials will be accepted on the condition that the Library Director has taken the authority to make whatever disposition he or she deems advisable.
- B. Gifts of money or property will be accepted if the conditions attached thereto are acceptable to the Alliance Library Board of Directors.
- C. No gift shall be applied to budgeted operating funds of the library.
- D. Gifts of books, pamphlets, or other materials which are devoted to special pleading or present a partisan or sectarian viewpoint may be accepted for inclusion in the collection at the discretion of the Library Director; but the library shall not distribute documents or other materials which are in conflict with the educational and cultural purposes of the library.
- E. Individuals or groups are encouraged to make gifts to one of the library foundations.
- F. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. Book selection will be made by the director if no specific book is requested. The library encourages and appreciates gifts and donations. The library will not appraise the value of donated materials; through it can provide an acknowledgment of receipt of the items if requested by the donor.

XVI. GRANTS

- A. Grants will be sought in order to further the purposes of the Alliance Public Library.

The Alliance Library Board of Directors, with input from the Library Director and the City Manager, will decide which grants to pursue. Staff time requirements and future budget implications will be seriously considered before a grant is sought.

- B. Employees paid by grant money are subject to all Alliance Public Library policies and City of Alliance policies.

XVII. PERSONNEL

The personnel policy for the library staff will be the same as for all other City of Alliance employees.

XVIII. VOLUNTEERS

The Library Director will be responsible for scheduling and supervising volunteers.
Volunteers shall adhere to policies and procedures of the library and the City of Alliance.

XIX. PUBLIC RELATIONS

- A. Public relations goals of the library are:
 - 1. To assist governing officials, civic leaders, and the general public to understand the library's objectives and services.
 - 2. To increase active participation in the varied services offered by the library to people of all ages, genders, races, religions, and ethnic origins.
- B. The Alliance Library Board of Directors recognizes that public relations involve every person who has any connection with the library. The Alliance Library Board of Directors 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.
- C. The Library Director and professional staff are encouraged to present programs and to participate in community activities. Staff members will be allowed a reasonable amount of library time for preparation and speaking. Materials to be used by press, radio, or television will be approved by the Library Director.

ALLIANCE PUBLIC LIBRARY REGULATIONS AND PROCEDURES

A. CIRCULATION PERIODS

1. Library materials may be checked out for a time period specified by the Library Director.
 - a. Checkout period will be fourteen days. One renewal period for all, except materials on hold.
 - b. Checkout period will be seven days for magazines. No renewals.
 - c. Checkout period will be three days for DVDs. No renewals.
 - d. Checkout period will be seven days for Book Backpacks. No renewals.
2. Materials on hold may not be renewed unless specified by the Library Director.

B. CHECKING OUT

1. The Library Director may limit the number of items taken on any special subject.
2. The Library Director may limit the number of items checked out to patrons.
3. Overnight checkout of reference items may be allowed by the permission of the Library Director.
4. Persons may not check out materials if they have overdue items or unpaid fines over \$10. All items must be returned and all fines must be paid in order for the account to once again be in good standing.

C. HOLDS

Holds may be placed by patrons either in person, by phone, or online. Patrons will be notified when material is available. Items placed on hold via the internet that are currently available in the collection cannot be guaranteed unless the library is notified by phone. There is no charge.

The following procedure shall be followed:

1. Enter hold request on patron account.
2. When material is checked in, the computer indicates the patron with the hold. Librarian notifies patron by phone, giving 24 hour notice to pick up.

3. Librarian notes date and time patron was contacted, and places item on shelf behind circulation desk.
4. Holds are reviewed daily. If patron hasn't picked up hold with 24 hour period, the next patron with hold on that material is notified. If there is no next patron with a hold on the material, the hold for the notified patron is canceled and the material is placed back into general circulation.
5. The Alliance Public Library is not responsible for failing to honor a hold request when such failure is due to another patron's loss of the material or the occurrence of another patron retaining the material past his or her circulation period.

D. PURCHASE REQUESTS

Patron requests for the purchase of materials shall follow this procedure:

1. Have the requesting patron complete the Consider for Purchase form.
2. Place the completed form in the suggestion box at the circulation desk.
3. Library director considers the request and makes decision on whether to purchase.
4. Requesting individual should be called and notified of the decision. If the material is approved for purchase, indicate it will be ordered and requesting patron will be notified when it is received and readied for checkout. If the material is not approved for purchase, advise requesting patron that it will not be purchased, giving reason when appropriate (i.e. this item available only in paperback format.)
5. After material is purchased and processed, the approved request form is pulled and patron is notified by phone that item is now available. Material is placed on shelf behind circulation desk and treated as a hold, except that no loss of the hold will occur if the patron does not retrieve the material within 24 hours.

The following form shall be used:

CONSIDER FOR PURCHASE

(Preference will be given to titles published in the previous twelve months.)

Title: _____

Author: _____

Subject: _____

Reason: _____

Please place my name on a reserve list if the materials are purchased.

Name: _____ Phone: _____

Date requested: _____ Date reviewed: _____ Status: yes no

E. INTERLIBRARY LOAN PROCEDURES

The following procedure shall be used for Interlibrary Loan requests:

Patron requests material not held in our collection. Be sure to check our collection and also the Library Director if it is a new book that may be on order.

1. Suggest and explain ILL.
 - Interlibrary loan is a service that enables us to borrow books and materials from other libraries for our patrons.
 - Photocopies of magazine articles can be requested in accordance with copyright laws.
 - Multiple copies of a book may be ordered for book groups. Specify who is responsible for postage charges, pick up, and return.
 - There is a return postage charge. \$4.00 is the minimum, but the charge does depend on the lending library and the weight of the material.
 - The lending library sets the due date, and many will renew.
 - We try to order from libraries that do not charge a fee; however, sometimes that may not be possible.
2. Use the ILL form.
 - Get as much information as possible.
 - Titles aren't copyrighted . . . author is necessary.
 - New books (especially fiction) usually aren't available.
3. Get patron name, local phone number, e-mail address if they have one.
4. Return postage and fees are to be paid by requesting patron when material is picked up.
5. Renewals must be requested at least five days before due date. Some lenders will renew, others will not.

6. Overdue books may be subject to a fine by the lending library.
7. An ILL request can be cancelled, but if the material has been shipped, then the patron is responsible for postage and any fees assessed by the lending library.

F. FINES

1. A fine of 25 cents per day, beginning on the first day an item is overdue, for books and magazines, and \$1 per day for DVDs and Book Backpacks will be assessed.
2. An additional fine may be assessed if ILL material is returned late and/or the library has contacted the patron to return the material.

G. LOST MATERIAL

1. If material is lost, the patron will be charged the replacement and processing costs.
2. No refunds will be issued for lost items that are later found.

H. DAMAGED MATERIALS

1. Normal wear and tear is the criterion for determining whether or not fines are charged for damaged materials. Fines are determined by the Library Director.
2. If materials are damaged beyond repair, the patron will be charged for replacement and processing costs.
3. Patrons who continually abuse library materials shall be refused library privileges at the discretion of the Library Director.

I. LIBRARY CARDS

1. The library issues cards at no charge to:
 - a. Resident – an individual who lives within the Alliance city limits
2. Library cards are valid for one year.
3. Types of library cards available:

- a. Individual card – individuals 18 years of age or older or minors who are emancipated, as that term is defined by the Nebraska Supreme Court. Adults may be required to present a library card or photo ID.
- b. Family card – multiple family members living in the same household. One card will be issued with multiple patrons using the one account.
- c. Non-resident card – individuals who reside outside of the City of Alliance Municipality. Requires a \$25 annual fee for each fiscal year of October 1st through September 30th. Fees will not be prorated. Grants access to the library collection, but does not guarantee participation in special library programs.

J. NEW CARD APPLICATION

1. Application form must be filled out completely.
2. A three item limit is placed on the account for the first checkout.
3. Identification requirements (One of the following is required for verifiable proof of address):
 - Driver’s license
 - Printed checkbook
 - Current bankbook/statement
 - Current utility bill
 - Formal 6-month lease agreement
 - Military ID

K. EBSCO EBOOKS

The following procedure shall be used:

1. The patron will login to Ebsco via the link on the library website at <http://libraries.ne.gov/alliance>. To login they will use their five digit library card number.
2. The patron will click on “Sign in” and then “Create an Account” in order to create a username and password for future use.
3. Ebsco ebooks may now be accessed via our digital catalog at www.alliancelibrary.org

L. BORROWER RESPONSIBILITY

Card holders are responsible for all items drawn on their cards and for all fines occurring on those cards.

M. HOURS

1. The library will be open to serve the public as follows:

Monday-Wednesday	8:00 a.m. – 6:00 p.m.
Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	Closed
2. The library will be closed for all days recommended by the Board and authorized by the City Council.
3. Emergency closing will be made by the Library Director after consultation with the City Manager.

N. CONFIDENTIALITY OF RECORDS

1. All application registrations and circulation records are confidential.
2. The staff will use such information in connection with library business only.
3. No cards or other materials used in the work of the library are to be taken out of the library.

O. PERSONNEL

1. Any time off must be approved by the Library Director.
2. Employees must obtain permission from the Library Director or the Cultural and Leisure Services Director before entering the building outside of library hours.

P. FEES OR OTHER LIBRARY SERVICES

1. Copy machine is coin operated.
2. Computer printer - \$.25 per copy
3. Laminator - \$.75 per running foot
4. Accu-Cut – Free will donation
5. Equipment available for use in library

- a. Televisions
- b. Laptop computers
- c. LCD projector
- d. Smart cart/lectern with sound
- e. Portable overhead projector
- f. Screens
- g. VCR
- h. P.A. system

Q. MEETING ROOMS

1. General Terms

- a. The meeting rooms of the Alliance Learning center/Library are available at no rental fee for public gatherings of a civic, cultural, or educational purpose, but not for social gatherings, dramatic productions requiring stage equipment, or for commercial purposes. Library Director approved businesses may use the meeting rooms; donations are appreciated.
- b. Youth groups are welcomed but must have an adult sponsor, and one adult for every ten young people must be in attendance at all times.
- c. Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objective by the library. No group may imply in its publicity that the library has sponsored or supported its meeting group unless prior written permission is given by the Library Director.
- d. Responsibility for damage to the meeting rooms, kitchenette area, and the contents rest with the group using the room. No tacks, nails, tape, glue, or any other substance which could mar the wall finish may be used on the walls. All trash must be removed and table and chairs put back in their original position.
- e. Meeting room use is restricted to only the room for which scheduled.
- f. Use of the meeting rooms is granted only during hours of library operation.

2. Reservations

- a. A meeting room application must be completed for the library's use in scheduling. The completed application must be received, during library

office hours, at least twenty-four hours in advance of the requested meeting date, and permission to use the rooms shall be granted to qualifying groups when their application has been approved by the Library Director. Booking for regular meeting dates may be made in advance during the calendar year.

- b. Availability of space may be checked by phone, but reservations are NOT DEFINITE until a signed application is received, and a deposit made, if required.
 - c. Library sponsored programs and the programs of the library's affiliated organizations will be given priority in the reservation of meeting space.
 - d. Failure to notify the library of a cancellation at least twenty-four (24) hours in advance may result in a charge for the meeting room.
 - e. All meetings must be conducted during Library/Learning Center hours of operation.
3. Fees
- a. There shall be no charge to qualifying groups using the meeting rooms during normal operating hours of the library.
 - b. A \$100 deposit will be required prior to all meeting room use.
4. Room Usage
- a. The sliding divider panels in the meeting rooms are to be moved by library personnel ONLY.
 - b. Any equipment needed by a group should be requested 12 hours in advance of meeting time.
 - c. The library shall not supply meeting room supplies such as paper products, pens, pencils, markers, etc. White boards are mounted on the walls but must be written on with DRY ERASE MARKERS ONLY.
 - d. Storage of goods by organizations using the meeting rooms will not be permitted without approval of the Library Director.
 - e. Selling products or services or soliciting donations is not permitted in the Alliance Learning Center/Library, except as part of a library-sponsored program.

5. Food Service

- a. Light refreshments may be served in the meeting rooms. This includes coffee, tea, or punch with cookies or other light snacks. The kitchenette is intended for this kind of use only and may not be used for cooking. Alcoholic beverages may not be served and highly odorous foods should be avoided. All unused food must be removed from the building immediately after meeting. The coffee pot must be washed and returned to its proper place.
- b. The kitchenette is located in Room A, and is available for use by groups using that room or those using all three rooms. Reservations requiring kitchenette use are made on a first come, first served basis.
- c. Refreshments may not be taken from the meeting rooms to other areas of the building.
- d. Groups using the kitchenette are expected to leave it in the condition they found it; failure to do so may result in a clean-up charge of \$100

6. Set Up/Clean Up

- a. Setting up of tables and chairs is the responsibility of the user and they should be returned to their original positions, unless otherwise instructed.
- b. The rooms shall be vacuumed after each use and the vacuum returned to the designated storage area. The tables must be wiped down with the materials provided, and trash must be picked up and disposed of in the trash receptacle located on the east side of the building.
- c. All groups using the meeting rooms are provided with a Clean-Up Checklist which must be completed and returned at the conclusion of room use. Clean-up by library maintenance staff may incur a \$100 fee.

7. Additional Rules/regulations

- a. EMERGENCY EXITS – An emergency exit is located in the southeast corner of Meeting Room C, and one is located at the end of the corridor immediately outside the meeting rooms. Alarmed doors should be used ONLY in case of emergency.
- b. Occupancy standards as set by the State Fire Marshal and posted on the Occupancy Load placards outside each room must be followed.

- c. Hazardous materials including, but not limited to, paints, solvents, and explosives are prohibited.
- d. No open flames are allowed in the building.
- e. This building is tobacco free in its entirety.
- f. Neither the library nor its staff will assume responsibility for any property of groups using the community rooms. Property left there is done so at the owner's risk.
- g. Activities in the meeting rooms should in no way interfere with the normal operations of the library, or by unduly distracting to library users, or cause unusual depreciation of the building and its equipment.
- h. The library reserves the right to deny continued meeting room access to users in the case of inappropriate usage or inappropriate user behavior.

R. DISPLAYS

- 1. Permission must be obtained from the Library Director before any poster, display, pamphlet, brochure, leaflet, booklet, etc. can be displayed or placed in the library.
- 2. All items are placed in the library at the owner's risk. The library assumes no responsibility for damage or theft of any item displayed.
- 3. Whenever possible, displays shall incorporate books or materials from the library's collection which have a relationship to the subject or display.
- 4. No political or religious posters, no solicitations of collections are allowed on library premises.
- 5. Any person or organization displaying or exhibiting in the library area shall sign a Display and Exhibit release form (see Appendix F.)

S. VOLUNTEERS

- 1. The Library Director will give clear work descriptions to each volunteer.
- 2. The skills and needs of the volunteer will be considered when a project is assigned.

3. The fact that the volunteer is not an employee must be stressed as well as the fact that the project (s) are not assigned on a permanent basis.
4. Volunteers must conduct themselves in a professional manner.
5. All volunteers when acting as such must follow City of Alliance Policies and Procedures.

T. PATRON CODE OF CONDUCT

1. Dress/attire must include:
 - a. Shorts/trousers/skirt
 - b. Blouse/shirt
 - c. Shoes/sandals
 - d. No wet clothing will be allowed
2. Bicycles/Skateboard/Other
 - a. Bicycles must be parked in the racks provided outside of the building.
 - b. Skateboards, scooters, rollerblades, and skates may not be used inside the building and must be checked at the circulation desk while in the library.
3. Telephones
 - a. The library phone is for library business only.
 - b. Cellphones should be placed on silent or vibrate. Calls should be taken outside the library.
4. Displays/Exhibits
 - a. The content and length of time collections are displayed in the library cases will be at the discretion of the library director.
5. Pets and Animals
 - a. No animals are permitted in the library except service animals on duty or in training, or in conjunction with an approved library program.
6. Unattended Children
 - a. Children under the age of seven must be supervised by a parent/caregiver when using the library.
7. Disruptive Behavior
 - a. Any misconduct that is a hindrance to the library, its patrons or materials is prohibited.
8. Food/Beverage

- a. Food and beverages are permitted only in designated areas.
9. Smoking/Tobacco Products
- a. Smoking or the use of tobacco products is prohibited in the library.

U. RESTRICTION PROCESS

Library staff will observe the following procedures in the restriction of patrons:

1. In the event of fines over \$10 accrue on an account, staff will change the patron's status and account type to restricted. A note will be placed on the account indicating the reason for restriction. The patron shall be notified that his or her account is restricted by the
2. In the event of any Misuse of computer or Internet access, the patron's account shall be restricted upon notification of restriction from the Library Director.
3. In the event any patron's fails to follow any of these policies and procedures, and the Library Director solely determines that such failure warrants a restriction of the patron's accounts, the patron's account will be restricted upon notification of the restriction from the Library Director.
4. In the event of overdue materials, staff will observe the following process:
 - a. Overdue reports are to be run every day for items that are three days past due. Patrons appearing on the list are to be contacted via phone. Notes concerning the call are to be made for documentation purposes.
 - b. Once a week or daily, initial overdue reports from the week prior are to be rerun and patrons are to be called a second times for items still past due. Items should be approximately 1.5 to 2 weeks overdue when the second call is received. Notes concerning the call are to be made for documentation purposes.
 - c. Once a week Overdue Letters (see Appendix G) are to be mailed for patrons who failed to return items and received a second notification via phone the week before. Items should be 28 days overdue. A \$.50 postage fee should be added to the patron's accounts.
 - d. Once a week Restriction Letters (See Appendix H) should be mailed out for items that were not returned after two phone calls and one Overdue letter. Items should be approximately 3.5 to 4 weeks overdue. A \$.50 postage fee should be added to the patron's fines and the account status and patron type should be changed to Restricted. A note detailing the restriction should be added to the patron's account.

- e. All documentation of the restriction process are to be attached to each other and filed in the restricted files for future reference.
 - f. In the event that mailed letters are returned to sender due to incorrect address, the patron is to be restricted and a note added to the account stating the reason. Disconnected phones do not warrant account restriction.
5. Patrons should be restricted at the discretion of the Library Director in the event of damaged library property being returned. Patrons should be notified of the restriction and instructed on the payment necessary to bring the account back to good standing. Notes detailing the process are to be placed in the patron's account.
 6. If any patron's account is restricted for any reason, the patron has a right to request, in writing, an appeal hearing in front of the Library Board to contest the restriction. Such written request shall be made within five days after the notification of restriction, and such appellate hearing shall take place within 60 days of the written request. The Library Board shall promptly affirm, overrule, or modify the restriction after the hearing. The account shall remain temporarily restricted from the time after the written request and until the Library Board renders a decision on the matter. A patron is notified of the restriction when (1) he or she receives actual notice thereof, or (2) he or she receives a letter of restriction via certified mail, or (3) when the Library sends a letter via first class mail to the last provided address on the account.

V. OVERDRIVE

Alliance Public library offers downloadable ebooks and audiobooks through the State of Nebraska's Overdrive Consortium, which helps the library compete in the growing world of ebook vendors.

1. Overdrive access is available to patron's with mailing addresses within thirty miles of Alliance. The collection is accessible at <http://nebraska.lib.overdrive.com> via the patron's library card number.
2. For family accounts, Overdrive access will be provided to each family member at the patron's request.
3. Library staff is available to train patrons on the use of Overdrive using their personal digital devices.
4. Patrons may request certain titles through Overdrive. Purchases will be made based on price and item availability.

SAFETY/DISASTER POLICY

A. EMERGENCY MEDICAL SITUATIONS

1. If the person is conscious, offer help and try to get identification if patron is not known.
2. Remain calm, supportive, empathetic, and see that the person is comfortable. Keep other patrons away.
3. Call 911 and direct rescue squad to the individual needing attention. A person who wishes to leave the library, obviously not well, cannot be stopped by a staff member.
4. Contact Linda Jines at the City of Alliance immediately to report accident/situation.

B. POWER OUTAGE

1. Remain calm
2. Provide assistance to visitors
3. If needed, secure flashlight from office
4. If it is dark outside and the power is off more than 15 minutes, the staff may politely ask visitors to leave and close the facility.

C. INCLEMENT WEATHER

In case of inclement weather, such as tornadoes, staff will alert the public and direct them to the Learning center Basement, room 011. In case of unattended children, staff assumes “loco parentis” and directs them to this area. All individuals **MUST** vacate the library.

D. EXPLOSION

Leaking gas or motor vehicles could be the cause of life-endangering explosions.

1. Crawl under a table or desk – be prepared for possible further explosions.
2. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.

3. Evacuate the building if possible. Open the doors carefully, watching for falling objects.
4. Do not move injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.)
5. Do not use matches or lighters
6. Avoid using telephones in building.

E. FIRE

Staff will follow fire safety procedures

1. Calmly request all patrons leave the library through any exit door. Check restrooms.
2. Call 911 and report fire.
3. Disconnect electrical equipment that is on fire if it is safe to do so. Pull the plug or throw the circuit breaker.
4. If the fire is small, staff may attempt to put it out with a fire extinguisher if they have been properly trained.
5. Never allow the fire to come between you and the exit.
6. Staff must not jeopardize their own personal safety.
7. Once out of the building, move away from the structure.

F. THREATS

If a staff member receives a threatening telephone call, the following steps should be followed.

1. Remain calm and listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information.
2. If possible, write a note to a colleague to call the police on another line.
3. After the threat has been made, write down as many details as you can remember to provide police interviewers.

4. Evacuate the premises if deemed necessary.
5. Report the threat to the police if this has not already been done.

In case of a receipt of a letter or suspicious parcel or discovery of a suspicious object on the premises, these steps should be followed.

1. Do not allow anyone to handle the object or go near it.
2. Evacuate patrons from the building.
3. Call 911.
4. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object needed for police interview.

G. SALVAGE PRIORITIES

In the event of a large-scale emergency, local history materials will receive the first priority for attempts of salvaging.

Assess the Damage:

1. Determine environmental conditions indoors and outdoors. Staff should not enter the building until given clearance by professionals.
2. Estimate how much material was affected. Take notes, pictures, or video of damage. Determine where the material started out, what is its condition, and where did the material end up.
3. Determine what kinds of paper were involved. Coated or uncoated?
4. Determine what types of media are affected. Photos, magnetic, or paper?
5. Determine what kind of damage is involved.
6. Determine the value of the material. Historical or artifactual?
7. If freezer space is available, temporary freezing of wet materials within the first 48 hours will be the first choice of salvaging materials as this prevents mold growth and buys time to make informed decisions regarding recovery.

PUBLIC LIBRARY BOARD FOUNDATION

By-Laws of Public Library Board Foundation of Alliance, Inc.

I. NAME

The name of the non-profit corporation shall be: Public Library Board Foundation of Alliance, Inc.

II. OFFICE

The principal office of Corporation shall be the library building of Alliance Public Library in Alliance, Box Butte County, Nebraska.

III. SEAL

The Corporation shall have no seal, but in the event any document of a seal, the secretary may inscribe on such document the name of the Corporation and there under the words "Corporate Seal, Not for Profit," followed by the signature of the secretary.

IV. OFFICERS

Officers of the Corporation Board – President, Vice President, Secretary and Treasurer – shall be elected at the annual meeting.

The President or Vice President of the board shall preside at all meetings, and shall have general authority to supervise, direct and manage the business and affairs of the Corporation.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings and shall keep the records and files of the Corporation's correspondence.

The Treasurer, or his agent, shall be the principal financial and fiscal officer of the Corporation. He or his agent shall receive and safely keep all monies, funds and authorities of the Corporation and maintain adequate books and records of all transactions relating thereto. He shall make an accurate account and report to the Board of Directors at the Annual Meeting. He and his agent shall be subject at all times to the direction and control of the Board of Directors.

The term of the three elected officers shall be one year. They shall take office on the day of election. Each officer shall serve until the term of his/her successor begins or until said officer, resigns, dies or is removed. Ant officer may serve more than one term.

VI. MEETINGS

The annual meeting of the Corporation Board will be held in January. The date, hour, and location shall be set by the board.

Special meetings may be called by the President, Vice President, Secretary of the Board, or at the request of two members provided that written notice be in the hands of each member at least twenty-four hours in advance of the meeting.

Three members shall constitute a quorum for the transaction of business.

VII. ORDER OF BUSINESS

The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown, as far as circumstances permit.

1. Call to order.
2. Approval of minutes.
3. Communications.
4. Unfinished business.
5. New Business.
6. Adjournment.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order the Board may adopt.

IX. AMENDMENTS

These bylaws may be amended at any meeting of the Board by two-thirds vote, provided that the amendment has been submitted in writing to each member at least 24 hours in advance.

Adopted _____
(Date)

(Signature)

Articles of Incorporation of the Alliance Library Board Foundation, Inc.

The undersigned, acting as Incorporators of a corporation under the Nebraska Non-Profit Corporation Act, adopt the following Articles of Incorporation for such corporation.

1. NAME: The name of the corporation is Public Library Board Foundation of Alliance, INC.
2. DURATION: The period of its duration is perpetual.
3. PURPOSES: The Corporation is formed exclusively for educational, literary and scientific purposes within the meaning of Section 501 (c) (3) of the Internal revenue Code of 1954, and in particular for the purpose of receiving, holding, investing, reinvesting, and managing property received from the estate of L. Grace Johnston, which property shall be used to establish a memorial to John N. Johnston and Mary Acheson Johnston, for the use and benefit of the Alliance Public Library, Alliance, Box butte County, Nebraska.

The Public Library Board Foundation of Alliance, Inc., shall from time to time, as it deems appropriate, in its sole discretion, purchase from net income and from principles herein stated books or sets of books shall be the subject matter, design, binding, typography, and quality of unusual cultural, pictorial, or non-fictional content suitable for a lasting memorial. Any purchases, however, shall be selections of a nature described herein which the Alliance Public Library and its governing board would otherwise be unlikely to acquire, and acquisitions made pursuant hereto shall not in any way be used to supplant or to substitute for any part of the Library budget which otherwise might be established were it not for this gift; all selections shall be made carefully with the objective of expanding the scope and quality of the Alliance Public Library, broadening the available cultural and non-fictional works for the Library beyond which it would otherwise be able to acquire under its regular budget, and to establish a memorial of lasting benefit to the Alliance community. Each book purchased pursuant to this gift shall be provided a bookplate of suitable design reading: "Given as a memorial to Box butte County Pioneers, John N. Johnston and Mary Acheson Johnston, by their daughter, L. Grace Johnston." As acquisitions made pursuant to this gift permit, the books shall be placed on special shelves separate from other books in the Library with a suitable plaque designating the shelf or shelves as the "Johnston Memorial Shelves."

4. DISTRIBUTION UPON DISSOLUTION: In the event of the dissolution of this corporation, in case assets, remaining after liabilities and obligation of the corporation shall be paid, satisfied and discharged or adequately provided for (other than those held by the corporation upon condition requiring return, transfer or conveyance be reason of the dissolution,) cannot for any reason be transferred or conveyed to said Alliance Public Library, or a successor institution, said assets shall be transferred and conveyed to such organization or organizations organized and operated exclusively for educational, literary, or scientific purposes as shall at the time qualify as

an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law,) as the Board of directors shall determine. Any of such assets not to disposed of shall be disposed of by the County Court of Box Butte County, Nebraska, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

5. MEMBERS: The corporation shall have no members.

6. NON-PROFIT CHARACTER: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office. Notwithstanding and other provisions of these articles this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not to furtherance of the purposes of this corporation.

7. POWERS: The corporation shall have and exercise all powers and rights conferred upon non-profit corporations by the Nebraska Non-Profit Corporation Act and any enlargement of such powers conferred by subsequent legislative acts; and, in addition thereto, the corporation shall have and exercise all powers and rights not otherwise denied non-profit corporations by the laws of the State of Nebraska as are necessary, suitable, proper, convenient, or expedient to the attainment of the purposes set forth in Article 3 hereof, including, insofar as lawful:

(a) Accepting and receiving by gifts, devises, or bequests, property of any kind, real, personal, tangible, or intangible wherever situated without liability, however, for depreciation or loss through error in judgment or otherwise;

(b) Naming of a nominee or nominees to hold securities for its use;

(c) Combining or commingling of unrestricted gifts for the purpose of investment; and

(d) determining whether money or other property received is principal or income, or partly one and partly the other; and to charge and apportion expenses and losses to principal and income as it may determine just and equitable.

8. INITIAL REGISTERED OFFICE AND REGISTERED AGENT: The address of the initial registered office of the corporation is 416 Niobrara, Alliance, Box Butte County, Nebraska 69301, and the name of its initial registered agent at such address is A. James Moravek.

9. BOARD OF DIRECTORS: The affairs of the corporations shall be managed by the Board of Directors consisting of individual members of the Library Board of said Alliance Public Library. The terms of the individual Directors of Corporation shall be measured by, be identical to and coincide with the respective terms as members of the Library Board of said Alliance Public Library.

The numbers of directors presently constituting the Board of Directors is 5 and their names and addresses are:

Ellen Lierk, 519 West 16th Street, Alliance, Nebraska 69301
A. James Moravek, 416 Niobrara, Alliance, Nebraska 69301
Natha Wilkinson, 316 West 5th Street, Alliance, Nebraska 69301
Rev. Darrell Berg, 724 Box Butte, Alliance, Nebraska 69301
Wally Seiler, 1208 Laramie, Alliance, Nebraska 69301

10. INCORPORATIONS: The names and address of the Incorporators are:

Ellen Lierk, 519 West 16th Street, Alliance, Nebraska 69301
A. James Moravek, 416 Niobrara, Alliance, Nebraska 69301
Natha Wilkinson, 316 West 5th Street, Alliance, Nebraska 69301
Rev. Darrell Berg, 724 Box Butte, Alliance, Nebraska 69301
Wally Seiler, 1208 Laramie, Alliance, Nebraska 69301

Dated this 10th day of February, 1983

(See original document for signatures)

Last Will and Testament of L. Grace Johnston

I, L. Grace Johnston of Alliance, Box Butte County, Nebraska, do hereby make, publish and declare this my Last Will and Testament.

FIRST: I direct my Executor to pay expenses of my last illness and burial, and to reimburse advancement, if any, made by any of my next-of-kin for payment of any such expenses.

SECOND: I authorize such of my sister-in-law, Elizabeth Graham Johnston, and my sister, Ethel Johnston Lively, as survive me to select for their own use and ownership such of my household furnishing, personal belongings, and similar tangible property within my home as they may desire. Should there be any dispute among them as to any item, my Executor shall designate the person who shall receive such item.

THIRD: I give and bequeath unto Elizabeth Graham Johnston the sum of \$1,000.00. If she dies before me, this gift shall lapse and become part of the residue administered pursuant to paragraph SIXTH hereof.

FOURTH: I give and bequeath unto Ethel Johnston Lively, if she survives me, the sum of \$1,000.00. If she dies before me, this gift shall lapse and become part of the residue administered pursuant to paragraph SIXTH hereof.

SIXTH: I direct that my executor sell or otherwise dispose of all tangible personal property owned by me at death not selected pursuant to Paragraph SECOND above at such times and in such manner as it shall deem appropriate; and on or before 18month from the date of my death, I direct my Executor to sell my residence or other interests I may own at death in real property and any other property, and upon such terms, conditions, and consideration as my Executor in its discretion shall deem appropriate; and therefore my Executor shall use proceeds from such sales for satisfaction of bequests in Paragraphs THIRS and FOURTH hereof, payment of expenses of last illness and burial as aforesaid, and expenses of administration of my estate. Any remaining funds I give and bequeath to unto the Public Library Board of the City of Alliance in trust, nevertheless, for the following uses and purposes:

(a) My Beneficiary shall hold such remaining funds, invest, reinvest and manage such funds as my Beneficiary deems appropriate, as a memorial fund for my parents, John N. Johnston and Mary Acheson Johnston, for the use and benefit of the Alliance Public Library, Alliance, Nebraska.

(b) My Beneficiary shall from time to time, as it deems appropriate, in its sole discretion, purchase from net income and from principles herein stated books or sets of books shall be

the subject matter, design, binding, typography, and quality of unusual cultural, pictorial, or non-fictional content suitable for a lasting memorial. Any purchases, however, shall be selections of a nature described herein which the Alliance Public Library and its governing board would otherwise be unlikely to acquire, and acquisitions made pursuant hereto shall not in any way be used to supplant or to substitute for any part of the Library budget which otherwise might be established were it not for this gift; all selections shall be made carefully with the objective of expanding the scope and quality of the Alliance Public Library, broadening the available cultural and non-fictional works for the Library beyond which it would otherwise be able to acquire under its regular budget, and to establish a memorial of lasting benefit to the Alliance community. Each book purchased pursuant to this gift shall be provided a bookplate of suitable design reading: "Given as a memorial to Box butte County Pioneers, John N. Johnston and Mary Acheson Johnston, by their daughter, L. Grace Johnston." As acquisitions made pursuant to this gift permit, the books shall be placed on special shelves separate from other books in the Library with a suitable plaque designating the shelf or shelves as the "Johnston Memorial Shelves."

(c) I desire my Beneficiary to use income first for the purposes herein stated, and from time to time, when a particularly attractive purchase can be made, to use principle, with the thought that sound discretion will permit steady development and the greatest benefit to the community of the funds from this gift.

(d) My Beneficiary shall annually file a written report with the City Manager of Alliance, which report shall reflect opening and closing balances; income received; opening investments, changes in investment portfolio, and closing investments; purchases by titles, classification, cost of each title or set, and allocation of cost between income and principle a cumulative listing of all titles purchased from inception of the trust to the date of the report; itemization of all expenses incurred during the period of the report; and other data as the Board and the City Manager shall deem appropriate. Copies of the report shall be available to the public and shall be provided annually to all members of the Alliance City Council in open session and to representatives of the news media.

SEVENTH: My Executor and the Alliance Public Library Board, as Beneficiary, shall have authority to make any sale, investment, reinvestment, and distribution provided herein at such times, in such methods, and upon such amounts of considerations, and with respect to investments in such properties and assets, as my Executor and Beneficiary may deem appropriate, without authorization, ratification or confirmation of any court, as fully as I could do myself if living, and anyone dealing with my executor or my Beneficiary shall not be required to see to the application of any funds paid to my Executor or my Beneficiary upon transaction made by it pursuant to authority herein granted.

EIGHT: I constitute and appoint the Guardian State Bank, of Alliance, Nebraska, Executor of this my Last Will and Testament, and direct that it serve without surety bond, and solely upon its own personal obligation of surety be required.

Executed this 6 day of April, 1970, at Alliance, Nebraska.

(See original document for signature of L. Grace Johnston)

We, whose names are hereunto subscribed, do hereby certify that L. Grace Johnston, the Testatrix, subscribed her name to this instrument, consisting of three pages with page, in our presence and in the presence of each of us, and declared at the same time in our presence and hearing that this instrument was her Last Will and Testament, and we, at her request, sign our names hereto in her presence and in the presence of each other as witnesses,

(See original document for witness signatures)

WINIFRED G. KNOFLICEK LIBRARY FOUNDATION

Bylaws of the Winifred G. Knoflicek Library Foundation of Alliance, Inc.

I. NAME

The name of this non-profit corporation shall be: WINIFRED G. KNOFLICEK LIBRARY FOUNDATION OF ALLIANCE, INC.

II. OFFICE

The principal office of the Corporation shall be at the Library Building of the Alliance Public Library in Alliance, Box Butte County, Nebraska.

III. SEAL

The Corporation shall have no seal, but in the event any document to be executed by the Corporation required the affixing of a seal, the secretary may inscribe on such document the name of the Corporation and hereunder the words "Corporate Seal, Not for Profit," followed by the signature of the secretary.

IV. FOUNDATION BOARD OF DIRECTORS

The Board of Directors shall consist of the individual members of the Library Board of said Alliance Public Library. The terms of the individual Directors of the Corporation shall be measured by, be identical to and coincide with the respective terms as members of the Library Board of said Alliance Public Library.

V. OFFICERS

Officers of the Corporation Board – President, Vice President, Secretary and Treasurer – shall be elected at the annual meeting.

The President or Vice President of the board shall preside at all meetings, and shall have general authority to supervise, direct and manage the business and affairs of the Corporation.

The Secretary shall keep a true and accurate account of all proceedings of the Board meetings and shall keep the records and files of the Corporation's correspondence.

The Treasurer, or his agent, shall be the principal financial and fiscal officer of the Corporation. He or his agent shall receive and safely keep all monies, funds and authorities of the Corporation and maintain adequate books and records of all transactions relating thereto. He shall make an accurate account and report to the Board of Directors at the Annual Meeting. He and his agent shall be subject at all times to the direction and control of the Board of Directors.

The term of the three elected officers shall be one year. They shall take office on the day of election. Each officer shall serve until the term of his/her successor begins or until said officer, resigns, dies or is removed. Ant officer may serve more than one term.

VI. MEETINGS

The annual meeting of the Corporation Board will be held in January. The date, hour, and location shall be set by the board.

Special meetings may be called by the President, Vice President, Secretary of the Board, or at the request of two members provided that written notice be in the hands of each member at least twenty-four hours in advance of the meeting.

Three members shall constitute a quorum for the transaction of business.

VII. ORDER OF BUSINESS

The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown, as far as circumstances permit.

1. Call to order.
2. Approval of minutes.
3. Communications.
4. Unfinished business.
5. New Business.
6. Adjournment.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any rules of order the Board may adopt.

IX. AMENDMENTS

These bylaws may be amended at any meeting of the Board by two-thirds vote, provided that the amendment has been submitted in writing to each member at least 24 hours in advance.

Adopted_____

(Date)

(Signature)

Articles of Incorporation of the Winifred G. Knoflicek Library Foundation of Alliance, Inc.

The undersigned, acting as Incorporators of a corporation under the Nebraska Non-Profit Corporation Act, adopt the following Articles of Incorporation for such corporation.

1. NAME: The name of the corporation is The Winifred G. Knoflicek Library Foundation of Alliance, Inc.
2. DURATION: The period of its duration is perpetual.
3. PURPOSES: The Corporation is formed exclusively for educational, literary and scientific purposes within the meaning of Section 501 (c) (3) of the Internal revenue Code of 1954, and in particular for the purpose of receiving, holding, investing, reinvesting, and managing property received from the General Public, which property shall be used for the use and benefit of the Alliance Public Library, Alliance, Box Butte County, Nebraska.

The Winifred G. Knoflicek Library Foundation of Alliance, Inc., shall from time to time, as it deems appropriate, in its sole discretion, purchase from net income and from principle upon the principles herein stated books, periodicals, equipment, and audio/visual material. Any purchases, however, shall be selections of a nature described herein which the Alliance Public Library and its governing board would otherwise be unlikely to acquire, and acquisitions made pursuant hereto shall not in any way be used to supplant or to substitute for any part of the Library budget which otherwise might be established were it not for this foundation; all selections shall be made carefully with the objective of expanding the scope and quality of the Alliance Public Library, broadening the available cultural and non-fictional works for the Library beyond which it would otherwise be able to acquire under its regular budget.

4. DISTRIBUTION UPON DISSOLUTION: In the event of the dissolution of this corporation, in case assets, remaining after liabilities and obligation of the corporation shall be paid, satisfied and discharged or adequately provided for (other than those held by the corporation upon condition requiring return, transfer or conveyance be reason of the dissolution,) cannot for any reason be transferred or conveyed to said Alliance Public Library, or a successor institution, said assets shall be transferred and conveyed to such organization or organizations organized and operated exclusively for educational, literary, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law,) as the Board of directors shall determine. Any of such assets not to disposed of shall be disposed of by the County Court of Box Butte County, Nebraska, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

5. MEMBERS: The corporation shall have no members.

6. NON-PROFIT CHARACTER: No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3 hereof. No substantial part of the activities of the corporation shall be carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office. Notwithstanding and other provisions of these articles this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not to furtherance of the purposes of this corporation.

7. POWERS: The corporation shall have and exercise all powers and rights conferred upon non-profit corporations by the Nebraska Non-Profit Corporation Act and any enlargement of such powers conferred by subsequent legislative acts; and, in addition thereto, the corporation shall have and exercise all powers and rights not otherwise denied non-profit corporations by the laws of the State of Nebraska as are necessary, suitable, proper, convenient, or expedient to the attainment of the purposes set forth in Article 3 hereof, including, insofar as lawful:

(a) Accepting and receiving by gifts, devises, or bequests, property of any kind, real, personal, tangible, or intangible wherever situated without liability, however, for depreciation or loss through error in judgment or otherwise;

(b) Naming of a nominee or nominees to hold securities for its use;

(c) Combining or commingling of unrestricted gifts for the purpose of investment; and

(d) determining whether money or other property received is principal or income, or partly one and partly the other; and to charge and apportion expenses and losses to principal and income as it may determine just and equitable.

8. INITIAL REGISTERED OFFICE AND REGISTERED AGENT: The address of the initial registered office of the corporation is 416 Niobrara, Alliance, Box Butte County, Nebraska 69301, and the name of its initial registered agent at such address is A. James Moravek.

9. BOARD OF DIRECTORS: The affairs of the corporations shall be managed by the Board of Directors consisting of individual members of the Library Board of said Alliance Public Library. The terms of the individual Directors of Corporation shall be measured by, be identical to and coincide with the respective terms as members of the Library Board of said Alliance Public Library.

The numbers of directors presently constituting the Board of Directors is 5 and their names and addresses are:

Ellen Lierk, 519 West 16th Street, Alliance, Nebraska 69301
A. James Moravek, 416 Niobrara, Alliance, Nebraska 69301
Maryetta Lyman, 643 Hampton, Alliance, Nebraska 69301
Marge Koester, 923 Cheyenne, Alliance, Nebraska 69301
Wally Seiler, 1208 Laramie, Alliance, Nebraska 69301

10. INCORPORATIONS: The names and address of the Incorporations are:

Ellen Lierk, 519 West 16th Street, Alliance, Nebraska 69301
A. James Moravek, 416 Niobrara, Alliance, Nebraska 69301
Maryetta Lyman, 643 Hampton, Alliance, Nebraska 69301
Marge Koester, 923 Cheyenne, Alliance, Nebraska 69301
Wally Seiler, 1208 Laramie, Alliance, Nebraska 69301

Dated this 10th day of September, 1990.

(See original document for signatures)

APPENDIX A – DVD CHECKOUT PERMISSION SLIP

DVD Checkout Permission Slip

The Library recognizes that the decision regarding what a minor may view electronically resides with the parent(s).

The library will permit the loan of all movie titles to only those patrons who are 17 year of age or older. Proof of age may be required.

Patrons younger than 17 years of age are not permitted to borrow any movies, regardless of their rating, unless written parental permission is on file.

By signing below, I am giving permission for my child to borrow ANY movies, including those rated “R” or “NR”, from the library. Library staff will not be responsible for deeming what is appropriate for your child (children). Staff does not act in loco parentis.

Permission may only pertain to your children, or those you serve as a legal guardian to. By signing, you are granting your child (children) access the entire DVD collection of the Alliance Public Library.

Name of minor(s): _____

Parent/Guardian: _____

Parent/Guardian signature: _____ Date _____

Parent/Guardian ID: _____ Date _____

Staff Signature: _____ Date _____

APPENDIX B – UNFILTERED INTERNET ACCESS RELEASE FORM

Unfiltered Internet Access by a Minor Release Form

The Library provides unfiltered internet access on our public access computers and via wireless connections.

The Library recognizes that the responsibility regarding what a minor may view electronically resides with the parent(s). Upon parental consent, minors may be given the right to access computers; however, it is the responsibility of the parent/legal guardian to monitor internet activity of their minor children. Library staff will not monitor internet usage in any way.

By signing below, I am giving permission for my child to access unfiltered public access computers. I understand that library staff will not be responsible for monitoring my child’s internet usage and does not act in parentis loco. I acknowledge that staff strongly encourages me to monitor my child’s unfiltered internet use.

Permission may only pertain to your children, or those you serve as a legal guardian to. By signing, you are granting your child (children) access to unfiltered public computers and any information contained therein.

Name of minor(s): _____

Parent/Guardian: _____

Parent/Guardian signature: _____ Date _____

Parent/Guardian ID: _____ Date _____

Staff Signature: _____ Date _____

APPENDIX C – INTELLECTUAL FREEDOM

Texts of policies are available from the Office for Intellectual Freedom, ALA Headquarters, 50 East Huron Street, Chicago, IL 60611.

53.1 Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with the resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, Amended February 2, 1961, and January 23, 1980. Inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

53.1.1

Challenged materials which meet the criteria for selection in the material selections policy of the library should not be removed under any legal or extra-legal pressure.

Adopted 1971.

53.1.2

Expurgation of any parts of books or other library resources by the library, its agent, or its parent institution is a violation of the Library Bill of Rights because it denies access to the complete work, and, therefore, to the entire spectrum of ideas that the work was intended to express.

Adopted 1973; amended 1981, 1990.

53.1.3

Members of the school community involved in the collection development process employ educational criteria to select resources unfettered by their personal, social, or religious views. Students and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan or doctrinal disapproval and which reflect the linguistic pluralism of the community. School library media professionals resist efforts by individuals to define what is appropriate for all students or teachers to read, view, or hear.

Adopted 1986, revised 1990.

53.1.4

Denying minor's access to certain library materials and a service available to adults is a violation of the Library Bill of Rights. Librarians and governing bodies should maintain that parents – and only parents – have the right and responsibility to restrict the access of their children to library resources.

Adopted 1972, amended 1981, 1992.

53.1.5

Evaluation of library materials is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.

Adopted 1973, amended 1981.

53.1.6

Attempts to restrict library materials violate the basic tenets of the Library Bill of Rights. Policies to protect library materials for reason of physical preservation, protection from theft, or mutilation must be carefully formulated and administered with extreme attention to the principles of intellectual freedom.

Adopted 1973, amended 1981, 1991.

53.1.7

Describing or designating certain library materials by affixing a prejudicial label to them or segregating by a prejudicial system is an attempt to prejudice attitudes, and, as such, is a censor's tool; such practices violate the Library Bill of Rights. A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise endorse them would violate the Library Bill of Rights.

Adopted 1951, amended 1971, 1981, 1990.

53.1.8

Libraries maintaining exhibit spaces and bulletin boards for outside groups and individuals should develop and publish statements governing use to assure that space is provided on an equitable basis to all groups which request it. A publicly supported library may limit use of its exhibit space to strictly "library related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral. Libraries may include in this policy rules regarding time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space.

Adopted 1991.

53.1.9

Libraries maintaining meeting room facilities should develop and publish statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. A publicly supported library may limit use of its meeting rooms to strictly "library related" activities, provided that the limitation is clearly circumscribed and its viewpoint neutral.

Adopted 1991.

53.1.10

A policy on library initiated programming should set forth the library's commitment to free access to information and ideas for all users. Library staff selects programs based on the interests

and information needs of the community. Libraries serving multilingual and multicultural communities make efforts to accommodate the information needs of those for whom English is a second language.

Adopted 1982, amended 1990.

53.1.11

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user and policies should not unjustly exclude materials even if offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights. A balanced collection reflects diversity of materials, not equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to the professional standards and established selection and review procedures.

Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the acquisition of materials on all subjects that meet, as closely as possible, the needs and interest of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Adopted 1982, amended 1990.

53.1.12

The American Library Association believes that freedom of expression is an inalienable human right, necessary to self-government, vital to the resistance of oppression, and crucial to the cause of justice, and further, that the principles of freedom of expression should be applied by libraries and librarians around the world.

Adopted 1989.

53.1.13

Recognizing that libraries cannot act *in loco parentis*, policies which set minimum age limits for access to videotapes and/or audiovisual material and equipment with or without parental permission abridge library use for minors. Nevertheless, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's viewing, using published reviews of films and videotapes and/or reference works which provide information about the content, subject matter, and recommended audiences.

Adopted 1989, revised 1991.

53.1.14

The American Library Association opposes the charging of user fees for the provision of information by all libraries and information services that receive their majority support from public funds. All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. The ALA opposed any legislative or regulatory attempt to impose content restrictions on library resources, or to limit user access to information, as a condition of funding for publicly supported libraries and information services.

Adopted 1993.

53.1.15

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including gender, homosexuality, bisexuality, lesbianism, heterosexuality, gay lifestyles, or any facet of sexual orientation. The Association also encourages librarians to proactively support the First Amendment rights of all library users, including gays, lesbians and bisexuals.

53.1.16

The ALA affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the Library Bill of Rights.

53.2 Freedom to View

The American Library Association endorses Freedom to View, a statement of the American Film and Video Association.

53.3 Freedom to Read

The American Library Association endorses Freedom to Read, a joint statement by the American Library Association and the Association of the American Publishers.

53.3.1 Linguistic Pluralism

The American Library Association opposes all language laws, legislation, and regulations which restrict the rights of citizens who speak and read languages other than English, and those language

laws, legislation, and regulations which abridge pluralism and diversity in library collections and services. The Association works with state associations and other agencies in devising ways to counteract restrictions arising from existing language laws and regulations, and encourages and supports the provision of library resources and services in the languages in common use in each community in the United States.

53.4 Governmental Intimidation

The American Library Association opposes any use of government prerogatives which leads to the intimidation of the individual or the citizenry from the exercise of free expression. ALA encourages resistance to such abuse from government power, and supports those against whom such governmental power has been employed.

53.5 Shield Laws

The ALA supports the enactment by Congress of a broad effective federal shield law. The Association exhorts its chapters to work vigorously for the enactment of broad and effective shield laws in every state.

53.6 Loyalty Oaths

The ALA protests conditions of employment predicated on inquiries into library employees' thoughts, reading matter, associates, or memberships in organizations. The Association also protests compulsory affirmations of allegiance and a condition of employment in libraries and calls on libraries not to impose loyalty tests or oaths as conditions of employment.

53.7 Destruction of Libraries

The ALA deplors the destruction of libraries, library collections and property, and the disruption of the education process by the act, whether it is done by individuals or groups of individuals and whether it is in the name of honest dissent, the desire to control or limit thought or ideas, or for any other purpose.

53.3.1 Libraries: an American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;

We affirm the responsibility and right of all parents and guardians to guide their own children's use of the library and its resources and services;

We connect people and ideas by helping each person select and effectively use the library's resources;

We protect each individual's privacy and confidentiality in the use of library resources and service;

We protect the rights of individuals to express their opinions about library resources and services;

We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners – informed, literate, educated, and culturally enriched.

Change is constant; but the principles transcend change and endure dynamic, technological, social and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech, in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

APPENDIX D – FREEDOM TO READ

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the

range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

APPENDIX E – FREEDOM TO VIEW

The freedom to view along with the freedom to speak, 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, we affirm these principles.

It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have been proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

It is in the public interest to provide for our audiences film and other audiovisual materials which represent a diversity of views and expression. Selection of work does not constitute or imply agreement with or approval of the content.

It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of moral, religious or political beliefs of the producer or film-maker or on the basis of controversial content.

It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted February, 1979, by the Educational Film Library Association, and in June 1979, by the ALA Council.

APPENDIX F – DISPLAY AND EXHIBIT RELEASE

ALLIANCE PUBLIC LIBRARY DISPLAY AND EXHIBIT RELEASE

I, the undersigned, hereby lend the following works of art or other material to the Alliance Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be held in the _____
during _____
Description of materials loaned _____

Signature _____ Date _____
Address _____
City/State _____ Telephone _____

APPENDIX G – OVERDUE LETTER

Alliance Public Library
1750 Sweetwater, Suite 101
Alliance, NE 69301

MONTH/DAY/YEAR

NAME
ADDRESS
CITY

Dear (NAME):

Please return the material listed below as soon as possible. It can be returned during regular business hours or deposited in the 24-hour drive-up book drop located in the parking lot area off Sweetwater Avenue. The Alliance Public Library is anxious to have this item returned so that other patrons may use and enjoy it.

Title Due Date: Cost of item if not returned: \$

A library card gives you access to a wide selection of fiction and classified books, reference books, books on tape, 100+ magazine titles, 10 newspapers, career and education information, educational and classic videos, Heritage Room, Technology Center, special programs, and services provided by your library, and more — all free of charge! ***Please do not jeopardize your library privileges by ignoring this reminder. The long overdue material you have checked out must be returned.***

Alliance Public Library policy states that when fines reach more than \$10.00, per card or household, those accounts are suspended. Your attention to this matter will be appreciated.

Yours truly,

ALLIANCE PUBLIC LIBRARY
Serving the Public for 100 Years

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APPENDIX H – RESTRICTION LETTER

Alliance Public Library
1750 Sweetwater, Suite 101
Alliance, NE 69301

MONTH/DAY/YEAR

NAME
ADDRESS
CITY

Dear (NAME):

Several weeks ago you were notified that the material listed below is long overdue.

Title ***Date Due:*** ***Cost of item if not returned: \$***

We ask once again that you return this item. It can be returned during regular business hours or by depositing it in the 24-hour drive-up book drop located in the parking lot area off Sweetwater Avenue. If an item has been lost or damaged while in your care, however, it becomes your responsibility to pay for a replacement copy.

Please be advised that your library privileges at the Alliance Public Library are **discontinued** until you return the long overdue material in your possession. It is imperative that the material be returned so that our patrons can use and enjoy it.

We will be happy to reinstate your library privileges once this item has been returned or we have received replacement costs and fees. You may contact the Library in person or by telephone at 762-1387 weekdays between 9 a.m. and 4 p.m. to discuss this letter or the overdue item.

Alliance Public Library policy states that when fines reach more than \$10.00, per card or household, those accounts are suspended. Your attention to this matter will be appreciated.

Yours truly,

ALLIANCE PUBLIC LIBRARY
Serving the Public for 100 Years