

# Sarcoxie Public Library's Policies & Procedures

Revision Date: 7/31/23

**Mission Statement** - The mission of the Sarcoxie Red Front is to be the foremost informational, educational, and recreational resource for members of our community to enjoy. We help to satisfy our patrons by providing access to books, refreshments, and resources through a simple but classy means.

## **Library Cards and Right of Use**

- Permanent residents and/or property owners of the city are eligible for free access to library services
- City employees and members of city organizations, regardless of residency, are eligible for free access to library services. Organizations include the Park Board, Fire Department, Core Team, etc.
- Persons residing outside of city limits are eligible for library membership for an annual fee of five dollars (\$5) per household.
- Age restrictions apply for library cards and access to library services:
  - A parent or guardian must check out items for children 11 and younger.
  - Young adults aged 12 through 17 can check out items providing a parent or guardian has signed a permission form that is on file at the library. Without this signed form, a parent or guardian must check out items on the young adult's behalf.
  - Adults 18 and older have full access to the library's collection.

## **Circulation Policies**

- Loan Period - Two (2) weeks.
- A maximum of 6 items can be checked out at any given time. For special circumstances, library staff can make exceptions to this policy providing the Director is notified.
- Renewal – Book loans can be renewed twice. Only once if a reserve list for the book has at least two patrons waiting for the book.
- Late Fee - 10 cents per item per day.
- Lost Item – The borrower will be billed the replacement cost.
- Damaged Item – The borrower may be billed the repair cost or replacement cost – dependent on the extent of damage and success of repair.

**Loss of Library Privileges** – Library privileges may be suspended or revoked for the following reasons:

- Overdue library material
- Outstanding fines
- Failure to abide by library policies
- Misuse of library computer(s)

**Policy Concerning Unreturned Materials** - In the event a patron fails to return library materials, the following steps will be taken:

1. Library privileges will be suspended for the entire household until overdue material is returned or reimbursed.
2. Every effort will be made by library staff to contact the patron either in person, or by the phone number or email noted on the membership.
3. After being overdue six weeks, the Library Director shall send a letter or email notifying the patron they have 10 days to return the material or they may face prosecution.
4. If no response within the ten days, the material is declared lost and the Director will pursue criminal charges as authorized under city code.

**Public Access Computer Rules, Responsibilities, and Acceptable Use Policy**

The use of the library’s Public Access Computers (PACs) is intended for educational and business related purposes. While gaming is also allowed, inappropriate, offensive, or malicious use is prohibited.

This facility relies on Children’s Internet Protection Act (CIPA) compliance software to limit children's exposure to pornography and explicit content online. In addition, patrons must read the Internet Usage policy and sign before they may use the computer.

*“All PACs require accessing through a screen that says “If Patrons are found to be navigating to sites containing pornography, violence, gambling, and other sites with harmful content, they will lose their internet and computer privileges. This will include Wi-Fi usage, intentionally downloading and installing security hacking tools such as password crackers, key-loggers, trojans, and other viruses will result in the loss of all library privileges. By signing on to this device, you accept the terms as stated above.”*

Patrons wishing to use the library’s public access computers (PACs) or Wi-Fi system must follow the rules detailed below.

1. The library reserves the right to provide extra supervision of PAC use of persons under the age of 18.
2. While PAC time is not normally restricted, the priority for use is research,

homework, school projects, professional/career development, etc. Such use shall always take priority over gaming. Library staff can impose temporary time restrictions on gaming use to allow access for higher priority use.

3. Food and drinks are not allowed in the PAC room.
4. No programs can be loaded or downloaded on library computers.
5. No changes to screens or computer features are allowed. This includes color changes or desktop arrangements.

### **Policies on Collection Development of Printed Material**

Collection development is the library's process of book acquisition and weeding to develop and maintain its collection. This is vital to ensure the library can meet its mission and a critical factor impacting patronage and circulation.

The Library Director is primarily responsible for collection development under the general oversight of the Library Board. Key principals include:

1. A core principal of the library is that any reading, even if solely for recreational purposes, is educational in and of itself. To that end, it is expected that popular fictional works will be a focus of acquisition efforts.
2. Because of existing space and financial constraints, it is important to recognize the library is not a historic collection library and is unable to acquire and maintain a significantly large collection. The library is forced to limit the size of its collection and ensure that acquisitions are likely to be enjoyed by more than just a very specific group of patrons.
3. The library relies heavily on donated material. The Director determines if donated items will be added to the collection, sold to raise funds, or recycled based on the needs of the acquisition.
4. Public input and requests is a major consideration for book acquisition and should be directed to the Library Director for consideration.
5. Special care is given for acquiring non-fiction materials, especially given the library's constraints. Factors such as speed of obsolescence, availability of more relevant information on-line, etc. must be considered. For example, a biography of a pre-civil war president published in 1980 may be an appropriate addition to the collection where a recent publication of a currently research medical condition may not.
6. Weeding is the removal of items from the library's collection. Weeding is primarily done to make room for new items by removing slow or non-moving items as well as obsolete non-fiction items.
7. Censorship - The Library Board defends the principle of the freedom to read. The board supports the belief that all persons are free to personally reject books they do not approve of for whatever reason. At the same time, no person has the right to exercise censorship to restrict the freedom of others to read. No

materials are to be excluded because of the race, nationality, political or religious views of the writer.

### **Special Consideration for the Protection of Minors**

The library separates its collection into three general age groups:

- Children – ages 0 to 11. This collection is located exclusively in a dedicated room separate from the rest of the collection.
- Young Adults – ages 12 to 17. This collection is located in the main library on dedicated and marked shelving.
- Adult – ages 18 and older.

The classification of material into these three age categories is based on nationally based library standards and determined prior to being physically added to the collection and when MARK record is created.

Even with this segregation of the collection, the responsibility for materials used by minors rests completely with parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. A parent or guardian is required to check out any material for children 11 or younger. Library cards are only issued to young adults (12 to 17) whose parent or guardian signs a parental permission that is on file at the library. Separate collections are available for children and young adults, but it is not the responsibility of the Library, the Library Board, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.

Library staff do not supervise children. Library personnel do not know what individual parents or guardians consider appropriate for their child and cannot be responsible for their selections. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

While State funds received are spent on non-collection expenses (i.e. operating costs), no funds shall be used to purchase or acquire material that constitutes "child pornography," is "pornographic for minors," or is "obscene," as those terms are defined in section 573.010, RSMo.

Being a public facility, all events or presentations held in the main facility or the Virgil Everett "Wildcat" Lynch meeting room are to be appropriate for any age as a condition of being allowed to take place at the facility. In the event an event or presentation is not deemed appropriate for all ages, it shall be clearly noted on all publications, advertisements and displays. No presentations or displays will be allowed in the children's section of the Red Front unless they are appropriate for ages 11 and younger. Any event or presentation that violates this standard risk being shut down and prohibited from future activities at the Red Front.

A parent or guardian of a minor within the library district may challenge the library's age appropriate designation of any material, presentation, event, or display through a formal written process:

- The challenge must be written on a form specifically created for this type of challenge. The form must be filled out completely. Incomplete forms will not be considered.
- Such challenges are limited to members of the library who reside within the city limits of Sarcoxie and who is a parent or guardian of a minor. Such challenges will not be accepted from non-library members, library members who reside outside of city limits, persons who are not a parent or guardian of a minor, or from a party filing on behalf of a group.
- Challenges will be addressed by the Library Director. If unsatisfied, the person making the challenge can appeal the decision before the Library Board.
- The results of such challenges are a public record and will be posted on the library's website with all identifying information redacted.

#### **Submission to State Librarian**

A copy of these policies and procedures are to be sent to the State Librarian annually by July 31<sup>st</sup> and within 30 days of any revisions to sections potentially impacting compliance with 15 CSR 30-200.030 Library Certification Requirement for the Protection of Minors.

#### **Additional Library Operation Legal Requirements / Reference Sources**

Sarcoxie City Code Chapter 29 – Public Library

C.R.E.W. Weeding Policies of the Texas Library Association

15 CSR 30-200.030 Library Certification Requirement for the Protection of Minors

RSMo 182.817 Disclosure of Library Records