

Darcy Library of Beulah Policies

I. Mission and Goal Statements

- A. The mission of the Darcy Library of Beulah (herein referenced as the Library) is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.
- B. The general goals of the Library shall be:
 1. To serve all residents of the community and the surrounding region and visitors.
 2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
 3. To acquire the means to provide the most frequently requested material locally and upon demand.
 4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
 5. To strive consistently to discover new methods and improvements for better service for the Library's patrons.
 6. To review regularly these goals of the Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

- A. The Library will serve all residents of the community, visitors, and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation. Users of the Library will be known as patrons.
- B. The Librarians may deny use of the Library for due cause. Such cause may be failure to return Library materials or to pay penalties, destruction of Library property, disturbance of other patrons, failure to comply with Library policy or any other illegal, disruptive, or objectionable conduct on Library premises.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. Only certified service animals may be permitted in the Library. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the Library facilities. Patrons may not consume food or drink in the Library. Exceptions may be made for certain adult programs at the discretion of the librarians. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law. Cell phones will be on vibrate or turned off when inside the Library. Cell phone conversations will be conducted outside the Library.

Young children:

- A. The Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. However, Library staff is not expected to assume responsibility for the care of unsupervised children in the Library.
- B. Therefore, it is Library policy that all children under age six must be accompanied by a parent or designated responsible person while in the Library. Also, if the young child is attending a Library program, we require the parent/responsible person to remain in the Library throughout the program.

Disruptive children:

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

IV. Services of the Library

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

- A. Select, organize, and make available necessary books and materials.
- B. Provide guidance and assistance to patrons.
- C. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- D. Cooperate with other community agencies and organizations.
- E. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- F. Lend to other libraries upon request.
- G. Develop and provide services to patrons with special needs.
- H. Maintain a balance in its services to various age groups.
- I. Cooperate with, but not perform the functions of, school or other institutional libraries.
- J. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- K. Regularly review Library services being offered.
- L. Use media and other public relations mechanisms to promote the full range of available Library services.

V. Responsibilities and Authorities of the Library Board

- A. The Library encourages each Library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

- B. The Board should be careful to respect the management function of the Library Director. While the Board establishes policy and makes major decisions, it does not assume the role of the Library Director. That job is delegated to the Library Director hired by the Board. To ensure the best Library service, the Director must be allowed to manage the Library without inappropriate Board interference. Board members should conscientiously stay out of management. The Library Director is not “staff” to the Board.

VI. Volunteers and Friends

- A. The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the Library and the communities it serves.
- B. A Library Friends group is a formal association of people who unite to plan and execute, in conjunction with Library goals and the needs of the Library Director, programs and events to benefit the Library. In particular, a Friends group is often heavily involved in fund-raising for the Library and often oversees periodic book sales. Friends groups always serve at the pleasure of the Library Board which is the only body with legal authority to set policy for the development of the Library.

VII. Personnel

- A. **Management Policy:** The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in *Michigan Law*.
 1. The Library Board shall select, appoint, and when necessary for valid reasons, dismiss the Library Director.
 2. The Board shall establish all other positions and all wage and benefit levels for all Library staff.
 3. The Library Board shall provide an effective orientation for new Directors to assure that the Director understands a) the policies and processes related to the daily operation of the Library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the Board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient Board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
 4. The Library Board President shall conduct annual written evaluations of the Library Director's performance, at which time personal and management goals will be reviewed, approved and future goals established. Evaluation will be reviewed by the Board, a copy to the Director and a copy filed.
- B. **Administrative:** The Library Director shall be charged with the sole administration of the Library.
 1. The Director shall be responsible to the Library Board in matters concerning the Library; be present at monthly Board meetings and prepare and present such reports and documents as requested.
 2. The Director shall present periodic reports to the Library Board, and assist in preparing the draft of the annual budget to be presented to the Library Board by the treasurer.

3. The Director shall hold meetings with staff and/or volunteers for training and interpreting Board policy, as needed.
 4. The Director will be responsible for preparing annual written performance evaluation for Library staff and, if requested, for volunteers.
 5. The Director shall be responsible for all collection development in the Library; including selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
 6. The Director will recommend changes in or additions to Library policies as needed.
 7. The Director will perform preparatory work to assist the Board with regular Library planning.
- C. **Compensation (Appendix A):** A classification and salary schedule has been adopted by the Library Board. The plan is subject to regular review and revision so that it will remain equitable for both the Library and the staff. (Youth Services, Librarian and Director are the current categories)
- D. **Health Insurance:** Due to severe budget restraints, no health insurance is currently provided. However, if increased funding for Library operations becomes available, this policy will be reconsidered.
- E. **Vacation:** Currently there is no paid vacation because of inadequate funding.
- F. **Holiday:** Paid holidays for the Library Director are Memorial Day, Labor Day, Fourth of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day except when these days fall on Sunday. Other staff are not paid for holidays.
- G. **Sick Leave:** Currently, there is no sick leave. Staff will coordinate with co-workers to cover their absence.
- H. **Leave of Absence:**
1. The Director can alter the monthly schedule to accommodate the librarians, as long as coverage is maintained. No compensation shall be paid for time away.
 2. In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the Library can be maintained.
- I. **Bereavement Leave:** The Director shall work with staff to accommodate absences. No compensation shall be paid for time away.
- J. **Military Leave:** Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave. An employee called up for active duty shall present documentation to the Board. No compensation shall be paid for time away.
- K. **Jury Duty:** In the event a Library employee is called for jury duty, the Library will release them. No compensation shall be paid for time away.
- L. **Work Schedule:** The Library Director will be responsible for the work schedule.
- M. **Meetings, Conventions, and Workshops:** The Director, staff and trustees attending continuing education opportunities to aid the Library shall be allowed expenses at the discretion of the Library Board according to the amount appropriated in budget for such. The Director, staff and trustees are encouraged to attend and participate in continuing education activities.

N. Disciplinary:

1. An employee of the Library may be terminated for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, unapproved absences from work or sub-standard performance evaluation(s).
2. Steps taken prior to termination would normally include:
 - a. verbal warning
 - b. written warning and corrective plan
 - c. suspension
3. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the Library.
4. The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.
5. While notice of intent to terminate can be expected, the Library reserves the right to terminate an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

O. Resignation and Retirement:

1. A Library employee wishing to resign or retire from employment must notify the Director or the Library Board, in writing as soon as practicable. The Library requests a minimum notice of two weeks. For the Library Director a notice of at least one month is preferred.
2. The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

P. Grievance Procedure: It is the intent of the Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and Library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the Director. In the case of the Director having a concern, this should be discussed with the Board President.
2. If the Director is part of the problem, or if the Board President is part of the Director's problem, the concern/grievance should be submitted in writing for the Library Board and be delivered to the Director, who will deliver the statement to the Board President. The Board President will, in turn, present the concern, during closed session, to the full Board at the next or a special Board meeting.
3. The Board's representative will respond to the employee within five (5) days of the Board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the Board will address the issue over time.

Q. Equal Opportunity Employment: It is the policy of the Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

R. Drug-Free Workplace: (Appendix B-located in Master Library Policy notebook)

1. In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Library Director or Board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.
2. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program at employee expense, with Board approval.

S. Sexual Harassment (Appendix C- located in Master Library Policy notebook)

1. Harassment on the basis of sex is a violation of *Title VII* (federal law) and *Statute 111.36(b)* (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Library.
2. The Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including termination.

VIII. Materials Selection/Collection Development (Appendix D- located in Master Library Policy notebook)

A. Objectives

1. The purpose of the Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
2. Due to the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy with which to meet community interests and needs.
3. The materials selection/collection development policy is used by the Library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.
4. The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Darcy Library of Beulah Board of Trustees and are integral parts of the policy.
5. The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

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

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item

- b. popular appeal/demand
 - c. suitability of material for the patron
 - d. existing Library holdings
 - e. budget
2. Reviews are a major source of information about new materials. The primary sources of reviews are major and local newspapers, periodicals, radio and television, booksellers, and patrons.
 3. 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 in public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- D. Interlibrary Loan:** Due to the limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection. There is a fee of \$1.00 per interlibrary loan for the patron.
- E. Gifts and Donations**
1. The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial specific books can be ordered for the Library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Director if no specific book is requested. The Library encourages and appreciates gifts and donations and said materials will be subject to the weeding process.
 2. By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.
- F. Weeding:** An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.
- G. Potential Problems or Challenges**
1. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
 2. Responsibility for what children read rests with their parents or legal guardians. Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children.
 3. Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library material will be sequestered except to protect it from damage or theft.
- H. Challenged Materials (Appendix E):** Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons with objections to materials may

complete a "Statement of Concern About Library Resources" form which is available in the Library. The inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees. A written reply will be provided within 60 business days.

IX. Circulation

A. Registration

1. All borrowers must be registered and must have a valid patron card to borrow Library materials.
2. Patron cards are printed with the following statement: "You are responsible for material(s) borrowed on this card."
3. Formal identification is not required at this time. The Library serves a diverse and often seasonal population, with children often unaccompanied by adults. This policy has proven to encourage use of the Library, and create a welcoming atmosphere, with no significant losses or problems.
4. Materials cannot be checked out until a Library card is issued. Issuance requires a computer record of name, address, phone, and email if available. All Library cards expire after one (1) year. In order to renew a Library card, patrons must clear all outstanding fines and bills.
5. Patrons may opt to keep a record of books they have read on the Library computer. The default is to delete this information automatically.

B. Lost or forgotten cards

1. If a patron loses his/her Library card, he/she can request a replacement.
2. All patrons, adult and juvenile, are expected to bring their Library cards with them if they intend to check out items. However many regular patrons are known to the librarians, and once registered in the computer, may be allowed to take out materials at the discretion of the librarian on duty if they have forgotten their card.

C. Loan periods

1. All items can be taken out for two (2) weeks. If another patron has not reserved for the item, then the item can be renewed.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out at the discretion of the librarian.
3. Interlibrary loans are due the date indicated by the lending library.
4. Periodicals may be checked out for one week and may not be renewed. Current issues do not circulate.
5. The Director may establish the loan period for special collections, materials which are temporarily in great demand or materials added to the collection which are in a new format, e.g., computer software.
6. There is no limit on the number of items a patron can borrow at one time, with one exception - two items on a subject is the limit for a known school assignment. They are advised to take out a number of materials which can be read or listened to within the two week period.

D. Reserves

1. Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by postcard or telephone when the materials are available.

2. There is a \$1.00 charge to the patron for interlibrary loan services.

- E. **Fines and Charges:** There is a .05 cent/day fine for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice shall be denied borrowing privileges when fines exceed \$5.00.
- F. **Damaged Materials:** If materials are lost or damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____

At the time a Library patron borrows materials from the public Library collection, the patron assumes the responsibility for the care and timely return of the materials. Materials recently checked out on your Library card were not returned or were returned to the Library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

_____ \$ _____
Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

G. **Confidentiality**

Michigan Law states:

**THE LIBRARY PRIVACY ACT (EXCERPT)
Act 455 of 1982**

397.603 Library record not subject to disclosure requirements; release or disclosure of library record without consent prohibited; exception; procedure and form of written consent; hearing.

Sec. 3.

(1) Except as provided in subsection (2), a library record is not subject to the disclosure requirements of the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(2) Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

(3) The procedure and form of giving written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2).

History: 1982, Act 455, Eff. Mar. 30, 1983 ;--Am. 1996, Act 188, Imd. Eff. May 8, 1996 .

The Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

X. Reference Service: The Library Staff:

- A. will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;

- B. will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- C. will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- D. may refer Library users to other agencies and libraries in pursuit of needed information;
- E. may use the Library's resources in printed form, consult appropriate digital resources, the regional resource library, and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming

- A. "Program" is a planned interaction between the Library staff or other presenters authorized by the Director and the program participants for the purpose of promoting Library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.
- B. The Board, in conjunction with the Library Director, will establish a budget and goals for programming to facilitate the effective implementation of this service. The Friends will be encouraged to support outreach activities. The Director will have responsibility for planning and approving all programming.

XII. Public Relations

- A. Public relations goals of the Library are:
 1. to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
 2. to promote active participation in the varied services offered by the Library to all people.
- B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.
- C. The Director will be expected to make presentations and to participate in community activities to promote Library services. A reasonable amount of Library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the Director.
- D. The Board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use

- A. Public computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit of thirty minutes has been established. Time can be extended if no one is waiting. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs.
- B. A printer is available. Printer paper will cost \$.25 per sheet and must be paid for at the conclusion of the session.
- C. A copy machine is available to patrons who wish to copy materials at the rate of \$.25 per page. Copy machine users are advised by posted signage that there are restrictions on copyrighted

materials. Any violation of copyright is the responsibility of the copy machine user. Copyright law allows single copy use for personal use.

XIV. Internet Use

- A. The Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the Library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.
- B. Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the Library's Internet service. All users must sign the log-in chart and agree to follow the Library's Internet Use Policy prior to beginning their session.

Expectations: Patrons should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws which may lead to prosecution. The patron will be held responsible for his/her actions using the Internet. Patrons are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

1. The Internet is a decentralized, unmoderated global network; the Library has no control over the content found there. The Library will not censor access to material nor protect patrons from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.
2. The Library cannot assure that data or files downloaded by patrons are virus-free. The Library is not responsible for damages to equipment or data on a patron's personal computer from the use of data downloaded from the Library's Internet service.
3. The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines: Patrons may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs, subject to the following:

1. Patrons may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the Library is unable to manage e-mail accounts for any organizations or individuals.
2. Patrons will respect and uphold copyright laws and all other applicable laws and regulations.
3. Patrons shall not save files or load programs or software onto the Library computers.
4. Patrons agree not to incur any costs for the Library through their use of the Internet service.
5. Patrons shall not create and/or distribute computer viruses over the Internet.
6. Patrons shall not deliberately or willfully cause damage to computer equipment, programs, or parameters or change settings. Internet users are responsible for the condition of the equipment while they are using it. Users are expected to report any equipment problems to staff. The Library reserves the right to end an Internet session at any time.
7. Patrons may not view visually explicit sexual sites that may be objectionable to other patrons as determined by Library staff.

XV. Building Use

- A. Meeting space may be available for not for profit individuals and groups during Library hours.
- B. The Library may be used after hours for Library sponsored events. A Library representative must be present.
- C. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.
- D. Meeting space may be reserved no more than forty five days in advance.
- E. Library programming will have first priority.
- F. The only charge for use of meeting space will be the cost of cleaning, if necessary or repair to the Library property.
- G. No admission may be charged by the individual(s) or group.
- H. Patrons may not consume food or drink in the Library. Exceptions may be made for certain adult programs at the discretion of the Librarians. No smoking is allowed.
- I. Individuals or groups using the space shall leave it in neat, clean, orderly condition; if not, the individuals or groups may be denied future access to the meeting space.
- J. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- K. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
- L. Exceptions may be made by the Library Board.

XVI. Displays and Exhibits

- A. As an educational and cultural institution, the Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display or sale based on its suitability and availability of space. A release must be signed by the exhibitor before any artifact can be placed in the Library for exhibit or sale. An example of the release follows.
- B. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Darcy Library of Beulah Display and Exhibit Release

I, the undersigned, hereby place the following works of art or other material with the Darcy Library of Beulah for exhibit and or sale. 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 _____
 Signature _____ Date _____
 Address _____ Telephone _____

XVII. Public Notice Bulletin Board

- A. Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices.
- B. The Director must approve all postings and may prohibit postings which do not meet Library standards. Library staff will place and remove postings promptly. The Library will not be responsible for returning materials.

XVIII. Disaster

A. Fire

1. All staff and volunteers should be knowledgeable of the type, location, and use of the fire extinguisher(s) in the building.
2. At the first indication of smoke or flame, staff shall determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

B. Health emergencies

1. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public.
2. 911 should be called immediately in the event of any serious problem.

C. Bomb threats

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.
If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**
Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.
2. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.
Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

- D. **Severe Weather:** Opening and closing hours during severe weather or other unforeseen events will be at the discretion of the Director or librarians.

XIX. Revision of Library Policies: Library's policies shall be reviewed every three (3) years and revised as needed by the Library Board.

Adopted: September 9, 2008

Appendix A: Compensation

Current staff:

Library Director

Children's Librarian

Assistant Librarian

Hourly wages are approved by the Library Board and amounts are reflected in the minutes.

Appendix E: Statement of Concern About Library Resources

Darcy Library of Beulah
STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____
Address _____ Phone _____
City _____ State _____ ZIP _____

Resource on which you are commenting:

____ Book ____ Audio-visual Resource
____ Magazine ____ Content of Library Program
____ Newspaper ____ Other

Title: _____

Author/Publisher or Producer/Date: _____

What brought this resource to your attention?

To what do you object? Please be as specific as possible.

Have you read or listened or viewed the entire content? If not, what parts?

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend?

Additional comments: