

BROKEN BOW PUBLIC LIBRARY POLICIES

The following policies were prepared by the Broken Bow Public Library Board of Trustees to serve as a directive of the Board as to the operational policy of the library. These policies will be examined annually and may be revised at any time by action of the Board of Trustees as outlined in the by-laws governing the Board.

REVISED AND APPROVED BY THE BROKEN BOW PUBLIC LIBRARY
BOARD OF TRUSTEES ON September 12th, 2011.

Julie Shinn
President of the Board

BROKEN BOW PUBLIC LIBRARY

A. Mission Statement

The Broken Bow Public Library will serve as a center for learning and enrichment and believes it is essential to provide materials and services that will help area residents obtain information meeting their personal, educational and professional needs.

B. Objectives

1. To provide a collection that will reflect broad subject coverage with materials acquired in a variety of formats
2. To facilitate continuing education both formal and informal.
3. To support educational and cultural activities of organizations within the area.
4. To provide story hours, summer reading programs and other special programs to meet the needs of area residents.

C. Description of Service Area

1. Broken Bow is a Class II city with a 2010 population of 3,559 residents. The city is the county seat of Custer County.

D. Cooperative Programs

1. Interlibrary loan
2. Cooperative loans with area day cares and preschools
3. Mid-Plains Community College extended area campus

BROKEN BOW PUBLIC LIBRARY CIRCULATION POLICY

Equitable access to information of all types is a high priority of the Broken Bow Public Library. Members of the public are welcome to use materials in the library, and those who are interested and agree to the policies listed her may borrow the resources of the library for use outside of the library.

A. Card Types

1. Borrowing privileges are free to all residents of the City of Broken Bow upon completion of the appropriate Board-approved application.

2. Resident library cards are issued for one year and may be renewed after staff checks that patron information is current.

3. Any nonresident individual may support the library by purchasing a membership for \$15.00 per year or \$7.50 for six months. Any nonresident family may support the library by purchasing a membership for \$20.00 per year or \$10.00 for six months.

a. Membership includes borrowing privileges for immediate family members living in one household.

b. Membership is not transferable outside the immediate family.

c. Membership fee is not refundable.

d. Nonresidents who own property within the city limits of Broken Bow may, upon completion of the appropriate form, receive a free library card issued for a one-year period, which may be renewed after staff insures that property within city limits is still owned.

4. Nonresident students (those living outside the city limits but who attend the Broken Bow School District) may secure a library card for one year at no cost until they graduate from his school or until they leave the school district. The card may be renewed after staff checks that patron information is current. However, family members of nonresident students will have to secure a nonresident card in order to check out their materials.

5. A temporary card may be issued to persons who will be temporarily residing in Broken Bow for a deposit fee of \$20.00. They need to register the same as any other patron, but must include their permanent home address, temporary Broken Bow address, a working phone number and reference. Temporary borrowers are limited to two items out at a time. When the temporary cardholder no longer needs the card, the \$20.00 deposit is refunded if all borrowed materials are turned and not damaged.

6. Applications

a. All applicants under the age of 14 must have a parent or legal guardian sign the application.

b. New applicants are limited to two items checked out at any time until their six (6) week probationary period is complete. After six weeks, if all borrowing requirements are met, full-borrowing privileges will be granted. Failure to fulfill borrowing requirements will result in the loss of checkout privileges.

c. Applications for library cards require patrons to share their name, mailing address (and residence if different), phone, employment and/or school, and e-mail if applicable, along with a valid reference. A signature on the application indicates that the patron agrees to abide by the rules and regulations of the Broken Bow Public Library.

B. Loans and reserves

1. Procedures

a. To check out material, all borrowers must have a current library card number in the library computer.

b. The Library Director with approval of the Board shall establish all loan periods.

c. Books will be checked out for a two-week period and may be renewed for another two weeks either in person or by calling the library. However, if any item is on reserve for another patron that item is not renewable and must be returned when due.

d. Magazines, DVDs, and audiobooks will be checked out for a one-week period and may be renewed for another week either in person or by calling the library. However, if any item is on reserve for another patron that item is not renewable and must be returned when due.

e. All books marked as best sellers will be checked out for a one week period. If the book is not on a reserve list for another patron, that book may be renewed for one additional week.

f. Patrons are limited to having five (5) DVDs checked out at any one time per household.

g. Items, which are not circulated because of frequent in-house use or inability to be replaced, include: reference materials, some genealogical materials, the newest issues of periodicals, or other items as determined by the Library Director.

h. Reserves may be placed on items currently not available because they are in circulation or are not yet published or received.

2. Fines

a. Fines for overdue materials are levied at the rate of 25 cents per item per day. Maximum fine per item shall be \$5.00.

b. Every Friday is "Fine Free" and overdue materials can be returned and the fines waived. Overdue materials can also be renewed that day without fines accruing.

c. Patrons who have materials overdue by two weeks will be called and also be reminded during the call about "Fine Free Fridays." Library accounts will be restricted for fines totaling \$5.00 and over and for material overdue more than 8 weeks. Materials that are overdue more than eight weeks are not eligible for fines being waived during "Fine Free Fridays."

d. Patrons who have fines totaling \$1.00 shall be restricted from checking materials out until the fine is paid.

e. Individuals whose family card has been restricted may not receive an individual card until the family card is unrestricted. Individuals who are restricted may not use a family card until the individual card is unrestricted.

f. If borrowed materials are not returned or replacement costs and processing fees paid within one month after written notification by library staff, the City Attorney will be notified and legal action can be taken to get the materials returned or fees paid.

g. Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.

h. Fines automatically stop on a lost item when the loss is reported.

C. Replacement of Lost/Damaged Materials

1. Lost or damaged materials must be paid for by the borrower. Replacement cost for the materials will be the price indicated in the library's database record.

2. Cases or bags for audio/visual materials and other accessories are valued at \$1 each if not returned by a patron.

D. Interlibrary loan

1. Borrowing Items

a. The Broken Bow Public Library will use the most efficient means of interlibrary loan available for its patrons to insure speedy delivery of requested titles.

b. Patrons are required to pay for the return postage of the items received, whether or not they check the items out. In addition, the patron must pay for any assessed costs of obtaining an item through interlibrary loan (rental, copies, fees, etc.) that go beyond budgeted staff and online time.

c. Because of the potentially high costs of replacing interlibrary loan items, patrons are limited to having no more than five ILL items out at any given time.

d. Patrons who lose materials received through ILL will be required to pay the fine or replace the item according to the policies of the lending library.

2. Lending Items

a. Requests will be taken via the OCLC network.

b. The circulation period will be four (4) weeks, with one renewal allowed when the item is not on reserve.

c. Borrowing libraries will be expected to reimburse the full cost of the item if it is not returned within two (2) months of the due date.

d. Fines shall not be assessed.

e. All other circulation policies apply to ILL

E. Confidentiality of Library Records

1. State law stipulates confidentiality of library records, i.e. Law 84-712.05, "Records which may be withheld from the public," states that "The following records, unless publicly disclosed in an open court, open administrative proceeding or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:...(10) Records or portions of records kept by a publicly funded library which, when examined with or without other records, revealed the identity of any library patrons using the library's materials or services."

2. It is the policy of the Broken Bow Public Library to maintain complete confidentiality of all library circulation record.

BROKEN BOW PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

The Broken Bow Public Library is a public institution established and funded by the City of Broken Bow to fill the informational needs of this community. Patrons of the library include not only citizens of Broken Bow, but also of the surrounding area. Library patrons come from diverse educational, cultural and economic backgrounds and display a wide variety of interests, needs, values, and viewpoints; to remain relevant the library collection must do the same.

A. The library gathers materials, both print and non-print, on subjects of interest to the community. In collecting these materials, the library adheres to the principles embodied in the Library Bill of Rights and this policy statement.

1. The library maintains a vigorous program on behalf of intellectual freedom.
2. Care will be taken so that no one patron or group unduly influences the selection or withdrawal of library materials.

B. The library collection is kept relevant by adding purchases or donated items that enhance existing resources.

1. Priorities of the Broken Bow Public Library collection take into account the interests of the community as well as the accessibility of information from other community resources.
 - a. Items of local significance are added to the collection whenever possible and are generally not discarded or circulated if deemed irreplaceable.
 - b. Popular fiction and non-fiction titles for all ages constitute major emphasis of the library's collection.
 - c. Periodical titles owned include those covering current issues, popular culture, hobbies, and regional news. Scholarly journals are not a standard part of the library's collection.
 - d. The library maintains a video collection of instructional videos, documentaries, and films for all ages.
 - e. Collections of specialty items (i.e. cake pans) are added if public interest warrants and resources are available.

2. Selection of materials to be added, whether purchased or donated, follows standard guidelines.
 - a. The final responsibility for selection of library materials rests with the Library Director who operates within the framework of policies set by the Broken Bow Library Board.
 - b. At least one of the following criteria will be used in material selection: needs and interests of the library's users and anticipated users, accuracy and responsibility of the author, effective expression, significance of the subject, or the item's relationship to the rest of the collection.
 - c. Selection criteria for audio-visual and other non-print materials include such factors as artistic and technical standards in addition to content-related values.
 - d. Standard selection tools such as, but not limited to, book reviews from professional journals, best seller lists, and other professional library publications are used to determine usefulness of all print and non-print materials.
 - e. Patron requests are considered when it is felt the material suggested will be of use in the collection.
3. Additions to the library's collection are dependent to some extent upon available funds.
 - a. The library secures the best discount possible.
 - b. Acquisition records show what is on order, what has been received, and current budget expenditures, balances and encumbrance.
 - c. Orders for library materials are placed at intervals throughout the year to insure a regular flow of acquisitions.

C. Because the Broken Bow Public Library cannot purchase all materials that are requested by patrons, interlibrary loan is used to provide patrons with access to materials beyond the scope of the local collection. Use of the interlibrary loan is dependent on the good standing of the patron (see the circulation policy).

D. Weeding is an important part of collection development:

1. The collection is systematically weeding to make the library's holdings more attractive and easier to use and to allow space for new purchases.

2. Weeding criteria includes: obsolete, inaccurate or outdated information, little or no circulation, damaged or dirty condition, duplicates no longer needed.
3. Weeded materials are offered to the public by the Friends of the Broken Bow Public Library.

D. Method for handling complaints:

1. If, at any time, a patron of the Broken Bow Public Library believes that material is inappropriate for the collection; he/she may file a written Request for the Reconsideration of Materials. If the patron feels there is a problem with or violation of Library Board policy, the patron may file a Written Request for Policy Review.
2. The Library Director will consider the Request for Reconsideration of Materials or the Request for Policy Review and will respond in writing to the complainant within seven working days.
3. If the response of the Library Director does not satisfy the patron, he/she may schedule a time to appear before the Library Board concerning the complaint. The Library Director will schedule the meeting at least one week before the board meeting to be put on agenda.

**BROKEN BOW PUBLIC LIBRARY
POLICY REGARDING GIFTS, BEQUESTS, MEMORIALS**

Community support is vital to the Broken Bow Public Library. Gifts and donations to the library are always encouraged. Donations may also be made to the Broken Bow Library Foundation or the Friends of the Broken Bow Library, both 501(c) (3) organizations that exist to expand what the Broken Bow Public Library is able to do with city funding.

A. Donations to the collection

1. The library accepts gifts of books, periodicals, audio-visual materials, etc. with the understanding that they will be added to the library collections only when needed.
2. The library will not affix a value for tax purposes to such gift; this is the responsibility of the donor. However, the library will, upon request, acknowledge the gift with a receipt or letter specifying the type, quantity, and condition of the gift for the donor's records.
3. The same principles of selection which are applied to purchases are applied to gifts. Some gifts may not be used in the collection for these reasons:
 - a. May be an item of which the library already has a sufficient number.
 - b. May not be of sufficient present reference or circulation value to the library.
 - c. May be in poor condition.

B. Major Gifts

1. Unrestricted gifts of money will be gratefully accepted by the Library Board.
2. Other donations, such as restricted cash gifts, land, property, etc. will be reviewed by the Library Director and Board before acceptance.

C. Memorial Gifts

All memorial and gift books added to the collection will include, upon request, an appropriate book plate identifying donor and purpose of donation.

D. Acknowledgment

The Library Director shall notify the Board periodically of gifts received and gifts may be acknowledged by appropriate means.

BROKEN BOW PUBLIC LIBRARY EXHIBITS AND DISPLAYS POLICY

In order to fulfill its mission as this community's center for a lifetime of learning and literacy, it is necessary to effectively convey those services and resources to the public by providing an informative and inviting atmosphere in the library. Library-initiated displays and exhibits are an effective and essential component of the library's mission.

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

1. Promotions of literacy and the freedom to read
2. Promotion of library activities, services and resources
3. Seasonal displays
4. Current topics
5. Community events, organizations, and other Items of community interest
6. Exhibits of art and artifacts

The Library may request, or consider requests from, organizations or individuals to display literature, materials and information in keeping with the Library's chosen display and exhibit themes. The Library does not assume responsibility for theft of or damage to such items. While information about admission fees, registration fees and contacts may be provided, no direct monetary solicitations or items marked for sale will be permitted unless featured in a Library program.

Final responsibility for library-initiated displays and exhibits, and their content, rests with the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility.

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

All displays and exhibits throughout all areas of the library are subject to this policy. Unauthorized displays and exhibits will be discarded by Library staff.

**BROKEN BOW PUBLIC LIBRARY
PHYSICAL FACILITIES POLICY**

(Currently being revised)

**BROKEN BOW PUBLIC LIBRARY
PERSONNEL POLICY**

All library staff members are considered employees of the City of Broken Bow and thus fall under the regulations set for in the City of Broken Bow, Nebraska Personnel Manual. This manual should be referred to for most personnel issues and takes precedence if anything in this policy is contradictory. Full-time library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave, and retirement.

**BROKEN BOW PUBLIC LIBRARY
BOARD OF TRUSTEES POLICY**

BOARD OF TRUSTEES

A. Members

1. The board will consist of five members serving a four-year term, beginning with the March meeting.
2. The Mayor of Broken Bow will seek input from the library board members when a vacancy on the board occurs. The Mayor's recommendation must then be approved by a majority vote of the City Council. Board members may serve a maximum of two consecutive terms. Appointments to fill unexpired terms are not considered terms. Reappointment of a former board member may occur after said member has been off the board for a period of one year.
3. Newly appointed board members shall be installed after the old business of the March meeting. The retiring board member's duties shall cease after the old business of the March meeting.
4. Any board member missing more than three consecutive meetings without a pre-approved absence by the board of due to illness will be terminated.
5. A new board member will be chosen to fill an unexpired terms at the next City Council meeting after the vacancy occurs.
6. Trustees will use the list of responsibilities of the trustee as outlined by the Nebraska Library Commission in their most current publication or online document.

B. Meetings

1. Regular meetings of the library board will be held on the second Wednesday of each month at 11:00 a.m. at the Broken Bow Public Library unless other arrangements are agreed to by the board members and library director.
2. Special meetings of the board may be called by the president or by any two trustees, for the transaction of such business as is stated in the

call and 24 hours' notice of any special meeting shall be given to each trustee and the library director, unless such notice is waived. Notice of any special meeting and purpose of meeting must be placed in three separate, local public meeting places as soon as possible prior to the meeting.

3. At all meetings of the board, three trustees shall constitute a quorum and a majority vote of all trustees present shall be required for the adoption of any motion or resolution.

4. Trustees should notify the board president or library director as soon as possible when they are unable to attend a meeting to insure a quorum will be met.

5. The presiding officer shall be entitled to vote on all motions.

6. A listing of monthly agenda items which need to be considered at board meetings can be found in the appendix.

7. Agenda business to be conducted at meetings will be posted at the library for public inspection prior to the meeting.

C. Officers

1. The officers of the board shall consist of a President, Vice-President, and Secretary, who shall be elected from membership every year at the regular meeting in June.

2. The term of each officer shall be for one year after the regular meeting in June and until his/her successor has been duly elected.

3. A vacancy in any office shall be filled at the next regular meeting of the board after the vacancy occurs.

D. Duties of Officers

1. President

- a. Preside at meetings
- b. Appoint standing committees
- c. Sign all necessary documents
- d. Call special meetings of the board
- e. Perform other duties which generally pertain to the office.

2. Vice President

- a. Perform all the duties of the President if he/she is absent or disabled.

3. Secretary
 - a. Keep an accurate record of the proceedings of all board meetings.
 - b. Record the attendance at such meetings.
 - c. Have custody of all official books, records, and documents of the board.
 - d. Perform any other duties which pertain to the office.

E. Order of Business

1. Call meeting to order
2. Roll call
3. Reading of the minutes
4. Correspondence and communication
5. Report of the library director
6. Bills
7. Old (unfinished) business
8. New business
9. Agenda items requested for next meeting

BROKEN BOW PUBLIC LIBRARY
PUBLIC INTERNET AND COMPUTER ACCEPTABLE USE POLICY

A. Purpose Statement

"The Broken Bow Public Library will serve as a center for learning and enrichment and believes it is essential to provide materials and services that will help area residents obtain information meeting their personal, educational and professional needs." (Mission Statement approved by the Broken Bow Public Library Board.) Access to the Internet is provided as one means of fulfilling this mission. All Internet resources accessible through the library are, within legal limits, provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Broken Bow Public Library resources and facilities.

B. Responsibility of the Library

The Broken Bow Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk.

The Library upholds and affirms the right of each individual to have access to constitutionally protected materials.

Patrons may access the library's Internet connection via library owned or personal devices at no charge. Access to the library's Internet connection by patrons using wired personal devices is regulated similar to patron use of library computers. Patrons who access the Internet using personal devices with wireless connectivity must still abide by all other library guidelines.

The library provides a printer for those using the networked public access computers. However, patrons using laptop computers are not allowed to connect any laptop computers to the library's printer.

The Broken Bow Public Library upholds the right of confidentiality and privacy for all library users. In order to protect the privacy of the user and the interests of other library patrons, the library will manage access to the Internet by the use of judicious placement of the terminals, or other appropriate means.

Library staff cannot be responsible for providing in-depth training on the Internet or other computer functions. However, authorized staff will do its best to introduce to the computer users the basics of Internet or other in-house computer programs and

they may be able to answer simple questions. Because of library staff schedules, computer or Internet trained staff may not always be available.

C. Responsibilities of Computer Users

Library computers and/or the Internet will not be used by anyone for illegal activity, or to access illegal materials. Library customers who encounter behavior from others that violates library policy should report it to library staff. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as stated or implied herein.

Parents (including legal guardians), not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents -- and only parents -- may restrict their children -- and only their children -- from access to Internet resources available through the library. If they have concerns about what is accessible on the Internet, parents are encouraged to supervise in person their child's Internet sessions, and/or ask library staff to place an Internet restriction on their child's computer access card so their child abides by their wishes. Parents may choose to deny their child's access to the Internet, may restrict their child to use only when parents are present, or may choose to do nothing which places the responsibility for Internet choices with their child. The library staff will not supervise Internet session of any patron, regardless of age.

Patrons must exercise caution when using the Internet to avoid unauthorized disclosure, use, and dissemination of personal identification information. Parents should caution their minor children against sharing personal facts on the Internet.

Internet users should remember to be good online consumers. As with print information, consider the source, date, and accuracy of online information. Although the Internet provides users with a wide array of excellent information, it also contains information that may be inaccurate, outdated, or personally offensive. Use information found on the Internet only after evaluating its quality.

D. Rules of Conduct

1. The computers are available on a first-come, first-serve basis. All computer users must sign in and sign out at the circulation desk and mark on the sign-in sheet the purpose of their computer use. Users are limited to 30 minutes for entertainment purposes and 60 minutes for research and/or business purposes. Users can continue their online sessions if no one is waiting to use the computer. Users must end their session and leave the terminal when asked to do so by authorized library staff, even if they have not completed their session.

2. When signing in to use the computer for the first time, computer users are asked to read the rules and procedures pertaining to computer use at the Broken Bow Public Library. Any computer user under the age of 18 must have a parent or legal guardian sign a Computer Card/Internet Access Card. That card will be kept on file at the

library's circulation desk. The card also provides parents/legal guardians an opportunity to note any restrictions they want placed on their child's use of the Internet.

3. Individuals holding Broken Bow Public Library patron cards and any people who check out materials under that same card may not use the computers if there are overdue materials, fines, or other outstanding bills under that patron name. Individuals who have violated the Patron Behavior Policy and are still restricted from library use by their violation are also prohibited from using a computer.

4. The library's computers and/or Internet connection will not be used for illegal activity or to access illegal materials.

5. Users will respect copyright laws and licensing agreements.

6. Users will not make any attempt to gain unauthorized access to local or remote restricted files or networks, or to damage or modify computer equipment or software. Deliberate attempts to circumvent data protection or other security measures are not allowed.

7. Prompt payment is required when charges from Internet, word processing document, or any other source or other fees are incurred. Charges for copies are 10 cents a page. Payment should be made at the circulation desk.

8. Library staff can terminate a computer user's session and reasons for termination include, but are not limited to, behavior disturbing library patrons or staff, misuse of computer, damaging library property, illegal activity, etc.

9. Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.

10. Library staff may limit the number of users at any computer based on the disruption the users cause to normal library service.

11. No food or beverages are allowed in the computer area.

12. All library policies relating to behavior in the library apply to computer users. Computer users must comply with all applicable city, state, and federal laws. Examples of laws that may apply include libel, privacy, copyright, trademark, computer fraud, spamming, and child pornography. This list of examples is not exhaustive, but is intended to illustrate the kinds of laws that may apply to computer users in the library.

E. Termination or Prohibition of User Access

If a library employee believes a user has failed to comply with the "Public Internet and Computer Acceptable Use Policy" and/or the "Patron Behavior Policy," the computer user may be barred from the current or subsequent sessions for up to two

weeks from the date of informing the user of that action. After presentation of the users' actions to the Library Board, a patron may be required to pay for repair costs due to actions of vandalism or may be permanently barred from further computer access at the library.

Internet and computer users whose access has been terminated or prohibited may protest the action and/or request that computer access privileges be reinstated using the regular complaint form and procedure in place.

F. Acceptance

The Broken Bow Public Library considers use of any public access computer in its facilities to constitute an acceptance of its Public Internet and Computer Acceptable Use Policy, including the Patron Behavior Policy that is posted.

BROKEN BOW PUBLIC LIBRARY LAPTOP COMPUTER POLICY

The Broken Bow Public Library provides laptop computers for loan (as available) to patrons with valid photo identification. These computers are configured to connect to the library's wireless network technology.

Laptop computer users are expected to be self-directed in their use of laptop computers. It is assumed that they are familiar with the equipment and operating system. Hardware problems should be directed to the staff there. Help is available with the online library databases and resources.

Failure to comply with the laptop policies may result in termination of all laptop privileges. Policies and procedures are subject to change without notice, although the latest version is available upon request at the circulation desk.

A. Check-out:

1. Laptops may only be used in the main library of the library.
2. The laptop computers are available on a first-come, first-serve basis.
3. Users must be in good standing, with no outstanding fines or overdue materials.
4. Laptop borrowers must:
 - Sign a Laptop Liability Agreement Form in which they acknowledge responsibilities for equipment checked out to them.
 - Show a valid photo ID.
 - Complete and sign a Laptop Liability Agreement for the laptop with a library staff member every time a laptop is checked out.
5. Users under the age of 14 must be accompanied by a responsible guardian that has a Broken Bow Public Library account in good standing. Users over the age of 14 and not yet 18 must have on file with the library a Laptop Parental Consent form with the signature of a parent or legal guardian in order to use a laptop. A signature on the consent form acknowledges that the parent or guardian has read the form and the Laptop Use Policy, and understands the position of the library. The consenting legal guardian agrees to take full financial responsibility for the laptop and its components.
6. Each borrower may check out only one laptop at a time.
7. Check out begins when the library opens each day and ends thirty (30) minutes before the library's closing time.
8. Check out is for a two-hour period (or mandatory return time prior to the library's closing.)

B. Renewal:

1. Laptops may not be renewed if there is an active waiting list.
2. If there is no active waiting list, a laptop may be renewed when due.
3. In order to renew a laptop, the borrower must:
 - Come to the circulation desk
 - Once again present a valid ID
4. If there is a waiting list, the borrower must return the laptop. Once borrowers have returned the laptop issued to them, they may add their name to the waiting list. Borrowers cannot add their name to the waiting list while they are in possession of a laptop.

C. Check-in:

1. Laptops must be returned directly to the library staff member at the circulation desk. They are not to be left at the circulation desk if a staff member is not present, just ring the bell notifying the staff someone needs assistance.
2. The borrower must remain at the circulation desk until the library staff checks to make sure that all equipment pieces are accounted for and that no damage has occurred.
3. All laptops must be returned to the circulation desk thirty (30) minutes prior to closing to ensure adequate time for the library staff to check equipment and accessories.

D. Borrower's Responsibilities:

1. Laptops should never be left unattended.
2. Laptops must be used in the main library.
3. Borrowers are responsible for complying with all Public Internet and Computer Acceptable Use Policies and Patron Behavior Policies.
4. Borrowers are responsible for the replacement costs of the laptop and accessories issued to them if lost, stolen, or damaged. Borrowers are also responsible for assuring that no damage occurs due to laptop contact with food or beverages.
5. Borrowers may not tamper with the laptop hardware or software.
6. Borrowers may not save anything to the hard drive of the laptops. It is the responsibility of the user to bring a data storage device compatible with the computers.
7. The laptops are unable to connect to the library's printer. Patrons should save their data to a data storage device or e-mail anything they need printed to an e-mail account they can access at another time.
8. If any technical problems are encountered, borrowers are to immediately report the problem(s) to library staff.

E. Liability and Fees:

1. Laptop borrowers are responsible for:
 - Full replacement costs if the laptop, any parts, or any peripherals are lost, stolen or otherwise not returned.
 - Full repair costs if the laptop or peripherals are damaged.
 - If the cost of repairs for a laptop exceeds the cost of replacement, the lower of the two fees will be charged.
 - Returning the laptop to the circulation desk thirty (30) minutes prior to the library closing. If not returned, the laptop will be considered missing and the borrower will be liable for full replacement costs.
2. Patrons with lost or damaged laptops or laptop components will be invoiced one (1) month from the date the loss or damage is determined.
3. Invoices for lost or damaged laptops or laptop components that are not paid within sixty (60) days or if arrangements have not been made for payment within sixty (60) days, will be turned over to the City Attorney so legal steps may be taken to assure payment is received.

**BROKEN BOW PUBLIC LIBRARY
LAPTOP LIABILITY AGREEMENT**

All patrons checking out laptops are required to agree to the following:

1. Borrowers must present a current photo ID to checkout a laptop. The exception being that parents may present their current photo ID for their teen's use of a laptop computer. If the picture on the ID is unrecognizable, the library will require a second photo ID. ID's will be kept at the circulation desk until the laptop is returned and a staff person has checked that all the equipment is accounted for and no damage has occurred.
2. This laptop is for use in the Broken Bow Public Library only. If the laptop is taken out of the building, it will be considered missing and the police may be notified of a theft.
3. No software may be installed on the laptop. Software may not be modified or copied.
4. No illegal activities with this laptop (i.e. hacking, pirating, downloading illegal materials, etc.) or any activities inconsistent with the Broken Bow Public Library Public Internet and Computer Acceptable Use Policy are allowed.
5. Laptops are intended for use with the library's wireless Internet access service only. Borrowers should not disconnect a library computer to use the wired network for the laptop.
6. Work must be saved to a flash drive. Any files saved to the hard drive will be deleted upon check-in of the laptop.
7. The laptop must be returned to the library's circulation desk by the agreed upon check-in time. All equipment must be returned with the laptop. Checkout is for two (2) hours unless extended via renewal policies.
8. The borrower is responsible for the laptop and any accessories checked out with it. Any damages to the laptop or accessories, including damage due to food or beverages, will result in the borrower being charged for cost of repairs and replacements parts.
9. The borrower will be charged the replacement costs plus accrued fees if the laptop and accessories are not returned.

FOR LIBRARY USE ONLY:

Date/Time checkout out _____ Time due _____
Library staff -- check-out _____
Library staff -- check-in _____
Computer barcode # _____
Checklist out _____ Checklist in _____
Accessories borrowed _____

**BROKEN BOW PUBLIC LIBRARY
LAPTOP LOAN RIDER**

- I agree that the Broken Bow Public Library shall not have any responsibility or liability for any claims relating to loss, damage or interception of any information, data, work product, or other material viewed, searched or stored on the laptop or its accessories.

- I agree that the Broken Bow Public Library shall not have any responsibility for liability for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop and accessories.

- I understand that:
 1. The library's wireless network is not secure. Information sent from or to the laptop can be captured by anyone else with a wireless device and the appropriate software.
 2. Once the laptop is returned, all data on the hard drive will be lost.
 3. Library staff is not able to provide technical assistance and no guarantee can be provided that a wireless connection will be available at any given time.
 4. Broken Bow Public Library does not assume any responsibility nor shall it have any liability for the safety of the equipment or for the laptop configuration, security, or data files resulting from connection to the library's network.

I agree to all terms and conditions listed in the Broken Bow Public Library Laptop Liability Agreement and Laptop Computer Policy and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fees and/or loss of future privileges.

Signature: _____

Date: _____

Full Name (Last, First) _____

Valid Photo ID Number _____

Address, City, State, Zip Code _____

Phone Number _____

**BROKEN BOW PUBLIC LIBRARY
LAPTOP PARENTAL CONSENT FORM**

As the parent/legal guardian of _____, I give my permission for him/her to use a laptop at the Broken Bow Public Library. I have read the Broken Bow Public Library's Laptop Computer Policy and the Broken Bow Public Library's Computer and Internet Usage Policy, and understand the stance of the library on laptop and computer use. By signing this, I accept financial responsibility for the computer and all its components (hardware and software). I will reimburse the library for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to my child.

It is my responsibility to provide the guidance to ensure my child's use of the library's laptop is both appropriate and safe. It is also my responsibility to share the library's laptop policies with my child, covering these basic rules:

- The laptop is for in-facility use only, cannot be removed from the facility, and can only be used in the main library. **The laptop cannot be left unattended at any time.**
- None of the settings or configurations on the laptop can be altered and nothing can be saved to the hard drive of the laptop. Printing cannot be done from the laptop.
- The loan period for borrowing a laptop is two (2) hours. Laptops must be returned to staff at the circulation desk at least thirty (30) minutes prior to the library closing, even if this does not allow for the entire two-hour loan period. The laptop must be returned with the power on so that staff can check all of the components.
- When the loan period has lapsed, the laptop must be returned to staff at the circulation desk. **Until the laptop has been placed in the hands of library staff members and checked in, it is the responsibility of the patron to which it is checked out or his/her guardian** (if under the age of 18.)
- The library will not be held responsible for any damage or loss of data or media due to any cause while using a library laptop computer.
- Library wireless connections are not secure and appropriate caution must be taken with personal information. The laptop user is expected to abide by the same Internet Use Policy used for the PC workstations.

By signing this document, I verify that I have read and understand the Laptop Liability Agreement and the Laptop Loan Policy of the Broken Bow Public Library.

Name _____ Library Card # _____
Please print clearly

Child's name _____ Child's age: _____
Please print clearly

Signature of parent/legal guardian _____ Date _____

BROKEN BOW PUBLIC LIBRARY EMERGENCY AND SAFETY POLICY

The Library Director, along with the Board President, are responsible for establishing procedures to deal with medical, weather emergencies and other disasters. The Library Staff should be acquainted with the procedures so they handle a situation if it arises. The Library Director is responsible for organizing the Library's response to an emergency. In the absence of the Director, responsibility lies with the other staff on duty in an order established by the Director. If necessary, advice of the Board President or any other Trustee should be sought. The procedures to be followed are as follows:

Medical Emergency

Patron/staff

1. If serious, call 911
2. Get the person's name, address, and phone number
3. Offer to contact a family member or friend
4. Call the person's home if necessary
5. Contact family member, friend to transport them for medical care, if necessary
6. Write up the incident as soon as possible afterwards and present a copy to the City Administrator

Fire

1. Call 911
2. Evacuate the building if flames, smoke or fumes are evident
3. Use a fire extinguisher if appropriate
 - a. Locations of fire extinguishers:
 - i. Southwest corner of the main library
 - ii. Northeast corner of the main library by front door
 - iii. Behind the office door in the hallway
 - iv. By the front hallway door in the children's library
 - v. East wall of the meeting room
 - vi. By the door to the supply room in the storage area
4. Do not use water on an electrical fire
5. Use CO(2) on computers
6. Unplug electrical equipment if on fire

Tornado

Tornado Watch:

A tornado watch is broadcast over the radio when the National Weather Service indicates that conditions are such that a tornado could occur.

Tornado Warning:

A tornado warning is broadcast over the radio when the National Weather Service indicates that a tornado has been spotted.

1. QUICKLY announce to patrons and staff that a tornado has been sighted within the Broken Bow area
2. Request that individuals who do not leave go to the patrons bathrooms and/or hallway by the bathrooms within the library until the alert is cancelled.
3. Station a staff member within sight of the front door to direct people who may come into the building from outdoors.
4. If the warning is not over by closing time and there are still patrons in the building, stay with them until the alert has been cancelled, then ask them to please go home or call someone to come and take them home.
5. If a tornado hits the area, keep people in the safety of the library and contact emergency management authorities for instructions. If the library phone or cell phones are operational, allow patrons to contact family members.

Inclement Winter Weather

In case of snow storms, the Library Director can, after contacting the Library Board President, Vice-President, or Secretary, elect to close the library early. No staff person shall leave the library before all patrons have safely left or contacted someone for transportation.

The library will follow any closings that are announced by the City of Broken Bow about closing due to weather.

BROKEN BOW PUBLIC LIBRARY PATRON RESPONSIBILITY POLICY

Guidelines for Patron Behavior

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

With the above statement in mind, the Library Board of Trustees of the Broken Bow Public Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use. These rules/guidelines have been approved in order to protect the rights of users and employees, to preserve and protect library materials and facilities, and to maintain the environment and atmosphere essential to the proper operation of the library. Acceptable standards of behavior include but are not limited to this list.

1. Library users shall respect the rights of staff and other patrons and shall not behave in any manner that can reasonably be expected to disturb other persons. Patrons shall not interfere with the right of others to use the library or with the employees' performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, obscene or abusive language or acts, destroying property.
2. Speaking should be kept to normal conversational levels when visiting in person or when using a cell phone. Audio equipment shall not be audible to other people.
3. Weapons of any kind are not allowed.
4. Use of tobacco, alcohol, or illegal drugs is prohibited. Patrons showing signs of drunkenness or drug abuse will be asked to leave the premises.
5. Appropriate dress is required (shirt and shoes).
6. Animals other than registered service animals are allowed only by permission of the Library Director or Assistant Director. All registered service animals are allowed in the library with their owner.
7. Compliance with the Public Internet and Computer Acceptable Use Policy is mandatory.
8. Any person not complying with these rules or with local or state law shall be asked to leave the library premises and may receive a temporary or permanent ban from future library use.

9. A written notice of eviction will be prepared in connection with any suspension from library premises and, if a suspended person enters or attempts to enter the premises before library privileges are restored, he/she will be subject to criminal prosecution for trespass as allowed by law.
10. Patrons temporarily or permanently banned from the library may appeal this decision by contacting the Library Director at least one week before the next regular meeting of the Broken Bow Public Library Board. The patron making the appeal should attend the Library Board meeting when the matter is on the agenda.

Unattended Children Policy

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library and to provide for the general safety of children using the Broken Bow Public Library, the following policies are adopted:

1. The Broken Bow Public Library assumes no responsibility for children left unattended on library premises.
2. If a child appears to be left unattended when the library is closing, the staff will attempt to find the adult responsible for their care. If the adult cannot be located or contacted, the staff will contact the police department for assistance. The staff will under no circumstance take the child out of the building.

Abuse of Library Policy and Restriction of Privileges

1. The use of the library and its services may be denied temporarily for due cause. Such cause may include failure to return materials or to pay fines, destruction of library property, or any other illegal, disruptive or objectionable disturbance on library premises.
2. Library accounts will be restricted for fines totaling \$5.00 and over and for material overdue more than 8 weeks. Materials that are overdue more than 8 weeks are not eligible for fines being waived during "Fine Free Fridays."
3. Patrons who refuse to abide by library policies may be restricted from the library. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the prevailing laws.
4. Denials of computer use may occur because of any unacceptable use (see Public Internet and Computer Acceptable Use Policy).

AMERICAN LIBRARY ASSOCIATION BILL OF RIGHTS

The Broken Bow Public Library District subscribes to the American Library Association Bill of Rights, which says:

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

- A. 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.
- B. 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.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Broken Bow Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the director of the library, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Broken Bow Public Library, 626 South Street, Broken Bow, NE 68822

Name _____ Date _____

Address _____

E-Mail Address _____ Phone _____

Do you represent self? ___ yes ___ no

If no, name of organization?

Resource on which you are commenting:

Title

Author/Producer

Is it a:

___ Book ___ Textbook ___ Video ___ Display ___ Magazine
___ Library Program ___ Audio recording ___ Newspaper
___ Electronic information/network ___ Other (please specify) _____

What brought this resource to your attention? _____

Have you examined the entire resource? _____

What concerns you about the resource? (use other side or additional pages if necessary) _____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

*Revised by the American Library Association Intellectual Freedom Committee,
June 27, 1995*