

Creighton Public Library Policies
Written and Approved April 2014
Reviewed and Revised September 2016

Welcome

Welcome to the Creighton Public Library. To better serve all Library Users, the Library board of Trustees has established certain standards of acceptable behavior to ensure an environment conducive to library use. Library staff is charged with maintaining a clean and pleasant atmosphere, and a clean and safe building.

Mission Statement

The Creighton Public Library shall serve as an information center by providing materials and services to meet the needs and lifestyles of the community residents. The information shall consist of personal, educational and professional material, as well as material for recreation and entertainment.

Freedom to View

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

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed by:

American Library Association Intellectual Freedom Committee, June 1979.

Creighton Public Library Hours

Monday	12:00 p.m. – 5:00 p.m. and 7:00 p.m. – 9:00 p.m.
Tuesday	10:00 a.m. – 5:00 p.m.
Wednesday	12:00 p.m. – 5:00 p.m. and 7:00 p.m. – 9:00 p.m.
Thursday	10:00 p.m. – 5:00 p.m.
Friday	12:00 p.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

Library Hours for the summer are the same as the regular with the exception of Monday evening being closed. This will take place on Memorial Day and will continue until the Monday after school starts.

Who May Use the Library?

Library cards will be issued to any adult resident residing in Creighton or the surrounding area of Creighton wishing to use the library facilities at no charge. The library will serve all residents of the community 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.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any illegal, disruptive, or objectionable conduct on library premises.

Patron Responsibilities and Conduct Policies

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of library facilities. Those who are willing 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.

Behavior becomes unacceptable when it impinges on the rights of others. Unacceptable behavior includes any form of harassment which could result in physical or emotional, or mental injury to oneself or others, or when it could result in damage to the facilities, equipment or materials. Patrons behaving in an unacceptable manner will be asked once to modify their behavior or, upon failure to do so, to leave the library facility. Police will be called if there is not compliance or if staff feels in any way unable to handle the situation or feels threatened.

Examples of unacceptable behavior include:

1. Abandonment/leaving of young children unattended.
2. Abuse/vandalism of library facilities, equipment or material.
3. Behavior or language that is offensive to others.
4. Bringing in pets into the library ("working" dogs are allowed, for the blind)
5. Chewing Tobacco
6. Smoking
7. Entering library without shirts or shoes
8. Excessive noise/noise which disturbs others
9. Harassment/physical, sexual, or verbal abuse in any form, of other library users or library staff.
10. Intoxication
11. Illegal activities within the library or on library grounds
12. Loitering
13. Obscene language or activity

14. Roller blading, skating or skateboarding
15. Spitting
16. Soliciting
17. Unruly/offensive behavior
18. Use of cell phones (phones should be set to silent mode)-except in library foyer.
19. Using library computer equipment for purposes other than those permitted under the computer use policy, or performing any act that damages or disables computer hardware or software.

Young Children - The Creighton Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore it is library policy that a parent or a designated responsible person must accompany all children under the age of 3 while in the library. Also, if the young child is attending a library program, we require the responsible person to remain in the library throughout the program. (Any child under 3 years of age.)

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 the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Internet Policy

The Creighton Public Library has public access to the Internet, an informative and entertaining database. You can find information on any subject through this database. The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. As such, while it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material may be offensive, disturbing and/or illegal.

Since the Internet is a global electronic network, there is no state/county control of its users or content. The Library cannot censor access to material nor protect users from offensive information. Parents of minor children must assume responsibility for their children's use of the Internet through the Library's connection. The Library staff cannot control the availability of information links which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of

the information. We assume no responsibility for any damages direct or indirect arising from use of its World Wide Web Server or from its connections to other Internet services. Any information printed out will be charged \$.20 per page for black and white copies.

You will log in with the Librarian on duty, your name, date, time started and ended, and minutes used for each session. We limit each session to 2 hours, unless someone is waiting then it will be 60 minutes.

This library upholds and affirms the right of each individual to have access to constitutionally protected material. This Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

This form needs to be read and signed before use will be approved. Individuals under the age of 16 will require a parent signature on this form before access is approved. All forms will be kept on file at the Library to be reviewed upon request.

Circulation Policy

A. Registration

Library cards will be issued to any adult resident wishing to use the library facilities. Residents of the City and Rural Residents may obtain a family card at no charge.

Patrons must fill out an application card to receive a library number. The application asks for name and spouses name, address, phone number, and nearest relative or reference in Creighton.

B. Loan Periods

1. 2 weeks for books, audio books and kindles. By discretion of the librarian books may be kept for a longer period of time.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.
5. Newspapers may not be checked out.
6. Video cassettes/DVDs may be checked out for 3 days. Anyone can check out videos but only patrons who are 17 and older can check out "R" rated videos.
7. Music CDs, Records and cassettes may be checked out for 2 weeks.
8. Reference Materials may not be checked out.

The Library Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

C. Reserves

Patrons may ask to have their names put on a reserve list. When the book is available the patron will be called and will be asked to pick up the book within the next seven days that the library is open. If not picked up, the book will be offered to the next patron on the list.

Limit on the Amount of material that can be borrowed at any one time
Each individual may borrow up to 13 library materials. The Library Director may make an exception to this rule.

D. Library Services Policy

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

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its service to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

E. Book Return Services

A book drop is located on the right-hand side of the front entrance of the library. Inside the library there is also a book drop located at the end of the checkout desk.

F. Fines and Charges

1. Books and Audio visual Materials will have a \$.05 a day per, title charge. The maximum fine is \$1.00
 - a. Videos/DVDs will have a \$1.00 per day per title charge. The maximum fine is \$5.00. Anyone can

check out videos but only patrons who are 17 and older can check out “R” rated videos.

2. If a patron has fines of over \$5.00 then no one, any family members who use that number, may check out any library materials and cannot use the computers until the fines are paid and overdue materials returned.

G. Notifying a Patron of an Overdue

1. The Librarian or Assistant Librarian will call this patron after the library material is overdue. Then the Librarian or Assistant Librarian will call this patron a second time, no sooner than one week after the first phone call.
2. The Librarian will send out one letter telling the patron of the overdue library materials and the fines occurred.
3. The Librarian will send out a certified letter.
4. The Librarian will then talk to the Library Board and decide if the police need to be contacted.
5. If there is no response from these contacts then the Library Board will decide if they should turn it over to the City Attorney.

G. Damaged Materials

If library materials are damaged so as to be judged by the Library Director as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower. Charges will include the cost to replace the library material and the fine, \$3.00 – \$10.00 will be charged for shipping and processing of the material, this will be at the digression of the Library Director.

H. Lost Library materials

If materials are lost the patron must pay the replacement cost. A notice of these charges will be sent to the borrower. Charges will include the cost to replace the library material and the fine, and \$3.00-\$10.00, will be charged for shipping and processing of the material, this will be at the digression of the Library Director.

I. Interlibrary Loan

Because of 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. Patrons are asked to pay the return postage for the item(s) received.

J. Confidentially of Use

Patron’s use of the material shall be kept confidential by the Library Staff. The use of the number system shall help to provide their privacy.

Material Selection/Collection Development Policy

A. Objectives

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

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

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

The Library Bill of Rights and The Freedom to Read Statement has been endorsed by the Public Library Board of Trustees and is integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The Ultimate responsibility for selection for library materials rests with the library director who operates within the framework of the policies determined by the Creighton Public 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 clientele
 - d. Existing library holdings
 - e. Budget.
2. Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) American Library Association, Golden Sower Books, Coldecott Books, Newbery Books, Omaha World Herald and the New York Times Bestsellers.
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 on public media. Materials are

judged on the basis of the work as a whole, not on a part taken out of context.

D. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or specific titles to be offered after consultation with the Library Director. The Director will make book selections if no specific book is requested. The Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

E. 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 edition. 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.

F. Potential Problems and Challenges

The Creighton Public 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.

Responsibility for the reading of children 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.

G. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a Request for Reconsideration of Library Resources form, which is available in the library.

The inquiry will be placed on the agenda of the next regular meeting of the Public Library Board of Trustees.

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.

Book Delivery

The Creighton Public Library will deliver books to the homebound patrons within city limits. The Librarian or Library Volunteer will deliver the library materials, when possible. There will be no overdue fines on these materials since these patrons are not able to return the library materials on their own. To whom or how many patrons the books will be delivered to will be at the discretion of the Librarian or Library Board.

Reference Service Policy

The Creighton Public Library:

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

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.)

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;

may refer library users to other agencies and libraries in pursuit of needed information;

may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

Public Relations Policy

- A. Public relations goals of the Creighton Public 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 people of all ages.
- B. The Board recognizes that public relations involve 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 the costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

Equipment Use Policy

- A. A computer is 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 for usage has been imposed. That time limit is 2 hours, 1 hour if someone 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. Tutorial manuals will be provided when available.
- B. Printers/Copiers are available. A copy from the printer or copier in black and white will be \$.20 per page, color copies will be \$1 per page.
- C. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.
- D. Fax Machine. The cost to use the fax machine will be \$1.00 for the first page and \$.50 for each additional page being sent. To receive a fax the cost will be \$.25 a page.
- E. Carousel projector and trays, filmstrip projector, 16mm projector, TV with DVD/VCR player are all available to use within the meeting room.
- F. Accu-cut machine and dies are available to use in the library. If the library supplies the paper for the accu-cut then the charge is \$.20 per page.
- G. A laminating machine can be used in the library at a cost of \$.05 per inch.
- H. A microfilm machine may be used within the library. If a page is printed from this machine the cost is \$.20 per page.

Meeting Room Policy

As the Creighton Public Library Board of Trustees, we want to provide this meeting room to our patrons and the community of Creighton. Please read the following:

1. Educational groups or book clubs may use the meeting room free of charge. Seminars and workshops will be charged \$25.00. Capacity of the room is 40 people.

2. You are welcome to use the kitchenette. Please provide your own cups, napkins, plates, coffee, etc.
3. Please leave the room as you found it. Collect all garbage and put it in the city hall dumpster. If the room is not left in satisfactory condition, you will be assessed the cleaning costs. Please check the restrooms and make sure that the stools are flushed. All lights should be turned off.
4. You are responsible for setting up and putting away all items your group used.
5. Please allow 24 hours notice before the use of the meeting room. Call during library hours to make a reservation.
6. Please pick up a key to the room, if needed, during library hours. At the conclusion of your meeting, please make sure all doors are locked and leave the key in the book drop.
7. This is a smoke free facility. Under no circumstances will alcohol be served.
8. Please conclude meetings by 10:00 p.m.
9. Please report any problems to the librarian.
10. These policies are under constant review by the Creighton Public Library Board of Trustees. They reserve the right to refuse the use of the meeting room.

Displays and Exhibits Policy

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

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are at the owner's risk. The display cases will be locked at all times.

Public Notice Policy

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. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

Disaster Policy

- A. Fire

Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to 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 whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

B. Tornado

Go to the basement; go through the library workroom to the basement. Go under the tables kneel down and cover your head.

Health Emergencies Policies

Staff members should exercise caution when administering first aid of even a minor nature because of safety of the injured individual and the potential liability of the staff member.

Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured 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.

The Rescue Squad/Police, 911, should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Preliminary Agendas and Minutes

A notice of the Library Board meeting will be posted in the newspaper prior to the meeting. Minutes from the meeting will be posted in the newspaper.

Paying Library Bills

The City Administrator and Library Director will prepare and present the bills, incurred for the library to the Library Board. The City Administrator will sign the checks and then send the bills to be paid.

Creighton Public Library Credit Card

The Library Director may use the Creighton Public Library credit card to purchase books or supplies for the library.

Holiday Policy

The library will not be open, New Year's Day, July 4th, Veteran's Day, Christmas Eve Day, Christmas, Memorial Day, Labor Day, and Thanksgiving.

Any holiday which falls on Saturday will be observed on Friday and any holiday that falls on Sunday will be observed on Monday.

Snow Days

When school is called off due to a snow storm the library may close due to bad roads. If the roads clear off and are ok to drive on then open. When the school closes early due to bad winter weather the library will be closed that evening.

Trustee Policy

The Library Board shall be appointed or elected. The Governing Body shall, by ordinance, adopt the manner in which the five (5) members of the Board are to be chosen. If the members are to be chosen by appointment, the nominated members must receive a majority vote of the Governing Body. The Board shall consist of five (5) members who shall be residents of the Municipality. The members of the Library Board shall serve a four (4) year term of office as specified by Nebraska Statutes. The Board shall serve without compensation. At the time of the Board's first (1st) meeting in July of each year, the Board shall organize by selecting from their number a chairman and secretary. It shall be the duty of the secretary to keep the full and correct minutes and records of all meetings, and to file the same with the Municipal Clerk where they shall be available for public inspection at any reasonable time. A majority of the Board members shall constitute a quorum for the transaction of business. The Board shall meet as such times as the Governing Body may designate. Special meetings may be held upon the call of the chairman, or any three (3) members of the Board. The Library Board shall have the authority to appoint a librarian and all other employees. It shall be the duty of the Board to have general charge of the Municipal Library and to establish appropriate rules and regulations for the management, operation, and use of the same. The Board shall have supervisory authority over all employees of the library including the librarian. All actions of the Board shall be subject to the review and supervision of the Governing Body. The Board shall be responsible for making such reports and performing such additional duties as the Governing Body may designate from time to time. No member of the Governing Body shall serve as a member of the Library Board while serving a term of office as a member of the Governing Body. No member of the Library Board shall serve in the capacity of both the chairman and secretary of the Board. (Taken from 2-201, article 2 of City of Creighton Ordinances.)

Time and Place of Regular Meeting: First Thursday of each month at 4p.m. at the Library.

Regular and Special meetings: Must be posted 48 hours in advance at three locations (Bank, City Hall and Pronto)

Annual Review of Policies: July

Annual Financial Audit: Year-end September 30th of each year by City Auditor. The Library Board shall on or before the first Monday in August each year, make a report to the City Council showing all moneys received and expended, the number of books and

periodicals on hand, the projected budget and any other statistics, information and suggestions required by the Council.

Duties of Officers:

President Shall:

- A. Be the Principal Executive Officer of the Library and shall preside at all meetings of the Library Board.

Vice President:

- A. In the absence of the President, or in the event of his ability or refusal to act, the Vice President, or in the event of his ability or refusal to act, the Vice President shall perform the duties of the President.

Secretary Shall:

- A. Keep the minutes of the Board meetings in books provided for that purpose.
- B. See that all notices are duly given in accordance with the bylaws.

Member

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote in the event of a tie.

Order of Business and Procedure:

An agenda shall be prepared for each regular monthly meeting by the Librarian.

The trustees are encouraged to seek certification by the Nebraska Library Commission as stated in the Trustee Handbook written by the Nebraska State Library Commission. Association dues and mileage shall be paid by the library for Trustees who attend continuing education workshops.

Volunteers and Friends of the Library

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Creighton Public Library.

Friends of the Library 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 friend 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.

Personnel Policies

- A. The Personnel of the Creighton Public Library consist of the following positions:
 - 1. Library Director

2. Assistant Librarian
3. Substitute Librarians
4. Custodian

B. Qualifications

For the positions of Library Director and Assistant Librarian, a High School education will be preferred. Training in typing skills, computer usage and library sciences will be preferred but are not required.

Previous library experience is not required, but will be preferred. The Library Director, assistant and substitutes should be able to show knowledge of the workings of the Library and have an interest in a wide range of books and reading. In addition, the tasks will require clear vision, whether corrected or not, and the ability to lift and carry boxes of books.

The Library Director, assistant and substitutes are expected to be able to relate to a wide variety of people, to show leadership and enthusiasm, and to show discretion in keeping confidences. The Library Director and assistant will also be expected to take initiative in developing and carrying out program ideas.

The Library Director is required to have the ability to supervise a small staff, and the ability to recruit and supervise volunteers.

The Library Director will be required to work for and maintain Certification from the Nebraska Library Commission if this has not already achieved. The Library Director will also work to maintain accreditation for the library.

C. Job Descriptions

Library Director will work 40 hours per week, some of those hours are when the library is closed for operation.

D. Sick Leave

The Library Director will get paid sick leave. Sick leave is earned or accrues, according to the following schedule.

15 days per year and accumulating to 60 days. Sick days will be added on August 1 of each year. The first year worked the sick days will be prorated.

Sick leave may be used for a family emergency, for example, the illness or hospitalization of a spouse, children or parents.

E. Vacation/Holiday Pay

Library Director will receive vacation leave same as the City of Creighton employees.

Years of Employment

Leave/Year

1	1 week
2-4	2 weeks
After 5	3 weeks

The Library Director will be compensated for the following holidays: New Year’s Day, July 4th, Veteran’s Day, Christmas Eve Day, and Christmas, Employee Birthday, Memorial Day, Labor Day, Thanksgiving, and Friday after Thanksgiving.

F. Benefits

The Library Director will be insured by the same company as City Employees.

G. Dismissal

The Librarian has the right and authority to recommend that the Board dismiss from the staff any employee whose professional conduct or performance of duties warrant such action.

All employees may be dismissed for reasons including but not limited to the following: Inefficiency, incompetence, fraud, negligence, failure to work harmoniously with the public or other employees, conviction of a felony or serious misdemeanor, repeated tardiness, or absence with leave.(?)

In every case, the employee shall have the right to present their case both to the librarian and to the Board. Both sides should be reported in writing to the Board.

No staff member under permanent employment shall have their services terminated or the hours of their employment reduced without cause, except in the case of unavoidable financial retrenchment.

H. Resignation

One Month’s notice shall be given to the Library Board in the case of a resignation. The Board shall have the sole discretion of waiving this requirement in case of emergency.

I. The Library Director will work with the Board

1. Carrying out the policies of the library as adopted by the Board and recommend needed policies to the Board of action.
2. Acting as technical advisor to the Board, attending Board meetings to report all pertinent business.
3. Recommending employment of all personnel and supervision their work.
4. Submitting bills to the Treasurer for Payment, and helping prepare the annual budget for the Library in July in consultation with the Board.
5. Assisting Board in developing goals and objectives, and reviewing these annually.
6. Maintaining records of Library operations.
7. Obtaining or maintaining Nebraska Library Commission certification, attending professional meetings as approved by the Board.

8. Reporting to the Board of maintenance needed.
9. Completing and mailing the statistical report, certification and grant application to the Nebraska Library Commission.

J. The Library Director will Operate the Library:

1. Selecting and ordering all books and other Library materials according to Board policy.
2. Thoroughly inspecting all materials ordered and checking against invoices to make sure order is complete.
3. Classifying all new materials and marking them accordingly.
4. Shelving books, magazines and other materials.
5. Cataloging all new materials.
6. Taking inventory and weeding and collection on a regular and systematic basis.
7. Assisting patrons, checking materials in and out, processing inter-library loans.
8. Answering phone calls and mail.
9. Ordering needed supplies
10. Assisting patrons in use of the computer, copy machine or any other equipment.

K. The Library Director will Provide to the Community:

1. Developing programs to meet community needs and promote Library use.
2. Maintaining an active program of public relations and acting as publicity chair for the Library.
3. Working with other libraries and organizations to promote library services.

L. Workmen's Compensation

As required by law, the City shall carry Workmen's Compensation Insurance. This insurance shall cover all work related accidental injuries, illness, or death while on duty for the City.

Insurance for the Library

City Policy, Premium paid from library budget.

Revision of Library Policies

The preceding statements of the Creighton Public Library's policies shall be subject to review and needed revision at least every year by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: September 2008

Book Delivery Form

The Creighton Public Library will deliver books to the homebound patrons within city limits. Librarian or Library Volunteer will deliver the books, when possible. There will be no overdue fines on these materials since these patrons are not able to return the library materials on their own. To whom or how many patrons that books will be delivered to will be at the digression of the Librarian and Library Board.

Name: _____

Address: _____

Phone Number: _____

Preferred Authors: _____

Subject: _____

Best Time to Deliver: _____

Comments: _____

Creighton Public Library
Library Card Application
701 State Street. P.O. Box 158
Creighton, NE 68729
(402) 358-5115

Name:

(Please Print)

Spouse:

Children and Ages:

Address, City & Zip Code:

Email Address:

Phone Number:

Cell Number:

Employer:

Name, Address and Phone Number of Nearest Relative or
Reference in Creighton Public Library:

If Out of City Limits, What County do You Reside In?

Hours: Monday 12-5 7-9, Tuesday 10-5, Wednesday 12-5 7-9,
Thursday 10-5, Friday 12-5, Saturday 9-1

CHECK-OUT PERIODS

Videos	3 Days
Books and Magazines	2 Weeks
Audio Tapes	2 Weeks

OVERDUE FINES CHARGED

Books and Magazines	5 Cents a day per item
Audio Tapes	5 Cents a day per item
Videos	\$1.00 a day per item

Copy Machine Use - .20 cents per page

Fax Machine Use - \$1.00 for the first page and 50 cents per page succeeding

Accu-cut Machine available at no charge if you bring in your own paper. 20 cents per sheet if we supply the paper.

Computers/Internet access available, please sign internet policy

Summer Story Hour/Reading Program - Halloween and Christmas Parties

Creighton Public Library
Internet Policy and Agreement for table top computers and wireless laptops

This Internet Policy and Agreement was adopted on August 14, 2006. All users of the Creighton Public Library computers and peripherals must agree to the following terms and conditions of use or they will be denied use of such computers and peripherals.

1. All users assume full and complete responsibility for the web sites visited and the Creighton Public Library assumes no responsibility or liability for such sites visited. Each user is responsible for his/her use of the computers and the sites visited.
2. Anyone under the Age of 16 will not be permitted to use the wireless laptops. In certain circumstances it will be up to the discretion of the library staff to use the laptops.
3. The librarian or assistants will not monitor the sites accessed by any user. In the event that the librarian or assistant observes a user accessing pornographic sites such librarian or assistant shall have the absolute right to disconnect such computer immediately and prohibit the further use of the computer by such user for a period of not less than three months from the time of disconnection.
4. In the event that a user views pornographic sites which causes the computer to become corrupted the user shall be responsible for the cost of service to the computer to remove such corruption.
5. The librarian and his/her assistants will assist any user in assessing the internet and use of the computers. Users must understand, however, that the librarian and his/her assistants are not computer experts and that such assistance will be limited to the ability and knowledge of the librarian and his/her assistants.
6. If all computers are being used and there are users who wish to use a computer the librarian or his/her assistants may restrict computer access to a period of 60 minutes and may terminate computer use by someone who has been using the computer for more than 60 minutes. All users are asked to restrict their computer use to enable as many people as possible to use the available computers.
7. Users may save whatever files they have created by purchasing storage disks from the library. Such disks must remain at the library. No one will be permitted to upload any program disks on the library computers. The library will store any user's storage disks at no charge. Anyone uploading any programs into the library's computers will be denied all future computer privileges.
8. All users are responsible for their own actions in use of the library computers. The library suggests that no one provide any internet site with their name, address, social security number, credit card number, etc. Unless the user is

absolutely sure that such site is a secure site and that such information will not be used for illegal purpose.

9. The table in the center of the library (by the display racks) is the only place these laptops may be used.

THE UNDERSIGNED HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS FOR USE OF CREIGHTON PUBLIC LIBRARY COMPUTER USE AND AGREE TO ABIDE BY SUCH TERMS AND CONDIDITIONS.

Signature

Printed Name

PARENT APPROVAL

I/We hereby approve the use of the Libraries Computers by my children:

Signature

Printed Name

Application For Permission To Use the Creighton Public Library Meeting Room

_____ requests permission to use the Creighton
(name of group)

Public Library Meeting room on _____
(date)

between the hours of _____ and _____.

Approximately _____ number of people will use the room. The Room will
be used for _____
(purpose of the meeting)

The aforementioned party or its agent has read the policy of use and agrees to
abide by the rules mentioned in it.

Signed: _____
(Responsible agent)

Phone: _____

Date: _____

Request for Reconsideration of Library Resources

_____ has delegated the responsibility for selection and evaluation of library/educational resources to _____ 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 _____

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____

Do you represent yourself? _____ your organization? _____

1. Resource on which you are commenting:

- _____ Book
- _____ Magazine
- _____ Newspaper
- _____ Textbook
- _____ Video
- _____ Display
- _____ Library Program
- _____ Audio Recording
- _____ Other

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? _____

4. What concerns you about the resource? (Use other side if additional pages are necessary.)

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

Public Library Display and Exhibit Release

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

Exhibition to be held in the _____

During: _____

Description of materials loaned:

Signature: _____

Printed Name and Address:

Telephone Number: _____

Date: _____

Kindle Guidelines

Circulating Procedures

Checking Out:

- Only current Creighton Public Library cardholders in good standing (i.e. library account is not blocked due to unpaid fees or lost materials) can check out a Kindle. The check-out limit is one Kindle per household at any given time. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning Kindle Readers.
- A customer will need to complete a “Kindle Agreement” with each checkout, acknowledging financial responsibility for lost or damaged equipment.
- Kindles are checked out for 14 days with no renewal available.
- Loan Policy Deposit: \$10 refundable deposit
- Once a Kindle is checked out to a customer, the Kindle becomes the responsibility of that customer per the Kindle Agreement.
- Use of the Kindle is restricted to the content installed. Downloading additional content or deleting content is not permitted

- **Checking In:**

- The Circulation Department staff will check in the Kindles.
- The Circulation Department staff will verify the Kindle is in operating condition.
- The Circulation staff will do a visual check to ensure that the following items are returned in good condition:
- Do not place Kindle in book drop.

- Carrying Case
- Kindle Cover
- Kindle Power Adapter

Fees and Liabilities:

- Late return fees are \$1 per day.
- The customer is responsible for full replacement cost if the Kindle or any parts are lost, stolen, damaged, or otherwise not returned.
- If any technical problems are encountered, the Kindle should be returned immediately to the Customer Service Desk.
- After one week an unreturned Kindle will be considered lost. The patron will be billed for replacement fees.
- If an overdue Kindle is returned after one week in good condition, the fees for replacement can be waived, but all overdue fines will remain

All Kindle borrowers will be required to sign a Kindle Agreement.

Kindle Agreement

I agree to accept full responsibility for the Kindle while it is checked out to me.

- I will not tamper with the Kindle, accessories, and digital books, attempt to load digital books, or attach any equipment not designed for use with the Kindle.
- I will pay a late return fee of \$1 per day (no grace period) if I fail to return this Kindle to the Library's Customer Service Desk by the time it is due.
- I accept full financial liability for the Kindle and accessories, while in my possession.
- I agree to return the Kindle to a staff person at the Customer Service Desk for check-in.
- I agree to pay all costs associated with damage to, loss of, or theft of the Kindle and accessories (\$175.00 plus accrued late return fees for the Kindle) while it is checked out to me.
- I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft.
- I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Creighton Public Library and will be added to my library account.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a Kindle.
- Do not place Kindle in book drop.
- I agree to return the following items:
 - Carrying Case
 - Kindle Cover
 - Kindle Power Adapter

Name: _____

Address: _____

Phone Number: _____

Signature: _____

Date: _____