

Mound City Library, Linn County Library District #4
(Mary Sommerville Free Library)
630 Main Mound City KS 66056

POLICY MANUAL

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1. Affiliated Organizations

(Reviewed March 2024)

The Mound City Library is committed to providing enhanced service to library patrons through cooperation with other library organizations. The library shall participate in regional, state and national resource sharing.

The library is an active member of the Southeast Kansas Library System, participates in the statewide Interlibrary Loan program, and has all of its holdings on the Kansas Library Catalog.

2. Materials Selection Policy

(Revised September 2024)

Public libraries are authorized by K.S.A. 12-1219 et.seq. to acquire books and other materials by purchase, gift or exchange. The library seeks to provide informational, educational, and recreational materials for users of all ages. The board delegates responsibility for book selection to the director and to those staff members to whom he/she delegates the responsibility.

The library endorses the Library Bill of Rights adopted by the American Library Association. It is included in this policy manual.

Selection of materials are made to reach as many of the people within the library service area as possible.

To serve a community of people who meet each other at the public library, there must be a collection of materials, broad in subject and comprehensive in viewpoint, with wide latitude in levels.

Older materials are retired or will be replaced if they are considered standard works, are useful, or are in demand.

The following general criteria are considered in selecting materials:

1. Strength of the existing collection in particular areas
2. Reputation of the author, publisher, or producer
3. Reviews of the item
4. Suitability of subject, style and reading level for the intended audience
5. Current appeal and popular demand
6. Value of materials in relation to durability
7. Text books are not generally selected
8. Budget

Recommendations from the public are welcome.

Gifts and Donations

The library does not accept donated books. Materials may be accepted at the discretion of the library director and/or the Board.

Memorial gifts of monetary donations may be given in lieu of books.

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

Weeding Criteria

Materials infrequently used and not of lasting value will be periodically withdrawn from the collections. The library removes from its collection those items which through usage or the passage of time are no longer suitable for use or necessity. Some basis for withdrawal of materials include: volumes of no use to the library, books of poor content, and books of very poor appearance.

These are some questions we will ask when weeding:

1. What was the last date of circulation?
2. Is it owned by other libraries in the consortium?
3. Is the book in attractive and useful condition?
4. Is the presentation and information still accurate?
5. Is it readable?
6. Is this a duplicate?
7. Is this appropriate material for the library at this time?

The librarian shall use knowledge of books, guidelines from Regional Library Systems, and the advisory assistance available to make the decision to remove and suitably dispose of such materials.

Mending Books

Mound City Library does not mend personal books for patrons.

Potential Problems or Challenges

The Mound City 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 viewing of materials by 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.

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

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn may complete a Material Reconsideration Form that is available in the library. The inquiry may be placed on the agenda of the next regularly scheduled meeting of the board of trustees. Materials will remain in circulation while under challenge until a decision to remove them from the collection is made

3. Library Cards

(Amended April 2024)

The Mound City Library is funded by the citizens of Kansas and gives preference in service to all residents. Therefore, cards are issued to residents at no charge, and allow use of unrestricted library services.

Each person is encouraged to have (and use) his/her own library card. Any child, age 7 or older, may have a library card and all children who are able should sign their own cards.

Resident library cards are renewed annually. If a card is lost or stolen, a replacement card will be issued free of charge.

Patrons are encouraged to use their own cards. If they do not have their card, they will be asked for identification.

Cards that have been reported lost or stolen will be blocked. Patrons may not use cards that are blocked unless they show ID and have the block removed.

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 other illegal, disruptive, or objectionable conduct on library premises.

3. Service Policy

(Amended April 2024)

- The library public is entitled to easily accessible library collections in a safe, clean, organized, and appropriate environment staffed with friendly, courteous people.
- The library offers the same quality of service to all regardless of age, race, sex, nationality, educational background, physical limitations or any other criteria which may be the source of discrimination.
- Patrons are treated politely and with respect. Confidentiality of patron records and requests shall be maintained.
- Staff members strive to ensure that every staff-patron interaction is a positive experience. Judgment calls are to be made in the patron's favor.
- Patron service takes priority over other duties while a staff member is working at a public service desk.
- All staff members are familiar with library policies.

The Library is closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Day

The library may be closed additional days at the discretion of the Board.

A fax machine is available and faxes will be sent and received for patrons.

- The charge for faxes sent is \$1.00 for the first page and 25¢ for each extra page.

- The charge for receiving faxes is 25¢ per page.

There is a photo copier available for patrons to use. Cost is 20¢ per page, students pay 10¢.

Additional services and charges can be found at the circulation desk.

5. EMERGENCY PREPAREDNESS POLICY

(Amended April 2024)

1. Emergency Telephone Numbers

A list of important name and numbers will be kept in a prominent place at the front desk.

2. Persons to Summon When a Disaster Occurs

As soon as it is safe the Library Board President should be called.

3. Rodent and Insects

The Rodent and Bug Guy whose name is located by the list of Emergency Numbers should be contacted as soon as this is noticed.

4. Collapse of Shelving

If shelving collapses, area needs to be roped off from staff and public. The Library Board President should be notified as soon as possible to access damage and make decisions with the director on repair.

5. Computer System Failure

In the event of a computer system failure the Southeast Kansas Library System computer technician should be notified.

6. Bomb Threat

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

If the caller does not indicate the location of the bomb ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

7. Natural Disasters

Storms

In the event that a storm is pending the weather radio will be turned on to the local Fort Scott Station to listen to weather reports.

If the Mound City siren goes off any patrons in the library will be asked to gather in the middle and windowless room in the building, the women's bathroom, or they may choose to leave and go to their homes.

Fire

In the event of a fire make sure all patrons are out of the building and call the fire department, both tasks should be done at the same time, since there should be two employees on duty.

Ice and Snow Storms/Electrical Outages

The Library may close early by decision of the Director, a sign will be placed on the front door explaining the reason for closing and letting patrons know when the library will open again.

The Mound City Library will follow the closings called for by the Jayhawk Linn School District from day to day during ice and snow. If the Schools close for ice and snow we will close the library.

Safety Equipment Kept in Library

Flashlight with extra batteries

First Aid Kit

Fire Extinguishers (Clearly Marked)

6. Public Health Crisis Policy

(Reviewed May 2024)

Purpose

To establish the protocol that will be used in the event of a public health crisis, including pandemics. Under such circumstances, the library may be required to operate with limited staffing or take unique measures to help slow the spread of an illness. Such measures may include service restrictions, limiting hours of operation, or possible closure. Recovery from a public health crisis may be slow, as compared to a natural disaster or some other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to this crisis.

Precautionary Health Measures

In the event of a public health crisis the Mound City Library will work closely with public health officials, including the Linn County Health Department to monitor the situation. The library will take direction and guidance from the health department on appropriate response measures, which may include, but not limited to the following:

- Disinfecting and/or cleaning procedures issued by public health officials will be followed as directed.
- The library may implement measures for “social distancing” – that is removing a number of chairs so people are not sitting close to each other, or limiting the number of people who can come in at any one time or similar actions that keep people and their belongings separate from each other.
- Non-circulating children’s materials will be removed from public areas during the duration of the health crisis to minimize spread through surfaces frequently touched by children.
- Library programs and special events may be canceled.

Library Closure

At the discretion of the library director or the library board, the Mound City Library may close, reduce its operation hours, or limit services temporarily, under any of the following conditions:

- Public health officials advise, request, or order closure of the library.
- Jayhawk Linn Schools are closed due to the public health crisis.
- Public visitation is too low to warrant keeping the library open.
- Staffing levels are too low to operate the library.
- Any other conditions that prevent the library from operating safely and effectively.

In the event of closure

- The director will notify all employees.
- The director will post on social media/website and notify any necessary news organizations to inform the public.
- The library director will maintain communication with the library board of trustees.
- The library director will ensure functions such as payroll, accounts payable, and building maintenance continue.
- Due dates and holds pickup dates for library materials will be adjusted on dates in which the library is closed.
- The exterior book drop will be kept open and cleared periodically as long as possible.

Staff:

- Reallocation of staff responsibilities and shift/schedule changes may be necessary to provide coverage during open hours.
- If the library is open, employees are expected to report to work on time as scheduled excluding any excused absences following established sick leave policies.
- In the event of a partial or full library closure, the type and amount of paid and unpaid leave will be determined by the library board.
- Infected employees should stay home at the earliest signs of possible infection or if a family member is infected. Those infected should remain home until the infectious period is over, following CDC or health department guidelines.

Final Caution:

Should the situation call for a more nuanced response than is outlined here, the library director and board may adjust the library's response to meet emergent needs.

8. TRUSTEE BYLAWS

(Adopted 12-13-23)

Article I: Name and Authorization

This organization shall be called the Board of Trustees of the Mound City Library District #4, Public Library, existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided by K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the state of Kansas.

Article II: Members

The Board of Trustees, as provided by K.S.A. 12-1236, shall consist of seven members elected for four-year terms.

Article III: Officers

The officers shall be a president, a vice president, a secretary, and a treasurer, which shall have the powers normally associated with such offices. Officers shall serve a term of one year from the annual meeting at which they are elected.

Article IV: Meetings

The regular meetings shall be held each month on the 2nd Wednesday at 4:30 PM. The March meeting held on the 1st Tuesday in March at 2:00 p.m. shall be designated as the annual meeting, the purpose of the annual meeting is to elect persons to fill vacancies occurring on the Board due to completion of terms, death, removal, or resignation. Special meetings may be called by the president or upon the written request of a majority of Board members. Four members shall constitute a quorum.

Article V: Trustee/Director/Staff Relationships

The Board shall employ a director who shall be the administrative officer under the direction and review of the Board. He/she shall be responsible for the employment and direction of the staff, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated by the Board.

Article VI: Amendments

These bylaws may be amended at any regular meeting of the Board by a majority of those present, providing that such proposed amendment shall first be submitted at a regular meeting of the Board and sent to those not present.

Article VII: Townships

The service area of this public library includes, Mound City, Paris, and Stanton Townships.

8. Code of Conduct Policy

(Amended May 2024)

For the Safety and Comfort of All:

In order to provide a safe and comfortable environment for use of the Mound City Library, the library board of trustees have approved the following rules of conduct within the library and on library property, including, but not limited to:

- No running or disorderly conduct in the library.
- Children under the age of 10 must be accompanied by an adult (see Unattended Children Policy for further details).
- Any age person with mental, physical, or emotional conditions which require supervision shall be accompanied by a caregiver at all times.
- No loud conversation or noise that is disturbing to others.
- No playing audio equipment or cell phone rings at a level that is disturbing to others.
- No sitting/laying on floors, stairs, or tables and/or blocking or interfering of others.
- Exposing library patrons or employees to undesirable, suggestive, profane, or objectionable material is not allowed.
- Using electronic devices to view and/or download pornography is not allowed.
- Misusing the restrooms.
- Damaging library property.
- Eating or drinking in areas not designated.
- Soliciting or selling items.
- Any illegal activity.
- No smoking, tobacco products, or e-cigarettes within ten feet of entrances.
- Maintaining bodily hygiene that is so offensive as to constitute a nuisance to other persons in the library.
- Other acts disruptive to patrons and/or library employees.

Respect the Space

- No loitering without intent to use the library.
- Appropriate attire, including shoes and shirt must be worn.
- Patrons must leave the library at designated closing times.

Penalties:

The library will interrupt or terminate a customer's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other customers and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law. (Continued on next page)

Minor problems should be handled by the senior staff member on duty. Only the director or library board may bar an individual from use of the library.

Anyone not behaving within these guidelines will, after warning by library personnel, be asked to leave the premises for a specified amount of time and their library privileges may be revoked. A person who persists in the disapproved conduct and who refuses to leave the building and grounds when requested will be removed by the local police.

Individuals who are irrational or considered a threat to any library patron or staff member will not be given the courtesy of a warning but will be handled directly by the local police.

Appeals:

Patrons have the right to appeal to the library board for reinstatement of library privileges.

9. Confidentiality

(Revised August 2024)

For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use, and the questions they ask. In order for the library to maintain trust with members of the public, the board of trustees of the Mound City Public Library shall make every reasonable and responsible effort to see that information about patrons and their individual information choices remain confidential.

Therefore, no information regarding or including:

- A patron's name (or whether an individual is a registered borrower or has been a patron)
- A patron's address
- A patron's telephone number
- The library's circulation records and their contents
- The library's borrowers' records and their contents
- The number or character of questions asked by patrons
- The frequency or content of a patron's visits to the library

shall be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order, or subpoena.

The single exception to the above is that records of minors who are younger than fifteen will be made available to the adult who signed for the minor's library card.

Procedures:

- All requests for such information will be referred to the library director.
- If a search warrant is presented to staff, it will be turned over to the director immediately.

10. Unattended Children Policy

(Amended June 2024)

The Mound City Library staff is not responsible for the care and/or supervision of children. Parents and other caregivers are responsible for monitoring the activities of their children while they are in the library.

Children under the age of ten may not be left unattended in the library. Exceptions may include events where there is extra adult supervision.

Children age ten and older may be left unattended provided they are mature enough to behave responsibly when left alone. These children are subject to the same rules of conduct as other patrons, as well as the same consequences, **including being asked to leave the library**. Parents and caregivers should consider this when deciding whether to allow the child to visit the library alone.

Children who are sick shall not be allowed to visit the library. Going home from school sick is enough to be considered sick.

Any age child with mental, physical, or emotional conditions which require supervision must be accompanied by a parent or caregiver at all times.

If a child is left unattended at the time the library closes, and a parent or caregiver cannot be reached, the police will be contacted to take care of the child.

Library staff members may contact the Kansas Social and Rehabilitation Services or other authorities, such as the Police Department, in the event a child nine years of age or under is left unattended in the library, or the parent or caregiver fails to directly supervise the child.

11. Computer and Internet Usage

(Amended May 2024)

The library offers public access to the internet.

Guidelines for internet use:

- Computers are available on a first-come, first-serve basis. There is a 30 minute time limit if anyone is waiting. The patron will make the computer available within a reasonable time upon being notified by the librarian that another person is waiting.
- User wishing to use e-mail should establish their own accounts with one of the free e-mail providers, and may use the library's internet to access their account. E-mail is available only to those having their own accounts. The internet access computers may not be used to send threatening, obscene, abusive, or harassing messages, or for any illegal purposes.
- Patrons wishing to download material from the internet must provide a flash drive to do so.
- You may download information to your own disk if you wish. Although we use a virus checker, the computers are not guaranteed to be virus-free. If you put information on your disk or flash drive you do so at your own risk. The library is not responsible for damage to a person's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the computers.
- Printing may be done at the cost of \$.20 per page. Students will be charged \$.10 per page.
- The computers should be used in a reasonable manner. This means avoiding physical or other damage to the computers or internet site, not using them for illegal purposes, and not displaying on-screen explicit images. Misuses of the computers or internet access may result in the loss of your computer privileges.

Objectionable Material

The Mound City Library District #4 has no control over the information on the internet and cannot be held responsible for its content. The internet may contain information or material you may consider objectionable, inappropriate, or unreliable.

The library shall use a DNS-based filter. Such filter shall be configured as nearly as possible to prevent access to material that is obscene, child pornography, or harmful to minors while allowing access to other information.

It is recognized that filters do not block all inappropriate sites or allow access to all legitimate sites. Computers must not be used to display sexually explicit images, even when sites are not blocked by the filter or when the filter is disabled.

The library will interrupt or terminate a customer's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other customers and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.

12. Borrowing Materials

(Revised August 2024)

The Mound City Library will no longer charge fines on overdue items. This ensures that all people have access to library books and materials, which is an important part of the mission of our library.

Patrons of the library are expected to return all items undamaged and on time so that they will be available for the other patrons.

Although there is no charge for items returned late, library cardholders are responsible for returning or renewing items to prevent their library card from being blocked.

Fines may apply on interlibrary loan items (materials on loan from other libraries) depending on the lending library's policy.

Length of loan Periods:

- Adult books, children's books, and audio books- 3 weeks
- Magazines- 3 weeks
- DVDs, video games- 1 week

Patrons may place a reserve (hold) on any item that is checked out.

An item with a reserve (hold) is not eligible for renewal.

Renewals may be made in person, over the telephone, via email, or online through the [Sek-N-Find](#) catalog.

Reserving/holds: Library patrons may reserve materials in person, over the telephone, via email, or online through the [Sek-N-Find](#) catalog. The patron will be notified when the materials become available.

Materials lost or damaged well beyond normal wear and tear will be charged to the patron. Fees paid are for damage to municipal property and do not constitute a purchase of the item.

Returns: The patron is responsible for returning materials on or before the date due. If items are overdue, the patron may be refused the right to borrow additional materials until the missing materials are returned or replacement costs are paid. Materials are the responsibility of the owner of the card used to check them out and/or the co-signer, in the case of juveniles.

Standard Checkout Limits:

- First time checkout is limited to 2 items.
- 20 books per card.
- 5 DVDs/movies per card.
- Interlibrary loan materials are checked out under the guidelines of the lending library.

Borrowing Materials

Interlibrary Loan

(Revised August 2024)

In order to ensure lifelong learning for all ages, the Mound City Library borrows material from other libraries throughout the state to supplement our own collection. We also loan materials to other libraries in Kansas as requested.

When patrons request books or other materials that we do not have in our collection, we will borrow those items through the State Library of Kansas interlibrary loan system (ILL).

- ILL is available to all cardholders with accounts in good standing.
- Patrons may order up to four (4) ILL requests at one time.
- Patrons will be notified by phone or email and will have seven days to pick up requested items. If not checked out within seven days, items will be returned to the lending library.
- Items must be checked out to the account of the person making the request (exceptions made to immediate family members).
- Ill items check out for 3 weeks. Renewals are made at the sole discretion of the lending library and cannot be guaranteed. Failure to return items on time may result in suspension of ILL services.
- Patrons are responsible for lost or damaged items. The patron will be charged the replacement cost of the item(s) as determined by the lending library.
- These are not our books and we need to take extra care with them, if a patron loses or damages 2 or more ILL books, we will not be able to order any more for them through ILL.

13. Security Camera Policy

(Revised June 2024)

The library strives to maintain a safe and secure environment for its staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. Signage will be posted at the library entrance disclosing this activity. The library's video security system shall be used only for the protection and safety of customers, employees, assets, property, and to assist law enforcement.

Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms and employee break rooms. The video security cameras will be positioned to record only those areas specified by the director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the director.

Only the director or employees designated by the director are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties. Library employees are to review and comply with this policy. Such persons shall not violate any laws relevant to this policy (including, but not limited to, KSA 21-4001 and Kansas common laws pertaining to privacy rights) in performing their duties and functions related to the video security system.

Any records produced by the video security system shall be kept in a secure manner and managed appropriately by the library to protect legal obligations and evidentiary values.

- Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena video records may be shared with authorized employees when appropriate or upon approval by the director or other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Video records may be used, upon authorization by the director, as otherwise allowed by law.
- Only the director or employees authorized by the director shall operate the video camera system.

14. Public Relations

(Revised September 2024)

Public relations involves every person who has a connection with the library. To ensure that the public receive consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public, the Mound City Public Library has developed the following policy.

Contacts to the media initiated by the library will be done by the person in charge of the specific program, service, or policy being addressed. This must be approved by the director. A copy of each article sent to the media will be simultaneously sent to the library webmaster.

Contacts initiated by the media should be directed to the library director, or the appropriate department. Letters to the editor designed to officially speak for the library will only be submitted by the library staff with prior approval of the library director. Speaking engagements will be scheduled by the library director or the department involved as requested.

Library promotional and informational materials (e. g., handouts, brochures, flyers) designed to be handed out to the public will meet standards of quality established by the library. Library staff will be responsible to see that such promotional and informational materials produced by or for their events meet library standards of quality. All items must be approved by the library director.

Library staff will wear official name badges whenever they are working in public areas.

Library signage will be unambiguous, easily read, and attractively designed. Signage will provide patrons with assistance in using all library services with minimal need for staff guidance.

In an emergency situation, official statements to the public and media will be made by the library director or his/her designee placed in charge of the library. If it is necessary for the library staff to provide the public with information, library director will inform staff what is to be said.

Procedures:

- When library staff send information to the media, they e-mail a copy (before the media contact) to the library director.
- Each staff person is encouraged to wear a nametag while working at the library. If a staff person does not have his/her nametag he/she wears a blank tag. Staff may be charged for losing library nametags.
- The library director has final approval of all library brochures and publicity.

15. Programming Policy

(Revised September 2024)

The Mound City Public Library offers public programming to meet the educational, informational, recreational, and cultural needs of the community. Programs are planned by library staff for a variety of age levels.

Programming includes such activities as: story times, films and activities on non-school days, summer library program, speakers, and book or author discussion groups.

All programs are open to the public. Some Youth Services' programs are restricted by age level. If registration is required due to space limitations, a waiting list will be taken.

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

No fees may be charged to attend programs. Authors, performers, library staff, or library staff may offer books and materials for sale.

The library may co-sponsor programs with other agencies, organizations, and businesses when they are compatible with the library's program goals and priorities.

The library promotes its programs through the library newsletter, fliers, local news, the library's website, and social media (the Library's Facebook page). Presenters may additionally publicize their programs with approval of the library director.

Programs may be cancelled for various reasons: severe weather, absence of a presenter, or low registration. Cancelled programs are not automatically rescheduled. The library will not alter or cancel a program solely because an individual or group may find the content objectionable.

Programming Procedures:

When presenters are doing their own advertising, the staff member who scheduled the program informs the director via email (or established form of communications) before advertising begins. Advertising must be approved by the library director beforehand.

All expenses are paid for by the library. Orders for program supplies, prizes, etc., of \$100 or more require prior approval by the library director.

Additional staff is scheduled for programs as needed. Staff is responsible for set-up and clean up.

Details of programs are shared at staff meetings so all staff can share the information with patrons in the library and people throughout the community.

If someone is asked to leave a program for any reason, the staff in charge of the meeting determines if the person should also leave the library. It is the responsibility of the staff in charge to inform other staff of the discipline situation and request assistance when needed.

Program Attendance Policy

With regard to attendance at programs, a minor's attendance at the program demonstrates parent/guardian approval of attendance. The Mound City Library does not act in place of the parent.

16. Compliance with Kansas Open Records Act

(Reviewed July 2024)

- A) In compliance with KSA 12-1281, the Mound City District #4 Library is to be governed by the elected library board. The Library is supported by tax-generated funds and is subject to the Kansas Open Records Act (KORA).
- B) The purpose of this policy is to establish reasonable fees and charges for providing access to or copies of open records, as defined in the KORA, in possession of the Library, to avoid the necessity of using general public funds of the Library to subsidize special services and benefits to a person requesting records. The official record custodian for the Library shall be the library director. It shall be the duty of the director to ensure compliance with the KORA. The director shall also be the Freedom of Information Officer for the library.
- C) Inspection Fee: When a request has been made for providing access to, and inspection of any open public record which is readily available to the director, there shall be no inspection fee charged to the person(s) making the request. In all other cases, the inspection fee shall be a combination of the cost of staff time and a copying fee, if applicable.
- D) Cost of Staff Time: The cost of staff time shall be charged to the person(s) making the request, except as provided in paragraph C above. The director shall determine the cost of staff time to be charged to the person(s) making the request. The formula to determine the cost of staff time shall be based upon the hourly wages of the staff person conducting the records search, or the annual salary of the staff person conducting the records search divided by 2,080 hours, times the number of hours involved for the records search. The calculation of the hourly rate to be charged shall be made by the director on an as-needed basis based upon the most recent salary information available. The cost of staff time shall include:
- All time spent by Library staff in receiving and reviewing the initial request
 - Contact time with the requesting party
 - Any follow up or other contact with the requesting party.

- E) Copying Fee: In addition to the cost of staff time, the Library's per page copy fee shall be charged to the person(s) making the request, for copies provided in hard copy (paper) format.

- F) Prepayment of Fees: If it is believed to be in the best interest of the library the director may require prepayment of the fees established by this policy. The prepaid amount shall be an estimate of all fees determined to be applicable in fulfilling the request. No action in finding the requested records will be completed until the prepayment has been made. The search for the records shall begin, and production of the records shall then be made consistent with this policy. When the final inspection of requested records/and or delivery of requested copies is completed, if there was any overpayment, or further payment required, it is due at this time.

- G) Commercial Use Prohibited: To protect and not violate any names that may be included in the requested records, it is within the sole discretion of the library director, that the person(s) requesting the records may be required to sign an affidavit stating the public records requested by the requester shall not be used for commercial purposes in violations of KSA-45-230. KSA-45-230 states there should be no unlawful use of names derived from public records. The requested records will not be given to the person(s) requesting the records, until they have signed an affidavit.

17. Statistics

(Reviewed July 2024)

Statistics are compiled by Mound City Library staff to assist in planning and providing services, and to complete the Kansas Library's annual report. Circulation statistics help us evaluate our collection, while program statistics allow us to evaluate community interest in specific services. Through statistics, we also compare our level of service to those of other libraries of comparable size.

Staff compiles data on program attendance, (both inside and outside the library), computer use, reference questions, library cards issued, and the number of walk-in book patrons.

The library director is responsible for submitting annual statistics to the state library, and monthly statistics to the board.

18. Displays and Exhibits Policy

(Reviewed July 2024)

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 that do not meet library standards. Library staff will place and remove postings promptly.

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.

19. Genealogy Room

(Amended October 2024)

Open during our regular business hours. Items are not available for check out.

Room includes the following research items:

Index to obituaries.

School district yearbooks, current and past.

Vertical files of general information on the area.

Miscellaneous family records that have been given to the library to help with research.

20. Test Proctoring

(Revised October 2024)

The library will proctor written, e-mailed, or online exams. There is no charge for this service.

A minimum of one-week notice is required before any test will be proctored. It is the responsibility of the student/patron to contact the library and make an appointment to take the test.

Patrons must schedule a time during the library's operating hours with the assigned proctor. The test must be completed 30 minutes before the library closes.

The patron must be on time for his/her appointment and is responsible for notifying the proctor if he/she cannot make the appointment or is running late.

The patron is responsible for ensuring that the exam and other required materials are sent to the proctor from the learning institution before arriving to take the test. The proctor is not responsible for contacting the learning institution to get exam materials or proctor forms but will return proctor forms directly to the school when asked to do so.

The patron must bring all supplies needed (e.g., scratch paper, calculator, pen, pencil) to complete the test.

Library computers will not be modified to accommodate online tests. Installation of any special software needed to take the exam will not be allowed.

At the time of testing, the patron must provide current photo I.D. that matched the name on the testing materials.

Proctors will enforce any time limits or other rules set forth in exam materials.

The library will submit all forms via email when possible.

Patrons are required to bring a stamped, addressed envelope to mail during written exams. The library will mail the test in the following day's mail. Once the test is mailed, the library is not responsible for receipt of the exam by the learning institution. Any UPS or FedEx envelopes are the responsibility of the patron to send.

The library cannot guarantee a quiet environment. Staff will try to keep noise to a minimum but there is no enclosed area available for testing. Patrons easily distracted may want to make other arrangements. The library shall not be responsible for tests that are interrupted by library emergencies, power failures, and/or computer hardware and/or software failures.

21. Guidelines for Animals in the Library

(Revised October 2024)

Pets are not allowed in the library.

While the library occasionally presents educational programs that feature animals, members of the public may only enter the library with an animal if it is a service animal that requires accommodation under the Americans with Disabilities Act (ADA). Under the ADA, a service animal is an animal that has been individually trained to do work or perform tasks for an individual with a disability. The animal must be trained to take a specific action to assist the person with a disability, and the task(s) performed must be directly related to the disability.

Emotional support, therapy, comfort, or companion animals which have not been trained to perform a specific job or task do not qualify as service animals under ADA.

If it is not obvious that a dog brought into the library is a service animal, a staff member may ask the following questions:

- Is the animal a service animal required because of a disability?
- What specific work or task has the animal been trained to perform?

A staff member attempting to ascertain whether a dog is a service animal will never ask about the nature of a person's disability.

Service animals must be under the immediate control of their handlers at all times.

Service animals which are not housebroken, bark excessively, are uncontrollable, or are otherwise disruptive will be required to leave the premises.

Animals may never be left unattended on library grounds.

Service animals are not allowed on library furniture or fixtures, or in library baskets or carts, and must remain on the floor or be carried (as appropriate) by their handlers at all times.

Misrepresenting an animal as a service animal is a violation of the library's Patron Code of Conduct, and may result in suspension of library privileges.

Observing the above helps make the library a safe, clean, and friendly place for the entire community.

22. Notary Public Service

(Reviewed October 2024)

The library does not charge for notarizing documents.

A notary public is *generally* available on weekdays from 10:00 am to 4:00 pm but may not always be available. Please call ahead to verify availability.

Please bring:

The *entire* document to be notarized.

A government issued photo ID.

Documents must be signed in the presence of the notary public.

23. Group Meetings in the Library

(Reviewed November 2024)

There will be no group meetings in the Library due to the fact that there is no place to lock off other parts of the library.

There is a Limited Public Forum in place, which states that if one group is allowed, no group can be denied.

The Book Club is part of the library program.

Public Service during library hours allowed as planned by library staff.

24. LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or renewed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

25. Public Comment Policy

(Reviewed November 2024)

The Mound City Library Board of Trustees encourages public participation at its meetings. All regular and special library board meetings are conducted in compliance with the Library Open Meetings Act, and are therefore open for public observation.

Visitors are always welcome to speak at board meetings, however, they are also reminded that they may address their concerns/issues with the library director at any time. Written comments may be left for the library director at the main circulation desk.

Each regular or special board meeting agenda includes time for public comments. The following policy guidelines apply to those who wish to speak:

A sign-in sheet is available to all persons wishing to participate and address the Mound City Library Board. Speakers should sign-in prior to the start of the meeting. Those who wish to be placed on the sheet in advance of the meeting may contact the library director, 913-795-2788.

- There will be no more than 30 minutes for public comment, except with consent of the Board.
- Individuals are expected to identify themselves by full name and city of residence.
- All public comments shall be addressed to the Board as a whole. No comments shall be addressed to individual members of the Board, library staff, or other members of the public.
- Comments will be limited to a single 5 minute time period per individual, per meeting. The secretary and/or recording secretary will monitor the allotted time. The Board has the right and responsibility to maintain its agenda.
- Comments should be in good taste and remarks about specific individuals are not allowed. At any time the presiding officer feels the speaker is not following the guidelines or other library policies, the presiding officer is authorized to direct the speaker to sit down or leave the meeting.
- Business presentations should be handled directly through the appropriate library staff rather than use of a request to speak at a public meeting.
- The board of trustees may or may not be able to respond at this meeting to all questions, requests for information, or requests for action. The request will be noted and the board of trustees will respond after it has had an opportunity to consider and/or investigate the request.
- The meeting agenda will be given to the public present. Other documents can be requested through the Freedom of Information Act after the meeting.

26. Copyright Disclaimer

(Reviewed December 2024)

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction.

One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

27. Filing a Complaint

(Reviewed December 2024)

Submit your complaint or concern using the form on the next page.

We cannot respond to a complaint unless you provide your full name and e-mail address.

The director will acknowledge receipt of a complaint within 2 business days and forward the complaint to the appropriate staff member for resolution.

The person receiving the complaint will attempt to respond within 5 business days of receipt of the complaint. Some issues may require more or less time to resolve.

If you are not satisfied with the resolution, you can file a request for review with the library board of trustees within 5 business days of receipt of the resolution.

You will receive notice of a final determination within 10 business days of receipt of a request.

All complaints will be filed in a confidential file separate from other files.

Mound City Public Library Patron Complaint Form

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

Date: _____ Name: _____

Address: _____ City _____ State _____ Zip _____

E-mail: _____ Preferred Phone #: (____) _____

Are you a Mound City Public Library cardholder?

- Yes _____ No _____
- If you answered "no," please state the name of any public library for which you are a cardholder:

Please briefly explain the nature of your complaint in the space below. Please use the back of the form if you need more space

- Location, Date and Time of Complaint:
- Names of those involved:
- Nature of the complaint:
- Efforts made to solve complaint:
- Action desired:

Signature: _____

Date: _____