

**SCHUYLER COUNTY LIBRARY  
DISTRICT**

**BY-LAWS**

**MAY 2026**

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## **BY-LAWS of SCHUYLER COUNTY LIBRARY DISTRICT BOARD OF LIBRARY TRUSTEES**

The following shall be the By-Laws of the Schuyler County Library District Board of Library Trustees as of May 5, 2026. These By-Laws shall supersede all previous ones.

### **Mission & Goal Statements**

The mission of the Schuyler County Library District is to provide quality materials and services, which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

The general library goals of the Schuyler County Library District shall be:

- 1.) To serve all residents of Schuyler County, Missouri and the surrounding regions.
- 2.) To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
- 3.) To acquire the means to provide the most frequently requested material locally and upon demand.
- 4.) To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
- 5.) To strive consistently to discover new methods and improvements for better service for the library's customers.
- 6.) To review regularly these goals of the Schuyler County Library District and, if necessary, revise them in the light of new developments.

### **Board of Trustees**

The following qualifications are encoded in Chapter 182.050 Missouri Revised Statutes

#### Section 1: Number

The Board of Library Trustees shall consist of five (5) members.

#### Section 2: Qualifications

Trustees shall be residents of Schuyler County, Missouri and shall not be an elected county official.

#### Section 3: Appointment

Trustees are reappointed or appointed by the Schuyler County Commission on the first day of January each year.

#### Section 4: Term of Office

Trustees will serve for four (4) years and may serve additional terms.

#### Section 5: Voting

Each Trustee is entitled to cast one (1) vote on each matter submitted to a vote of the Board. Proxies are not honored.

#### Section 6: Removal

Any Trustee may be removed from office with or without cause by a 3/5 majority of the entire Board. Trustees who miss, without excuse, three consecutive or five regular board meetings in a year may be removed from the Board.

#### Section 7: Vacancies

Vacancies in the Board occasioned by removals, resignations, or otherwise shall be reported to the county commission and shall be filled in like manner as original appointments, except that if the vacancy is in an unexpired term, the appointment shall be made only for the unexpired portion of that term.

#### Section 8: Limitations

- A. No member of the Board shall receive compensation
- B. No person shall be employed by the Board or by the Director who are related, unless approved by the County Commissioners.
- C. A conflict of interest exists with respect to a given matter if a member has a financial or fiduciary interest in an organization or person that would be affected by the action of the Board. A Board member is required to declare to the rest of the Board immediately upon discovery of any conflict of interest as herein described. Board members are subject to Missouri Revised Statutes Chapter 105.452 regarding conflict of interest issues.

### **A. Object of Board of Trustees**

The object of the Board of Trustees shall be to develop a library in terms of books and other library resources, building and personnel that meets the highest standards according to the needs of the community. To this end, the Board shall

- 1) Determine library policies.
- 2) Employ a capable library director, and provide for appropriate staff
- 3) Secure adequate funds
- 4) Approve expenditures of library funds
- 5) Receive gifts to the library
- 6) Provide and maintain adequate facilities
- 7) Insure a representative selection of books and other library resources
- 8) Participate actively in cooperative efforts to improve local library services.

### **B. Management Policy**

The duly appointed Board of Trustees shall have all management rights, authorities, and responsibilities as stated in Missouri Revised Statutes Chapter 182.

- 1) The Board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
- 2) The Board shall establish all other positions and all wages for all library staff.
- 3) The Board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and

compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

- 4) The Board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.
- 5) The Board of Trustees may enter into an agreement/lease/purchase and/or obtain a loan upon the credit of the Schuyler County Library District.

### **C. Officers**

#### Section 1: Determination of Officers

The Board of Trustees will elect officers for the coming year at its January. At this meeting the Board will elect the President, Vice-President, and Secretary/Treasurer. New officers are seated immediately.

#### Section 2: Election and Term of Office

Officers will be elected from members of the Board. All officers will serve for a term of one (1) year or until their successor assumes the duties of office.

#### Section 3: Removal

Any officer or agent elected or appointed by the Board may be removed by the Board by a 3/5 vote of the Trustees whenever it is in the best interest of the organization.

#### Section 4: Vacancies

A vacancy in any office may be filled for the remainder of the respective term as the Board may decide.

### **D. Duties of Officers**

#### Section 1: President

The President will:

- A. Preside at all meetings when present
- B. Certify all payments approved by the Board
- C. Authorize calls for special meetings
- D. Perform the duties of a presiding officer

#### Section 2: Vice President

The Vice President will:

- A. Call meetings in absence of the President
- B. Perform all functions of the Office of President when the President is absent.

#### Section 3: Secretary/Treasurer

The Secretary/Treasurer or their designee will:

- A. Keep a true and accurate record of all meetings of the Board which will be kept on file at the Library
- B. Issue notices of all regular meetings and of special meetings upon proper authorization
- C. Have custody of the minutes and other records of the Board not specifically assigned to other officers
- D. Notify the Commission of any vacancies occurring on the Board

## **E. Board Member Conduct**

### Section 1: Reports to the Director

Criticisms of the library service, the Director, or the library staff which are brought to the attention of board members shall be immediately and directly reported to the Director.

### Section 2: Board, Director, and Staff Relations

Board members, Director, and staff shall at all times support each other in all their relations with the public.

### Section 3: Public Communications

No Board member shall release to the public, orally or in writing, information about the library not previously agreed upon at board meetings. No board member shall make individual decisions or take action on library matters.

### Section 4: Staff complaints

Individual members of the Board shall not entertain complaints from library staff members. Complaints from staff members should be submitted in writing to the Director with a copy sent to the President of the Board of Trustees. If the staff member wishes, he/she may request a formal hearing before the entire Board at its regular meeting.

## **Meetings**

### Section 1: Regular meetings

Regular meetings shall be held monthly at a date, time, and place indicated by the Trustees, unless the Board decides otherwise. Closed meetings will be used for employee issues to be held after regular meetings.

### Section 2: Special meetings

Special meetings may be called by the Board President, or upon the request of a majority of a quorum of Trustees, for the transaction of business stated in the meeting. The Library Director shall be requested to issue all calls for special meetings.

### Section 3: Quorum

At any duly called meeting of the Board of Trustees, three (3) Trustees shall constitute a quorum. If there is no quorum, the members present can adjourn the meeting until a quorum is present. The Board may conduct meetings using electronic communication including, but not limited to, telephone or video conference in compliance with the requirements of Chapter 610 RSMo.

## **Accounting Policy and Procedures**

### Section 1: Fiscal Year

The fiscal year will begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of each year.

### Section 2: Budget

The Budget for the coming year will be set and approved before the end of the current year. Amendments to the Budget may be entertained by the Board at its convenience.

### Section 3: Cash & Accounts

The Board's approval shall be sought before setting up or closing any bank accounts for the use of library funds. This rule also applies to debit/credit cards.

#### Section 4: Expenditures

Expenditures shall be made only upon authorization of the Board and within the limits of the budget. All disbursements shall require the signature of the Director and countersigned by a Board Officer.

Expenditures for a single item in excess on \$1,000 must have prior approval of the Board. Emergency expenditures between Board meetings (such as urgent repairs) may be made with the written approval of the Board President or Vice President.

Any expenditure in excess of \$3,000 shall be subject to the bidding process. For all purchases, the Director is expected to buy the highest quality product and service needed at a reasonable price. The Director shall be required to provide documentation of comparable prices and a justification of the purchasing decision for items costing in excess of \$500. All efforts should be made to purchase from suppliers in the library district if possible.

#### Section 5: Financial Review & Records

The Library shall have a review of the financial records conducted yearly. This review will be conducted by a neutral qualified third party or accounting firm. The Library shall maintain a current inventory of all fixed assets. The inventory shall include all items with a life of one (1) year or more and include: 1) Date of Purchase 2) Serial Number, if any 3) Identity of item 4) Purchase price

#### **Parliamentary Procedure**

The current edition of Roberts Rules of Order, Newly Revised will be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with these Bylaws.

#### **Amendments**

These Bylaws may be amended by a majority vote of the Board of Trustees at any regular Board meeting providing a statement of changes was read at a previous Board meeting.

#### **Library Director**

##### Section 1: Appointment

The Board will appoint a Library Director who shall be the chief executive officer and the chief administrative officer of the Library on behalf of the Board and under its review and direction.

##### Section 2: Compensation

The Director shall serve under the direction of the Board of Trustees and the Board shall evaluate and determine appropriate compensation.

##### Section 3: Duties

The duties of the Director are as follows:

- A. The Director shall be responsible for communicating to the Board all matters pertaining to the Library, be present at board meetings, and prepare and present such reports and documents necessary and requested.

- B. The Director shall maintain financial records in an efficient manner and present periodic reports to the Board and county commission upon request. A draft of the annual budget will be prepared and presented to the Board at the September meeting.
- C. The Director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
- D. The Director will be responsible for preparing annual performance assessments for library staff and volunteers.
- E. The Director shall be responsible for collection development of all materials in the library, which includes selection, ordering, processing, weeding, and inventory of the collection according to the guidelines in this policy.
- F. The Director will recommend changes in or additions to library policies as needed.
- G. The Director will perform preparatory work to assist the Board with regular library planning.
- H. All personnel employed by the Library shall be under the general supervision and direction of the Director.
- I. The Director has the authority to appoint promote, transfer, demote, suspend and separate personnel, subject to review and approval of the Board.
- J. In the absence of the Director, the Board shall designate an interim Director.
- K. The Director shall handle payroll, quarterly reports, and other employee related documents.
- L. The Director is responsible for personnel management in accordance with the personnel policies adopted by the Board.
- M. The Director shall not release to the public, orally or in writing, any information about policy or financial decisions that have not previously been agreed upon by the Board.
- N. The Director will advertise all vacancies of staff with the exception of substitutes.
- O. Cross trained on Library Clerk and Cataloging Clerk duties to insure the smooth operation of the Library

#### Section 4: Annual Report

The Director shall make an annual report for the Board of Trustees. Following a review of the report, copies shall be sent to the County Commission, to the Missouri State Library, and the Missouri State Auditor.

#### **Services of the Library**

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

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 services 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 meets the needs of the community
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

### **Who May Use the Library**

- A. The Library will serve all residents of the county 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. Persons living outside of the county will be required to pay an annual fee (\$25) set by the Library Board to obtain a library card.
- B. 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 other illegal, disruptive, or objectionable conduct on library premises.
- C. Any individuals not conducting library business may be asked to leave by staff at any point in time.

### **Patron Responsibilities & Conduct**

All library users and employees should be free of any threat of harm, invasion of property, or gross indignity. In an effort to protect these rights for all persons, the Library Board has approved the following:

No person shall engage in any conduct that disturbs or interferes with the legitimate use of the Library, including, but not restricted to the following:

1. Willfully annoy, harass, or threaten another person.
2. Behave in a disorderly, loud, or boisterous manner.
3. Interfere with another person's passage within the Library or on Library grounds.
4. Consume or possess alcoholic beverages or use or possess controlled substances on Library grounds or be under the influence of alcohol or controlled substances in a manner that causes public disturbance.
5. Possess any firearm, knife, any device which could be used as a weapon or other weapon.
6. Deface or destroy Library property.
7. Use of tobacco in the Library.
8. Remain in the Library without authorization after regular closing hours.
9. Solicit funds or panhandle from Library patrons.
10. Interfere with others' use of the Library through poor bodily hygiene that is so offensive as to constitute a nuisance.

11. Campaign, petition, interview, or survey patrons or staff in a manner that disruptive to Library activities.
12. Willfully expose patrons and staff to offensive images or language.
13. Engage in loud or lengthy conversation in areas intended for quiet study.
14. Interfere with the Library's ability to maintain a clean, pleasant and safe facility.

Enforcement of these rules for persons may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the staff on duty at the time. These disciplinary procedures are merely guidelines. They are not listed in any particular order and there is no requirement that any particular disciplinary action precede any other action. The Library staff may choose to implement any of the procedures listed, including immediate banishment from the premises, at any time, depending on the seriousness of the violation.

1. In the case of a minor disruption, the patron receives two warnings. At the third offense, the patron must leave the Library for the rest of the day.
2. In the case of any misconduct that, in the judgment of a staff member, is extreme, the offender may receive only one warning, be ordered to leave the building immediately, or the police may be called as appropriate.
3. Patrons causing disruptions on repeated visits will be warned by the Director or designee that they will not be allowed to enter the building if the behavior continues. Patrons, who engage in repeated disruptive behaviors that interfere with others' use of the Library, or who engage in behaviors that violate State Statutes, may be permanently banned from the Library premises by the Director. An appeal of the Library Director's decision may be made to the Library Board. An appeal to the Library Board must be in writing.
4. Exceptions to the above may be authorized by the Library Director and/or her/his designee.

#### **A. Young Children**

The Schuyler County Library District 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 all children under age eight (8) must be accompanied by a parent or designated responsible person while in the library.

#### **B. Disruptive Children**

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

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

### **C. Cell Phones**

For confidentiality purposes and to not disturb other patrons, patrons are encouraged to turn off their audible signals when they come into the building. They are to move to the entryways to make or to take calls unless permission is granted from library staff.

## **Volunteers & Friends**

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Schuyler County Library District. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fundraising 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.

### **A. Volunteer Policy**

In order to achieve the vision and mission statement of the Schuyler County Library District, we view the active participation of citizens, of a variety of ages, as a valuable resource to the library. After fulfilling library procedures, the library accepts and encourages the involvement of volunteers at the library under the supervision of the library staff and within appropriate programs and activities.

Schuyler County Library District volunteers enhance the library; and thus, the county. Volunteers perform a wide variety of tasks under the supervision of the Schuyler County Library District staff that are important to the institution.

#### **1. Definition of a Volunteer**

A volunteer is a person who voluntarily offers himself or herself for a service. One who contributes time, energy, and talents directly or on behalf of the Schuyler County Library District and is not paid by library funds. All volunteers must be accepted and enrolled by the library prior to performance of assigned tasks.

#### **2. Types of Volunteers**

- a. Adult (18 years or older)
- b. Youth Volunteers (13 – 17 years old)
- c. Friends of the Library
- d. Special Projects

### **3. Guidelines for Volunteers**

- a. Adult and youth volunteers will be required to attend occasional training sessions or meetings.
- b. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director.
- c. The Schuyler County Library District reserves the right to terminate the services of the volunteer.
- d. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
- e. The minimum age requirement for an adult volunteer is 18 and for a youth volunteer is 13.
- f. All personal information about the volunteer is for internal use only.
- g. Written parental permission will be needed to permit volunteering by a youth volunteer.
- h. Volunteers will not be expected to perform any task that staff would not do.
- i. Discriminatory, sexual harassment or racist attitudes and actions will not be tolerated.
- j. Volunteers are prohibited from being under the influence of alcohol or/and using, possessing, selling or otherwise being involved with illegal substances.
- k. All volunteers are bound by all library policies.

### **4. Tasks that may be Performed by a Volunteer**

- a. Shelf reading (Making certain that materials were shelved correctly and shift books where necessary)
- b. Reshelf books and other materials
- c. Helping with programs and projects
- d. Light cleaning assignments
- e. Answering the telephone
- f. Basic reference work under the guidance of a staff member
- g. Clerical work as assigned
- h. Processing and/or repair of materials
- i. Special events

Most task assignments will depend on the interest and age of Volunteer. Youth Volunteer assignments are handled on a case by case basis.

### **5. Dress Code**

Casual clothing is acceptable, but your attire must be neat and conservative. Volunteers shall be neat and clean in their person and attire when on duty.

### **6. Evaluations**

To assess the effectiveness as well as the strengths and weaknesses of the Schuyler County Library District volunteer program, it will be necessary to periodically evaluate the program and the volunteers.

## **7. Types of Warnings**

- a. Verbal
- b. Written
- c. Dismissal

## **Personnel Policy**

### **A. Equal Employment Opportunity/Affirmative Action Statement**

The Schuyler County Library District recognizes the worth and dignity of all persons, and does not discriminate on any basis not related to the applicable job requirements of employees. The Schuyler County Library District observes and complies fully with federal and state equal employment opportunity and affirmative action laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, or handicap.

### **B. Salaries**

The Library Board has adopted a classification and salary schedule. The plan is subject to regular revision so that it will remain equitable for both the library and the staff.

### **C. Full-Time vs. Part-Time Employees**

1. Employees who work 32 or more hours per week are classified as Full-Time.
2. Employees who work less than 32 hours per week are classified as Part-Time.

### **D. Personal Appearance**

All employees should always present themselves in dress and grooming suited to the work which they perform (business casual). Cleanliness and personal hygiene are required.

### **E. Work Attendance**

All employees are expected to work their scheduled hours unless prior approval has been given. If the employee is sick and cannot attend, the Library Director should be informed immediately.

### **F. Vacation/Sick Time Policy**

1. Vacation days will be available to full-time employees after one year of employment.

2. Qualifying employees shall accrue vacation from their date of employment as follows:

- a) After Year 1            5 PTO days
- b) After Year 5            10 PTO days
- c) After Year 10+        15 PTO days

These days can accumulate up to no more than 15 days.

3. Vacation schedules must be worked out with the director so that library service can continue as usual.

### **G. Leave of Absence**

Leaves of absence without pay may be granted to library employees for maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. The library board must approve a leave for the director.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, or military training.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

### **H. Bereavement Leave**

Full and Part-Time employees are eligible for three (3) days bereavement leave without loss of pay or vacation in the event of the death in the immediate family, defined as spouse, children, brother, sister, or parents of either the employee or the employee's spouse. On a case by case basis, absence of staff or closure of the Library due to funeral services will be allowed.

### **I. Jury Duty**

In the event any library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees can be turned in to the library board and the employee will be paid their wages as usual.

### **J. Work Schedule Policy**

Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

## **K. Meetings, Conventions, and Workshops**

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in the budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

## **L. Disciplinary Policy**

An employee of the Schuyler County Library District may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, and inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step, which would follow:

- 1) a substandard performance appraisal,
- 2) verbal and/or written warnings,
- 3) suspension, and/or
- 4) extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Schuyler County Library District reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

## **M. Resignation and Retirement Policy**

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal; written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance appraisal will be conducted.

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee.

## **N. Grievance Procedure**

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

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

## **O. Drug-Free Workplace Policy**

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Schuyler County Library District, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

## **P. Sexual Harassment Policy**

Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Schuyler County Library District. The Schuyler County Library District accepts and adheres to all definitions and procedures outlined in the law as regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

## **Q. Paid Holidays**

The following are holidays on which the library is closed and for which Full-Time employees will be paid.

New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday and Saturday following Thanksgiving Day, Christmas Eve, and Christmas Day. Good Friday and New Year's Eve are designated as half-day holidays.

**R. Emergency Leave**

Emergency leave without pay will be granted in case of death, serious illness, or injury in the employee's immediate family. Emergency leave cannot exceed three (3) consecutive working days or a total of six (6) working days per year.

**S. Education Leave**

Employees may be granted educational leave with pay if the education is such that it will benefit the library, and provided that the approval of the Director is secured. Educational leave with pay shall not exceed two weeks per year except with the approval of the Director and the Board.

**T. Educational and Travel Expenses**

The library shall provide membership in professional organizations, as funds permit, for the Director. Expenses of the Director to national, state, and regional meetings will be paid, providing the library will not suffer because of the absence. When possible, and approved, expenses of other staff members will be paid to meetings and workshops.

Staff shall be allowed mileage at the current rate established by the State of Missouri per mile for attending meetings, workshops, training, or conducting library business out of the county.

**U. Personnel Files & Performance Evaluations**

The Library Director is responsible for maintaining a file containing employee payroll and personal information. This file will also contain the employee's annual evaluations. Annual evaluations for all employees and the Director will be performed by the Director and Library Board, respectively. Evaluations will take place each December for staff to be considered for annual salary review.

**V. Health & Safety**

In the event of an accident to a library patron, the head librarian (or staff member) shall report the event immediately to the insurance agent.

## **Job Descriptions**

Job Title: Patron Services Assistant

General Description: Persons in this position performs a variety of circulation tasks related to the operation of the library. This work involves responsibility for routine circulation, shelf maintenance and clerical functions using our automated circulation system. Some of these duties include checking books in and out, shelving library materials, data inputting, and telephone answering. The work requires that the employee have some knowledge, skill, and ability in library clerical functions.

### General Duties:

- Works at the circulation desk; schedule will include evening and weekend hours.
- Circulates, reserves, renews, distributes and maintains all library materials. Empties book drop.
- Responsible for shelving materials.
- Responsible for shelf organization and tidying collection areas.
- Registers patrons and collects fines and fees for overdue and damaged items.
- Monitors public use of library facilities (cleanliness, etc.) and assists patrons in location of library materials and equipment.
- Navigates the Internet and library databases.
- Troubleshoots basic computer, copier, and media equipment problems.
- Answers telephone and directs calls appropriately.
- Assist with planned library programming including library events, reading programs, displays, book sales, movies, and other events
- Records all statistical/counting records required for tracking.
- Create displays and decorate around the library.
- Assist with courier shipments twice a week.
- Performs other library tasks as assigned.

### Desired Knowledge, Skills and Abilities:

- Currently enrolled in high school/technical school, high school graduate, or GED equivalent
- Ability to follow written and oral instructions
- Ability to file both alphabetically and numerically
- Ability to learn Dewey Decimal System, automated circulation system, and library circulation policies and procedures.
- Familiar with computers, Microsoft Office programs, and Internet browsers
- Legible handwriting and strong spelling skills
- Ability to multi-task in a busy work environment
- Must be able to bend, lift, reach and stoop to shelve and select materials

Physical Requirements: Must be able to lift 30 pounds of books and move book carts weighing approximately 200 pounds. Must be able to reach 84" via step stools and stoop to floor to shelve and/or inventory collection materials.

Job Title: Library Technical Assistant

General Description: This position manages the collection and catalog. Functions of this job include selection, cataloging, donations, book sale, and interlibrary loan in multiple formats; Missouri Evergreen courier services; and reports for decision making and public presentation. This position keeps current with cataloging systems with Evergreen, makes any changes necessary that the Evergreen consortium cataloger requires, and keeps current certification with Evergreen cataloging training.

General Duties:

- Catalog books that need to be entered using Evergreen
- Merge, overlay, and transfer MARC records as needed
- Organizes material according to highest priority and ensures that a backlog of material does not develop.
- Assists in selecting materials for acquisition and withdrawal, as assigned
- Manages all collection inventory processes and follows a weeding schedule using relevant data for decision making
- Manages and evaluates gifts for collection adds, sales or disposals with the Director
- Completes all statistical/counting records as required for local, state, and national reporting
- Manages interlibrary loans and courier services
- Uses social media to promote library services and events
- Assists with programs and events as needed
- Trains and mentors staff as assigned
- Attends appropriate staff development training and continued education opportunities.
- Cross trained on Library Clerk duties to insure the smooth operation of the Library

Desired Knowledge, Skills and Abilities:

- High school diploma or GED equivalent,
- Ability to follow written and oral instructions
- Ability to file both alphabetically and numerically
- Excellent communication and organization skills and the ability to prioritize.
- Ability to pay great attention to detail.
- Utilizes cataloging tools in an ILS and national cataloging databases.
- Knowledge of the Dewey Decimal System, Microsoft Office programs, and Internet browsers
- Legible handwriting and strong spelling skills
- Ability to multi-task in a busy work environment
- Must be able to bend, lift, reach and stoop to shelve and select materials

Physical Requirements: Must be able to lift 30 pounds of books and move book carts weighing approximately 200 pounds. Must be able to reach 84" via step stools and stoop to floor to shelve and/or inventory collection materials.

## **Material Selection & Collection Development Policy**

### **A. Objectives**

The purpose of the Schuyler County Library District is to provide all individuals in the county 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. However, with the limitations of budget and space, the library must have a selection policy with which to meet county interests and needs.

The materials selection & collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Schuyler County Library District's Board of Trustees and are integral parts of the policy. This policy, like all other policies, will be reviewed and/or revised as the need arises.

### **B. Responsibility of Material Selection**

The ultimate responsibility for selection of library materials rests with the Director who operates within the framework of the policies determined by the Schuyler County Library District's Board of Trustees. This responsibility may be shared with other library staff. However, the director must be available to answer to the library board and 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. Book Selection Policy**

The Board of Trustees of the Schuyler County Library District recognizes the complex nature of any community and the varied backgrounds and needs of all citizens regardless of race, creed, or political persuasion, declares a matter of book selection policy that:

1. Library material selection is and shall be vested in the Library Staff. Any library material selected shall be held to be selected by the Board. The public is invited to make suggestions as to purchase of materials, and such suggestions will be honored so far as possible.
2. Selection of material, etc., shall be made based on their value of interest, information, and enlightenment of all people of the community. No material, etc., shall be excluded because of the race, nationality, political, or social views of the author.
3. The Schuyler County Library Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for him or herself materials which he or she does not approve of, he or she cannot exercise the right of censorship to restrict the freedom of others to read.

#### **D. Criteria for Selection**

The main points considered in the selection of materials are:

1. Individual merit of each item
2. Popular appeal or demand
3. Suitability of material for the patrons
4. Existing library holdings
5. Budget
6. Space

Reviews are a major source of information about new materials. 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.

#### **E. Guidelines for Evaluation and Selection of Library Resources**

1. Materials must be relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society.
2. Materials must be needed and of value to the collection
3. Materials must be representative of differing viewpoints on controversial subjects
4. Materials must be representative of artistic, historic, and literary qualities or significance of author or producer
5. Materials must be clear and accurate with the scope of text or audiovisual presentation appropriate to the needs of the users
6. Materials must be of quality format and value, appropriate to cost and or need
7. Materials must provide a stimulus to creativity and entertainment

#### **F. Procedure for Selection**

1. Evaluate the existing collection
2. Assess needs
3. Examine materials
4. Consult reputable, professionally prepared selection aids
5. Solicit and consider recommendations for acquisitions from patrons
6. Remove obsolete materials from the collection since selection is an ongoing process.

#### **G. Weeding Policy**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Schuyler County Library District Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated

materials. Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection.

It is necessary to weed our collections regularly. The CREW (Continuous Review, Evaluation, and Weeding) method for evaluating and weeding will be the authority used. This method gives general criteria for weeding an item from the library's collection. They have been summarized it in the acronym MUSTIE:

- M --Misleading or factually inaccurate
- U --Ugly, worn and beyond mending or repairing
- S --Superseded by a newer edition or by a much better book on the subject
- T --Trivial or faddish, of no discernible literary or scientific merit
- I --Irrelevant to the needs and interests of the Library's community
- E --Elsewhere or easily attainable from another Library's collection

The Library Director will be responsible for developing a continuous weeding program. Weeded materials will be offered for sale to the public before they are discarded.

#### Other Suggested Criteria for Weeding

1. Record of use – Item has not circulated for a number of years
2. Technical Quality – Non-print materials with poor/faded/off color visuals, poor sound quality, damaged material, or missing pieces
3. Dispensability – Duplicate copies or duplicates no longer needed in the collection

#### **H. Gifts & Donated Materials**

The Schuyler County Library District encourages and appreciates any gifts or donations. The Library will accept gifts of books and other library materials on the condition that the use and disposal of these materials will be determined by the Library Staff and/or Board. Any materials donated become property of the Schuyler County Library District.

1. Materials which would be disposed of according to the Library's stated weeding policy will not be included in the Library's collection even if they are received as gifts or donations. The Director may dispose of materials as he/she sees fit.
2. Gifts and donated materials will be applied to the same criteria of selection as purchased materials.
3. Materials which duplicate existing Library holdings will be included in the collection only when the current holdings are heavily used.

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.

## **I. Memorial or Gift Book Policy**

The Schuyler County Library District is greatly honored when a book or money for a book is given to the Library as a gift or memorial. The Library Board feels that these gifts continue to give pleasure and enrichment to others for many years as they are used in the Library.

Gifts are vital to the establishment and growth of the library. The Library retains unconditional ownership of any accepted gift. Any gift considered by the Library for inclusion into the Library's collection must meet the same selection criteria as purchased materials. The Library Staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.

Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the Library's budget. Gifts may be given to be used at the discretion of the Director for programs and services currently in greatest need or may be designated by the donor for specific purposes within the Library's programming, collection and services criteria. Gifts are tax-deductible but library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.

Materials may be donated only in formats that are available in the library including but not limited to: print books, unabridged audio books on CD, puzzles, and DVDs. Donations of magazine subscriptions, designated by the donor or the choice left up to the library staff are also accepted.

Materials with the following conditions will not be accepted:

- Moldy/musty, with strong odor, or water damaged
- Dirty (greasy, food stained, insect infested, etc.)
- Marked by pens, pencils, crayons or highlighters
- Physically damaged (broken bindings, loose or torn pages, damaged covers, damaged cases)

**SELECTION:** All memorial books must meet the general selection criteria of the Library. The donor may purchase a book and then give it to the Library, or the donor may give the Library a sum of money which the Library can use to buy a book. The preferred method is for the Library to receive money, because discounts are available to libraries which are not available to individuals. Thus, memorial money will go further if the Library makes the purchase.

Donors who will be giving books to the Library are requested to consult with the Staff/Director before purchasing a book. This will insure that the gift does not duplicate existing holdings and is appropriate for Library's collection.

When the Library purchases memorial books, two considerations will be made:

1. The Library will attempt to purchase books representative of the interest and character of the person being memorialized.
2. The Library will attempt to purchase books of proven lasting value.

All memorial books will be clearly designated as memorials with a bookplate listing the memorialized person. Memorial books will be shelved in the standard order of the Library. Circulation procedures for memorial volumes will be the same as for other library books.

Memorial books will be subject to our general weeding practices. If our Staff/Director feels that a book is shabby, soiled, damaged, out-dated, or otherwise unattractive. The Staff/Director will then examine the discards to decide if they should be replaced at the Library's own expense. If the book is not replaced, the bookplate will be removed and the book will be disposed of according to the Library's standard policy.

The Schuyler County Library District will send a note (see Appendix for sample) to the family of the person memorialized notifying them of the books arrival or materials addition to the Library.

#### **J. Reconsideration of Library Materials**

The Library will seriously consider any library patrons complaint over Library materials according to the following:

1. The Library patron will receive a copy of the form "Statement of Concern of Library Materials" (see Appendix), along with a copy of the Library's selection policy.
2. In order for the request to be considered, the Library user must fill out the above form completely and return it along with the material in question to the library director.
3. The Director will review the material and notify, in writing within 30 days, the Library patron of his/her decision.
4. If the Library patron questions the decision of the Director, he/she may meet with the Director to discuss the matter. If the Library patron wishes to further discuss the matter with the Board of Trustees, the matter will be included on the agenda of the next regularly scheduled Board Meeting. The Board's decision on the material in question shall be final.

#### **K. Potential Problems or Challenged Materials**

The Schuyler County Library District 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.

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.

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 "Statement of Concern of Library Materials" form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Schuyler County Library District Board of Trustees.

## **Circulation Policy**

### **A. Patron Registration**

All borrowers must be a resident of Schuyler County, Missouri. Any borrowers living outside of the county will be required to pay an annual fee (\$25) set by the Library Board to obtain a library card. Patrons must fill out a library card application form (see Appendix) to register for a library card. Identification is required. A driver's license is preferred; however, any other official ID or recent piece of mail may be acceptable.

In the case of juvenile borrowers, there is a space for a parent or guardian's signature. A parent or guardian must be present at the time of registration. Any applicants under 18 years of age must have a parent or guardian give their consent on the application form before a card can be issued. Cards expire annually.

Materials cannot be checked out until a library card is issued.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

*I agree to obey the policies, rules and regulations of the Schuyler County Library District and to notify the library when any information I have given has changed. I will be responsible for all charges incurred for any overdue, lost or damaged materials. In the event my card is lost or stolen, I understand that I am responsible for charges on it until I notify the library of its loss or theft. The cost of a second card will be \$5.00.*

*Patron Signature:* \_\_\_\_\_

## **B. Loan Periods**

The Schuyler County Library District will loan books and materials upon presentation of a valid library card.

1. 4 weeks for books, puzzles, and audiobooks.
2. 3 weeks for DVDs.
3. 1 week for STEM kits.
4. Interlibrary loans or courier material are due the date indicated by the lending library.
5. Books may be renewed up to two times, if there is not a waiting list for the title.

New patrons are allowed to check out three (3) items until creditability is established at the discretion of the Director or Library Staff. There is a ten (10) book maximum checkout per patron or a twenty-five (25) book maximum checkout per household, with the exception of being homeschooled families, preschools, and Headstart centers.

## **C. Reserves or Interlibrary Loan Materials**

Patrons may reserve library materials either in person, over the phone, or online through Missouri Evergreen. Patrons will be notified by telephone, email, or text message when these materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services. These loans generally have a loan period of 4 weeks.

Because of limited budget and space, our library cannot provide all materials that are requested. Therefore, interlibrary loans are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Schuyler County Library District agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## **D. Overdue Materials, Fines, and Other Charges**

The Library shall determine procedures to reclaim overdue materials. The overdue schedule of printed and audiovisual material is as follows:

1. There will be a three-day grace period on all library materials.
2. Fines on all library materials, excluding DVDs, shall be 20 cents (\$0.20) per day. Because of the availability of the book drop for patron use, the fines shall include Sundays, holidays and other periods when the library is closed. When figuring fine amounts for books returned via the book drop, an allowance shall be made on the last day the drop box was emptied. The maximum overdue charge shall be \$5.00 if items are returned in good condition.

3. Fines on DVDs shall be 50 cents (\$0.50) per day.
4. If a member of a household has fines totaling \$5.00 or more, the other people at the same residence will not be able to check out anything until the fines are paid. In this case, the Library staff will be able to use discretion as needed.
5. Library staff will make attempts to contact patrons with overdue materials. If items are not returned after a designated period of time, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage.
6. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

**E. Lost or Damaged Materials**

All patrons are responsible for the safekeeping and condition of library materials checked out in their names. Responsibility will be assumed as follows:

1. When a patron loses material that can be replaced, the patron will be charged the replacement cost of the material.
2. When material is so extensively damaged that it cannot be repaired in any way, the patron will be charged the replacement cost of the material.

**LOST ITEMS**

Items are labeled missing once they exceed the maximum renewals. The Library will grant an additional month for patrons to find the items, but if this time is not efficient the patron will be billed the cost of the items along with a \$3 processing fee.

When an item owned by Schuyler County Library District has been checked out and is reported lost, the patron will be charged the cost of the item as listed in the Library's database, along with a \$3 processing fee.

If the database record for the lost item does not give a price, the following costs will be charged in correlation to the type of item circulated:

Adult book	\$20.00
Young adult book	\$15.00
Children's book	\$10.00
DVD	\$20.00
Puzzle	\$10.00
Audiobook	\$20.00

The patron may choose to purchase the same item commercially and give it to the Library as a replacement for the lost item. The new item will be processed and cataloged into the Missouri Evergreen system.

Replacement costs for interlibrary loan materials are determined by the lending Library, and must be paid for the patron to remain in good standing at the Schuyler County Library District. The owning library will be responsible for sending an invoice to the patron's home library. The patron will pay their home library any fees or costs and the home library will send payments to the owning library.

#### DAMAGED ITEMS

The Library staff, with input from the Director, will determine if damage to an actual item is repairable or if the item is unusable. Normal wear and tear of items is an accepted fact. The Library staff will take into consideration the age of an item when determining damage. Fees for damage or replacement will be charged after assessment is made.

Damage that would render an item **unusable** would include, but not be limited to;

- Water or liquid
- Food
- Fire or smoke damage
- Ink, crayon, or marker
- Grease, dirt or mud
- Torn or damaged pages
- Broken spine
- Severe animal damage
- DVD or CD with scratches, chips or cracks that make it unusable

When an item owned by Schuyler County Library District has been damaged and found to be unusable, the patron will be charged the cost of the item as listed in the Library's database, along with a \$3 processing fee.

If the database record for the unusable item does not give a price, the following cost will be charged:

Adult book	\$20.00
Young adult book	\$15.00
Children's book	\$10.00
DVD	\$20.00
Puzzle	\$10.00
Audiobook	\$20.00

The patron may choose to purchase the same item commercially and give it to the Library as a replacement for the unusable item. The new item will be processed and cataloged into the Missouri Evergreen system.

Damage that may be repairable would include, but not be limited to;

- Fingerprints on CDs or DVDs

- Torn or bent pages
- Missing DVD booklet or DVD cover
- Damaged barcode
- Moderate animal damage

The Library will charge the following fees to replace missing parts, to repair damaged items, or replace parts of library items.

DVD cases	\$2.00
Missing or damaged barcode	\$2.00
Lost or damaged book covers	\$2.00
Torn or damaged pages within a book	\$1.00 per page

Library items that are returned with parts missing, such as multiple disc DVD sets, audiobooks, or kits, will be renewed and remain checked out to the patron until all the parts are returned. If missing parts are not returned within 21 days, the replacement cost plus the processing fee will be charged to that patron's account.

The Library assumes no liability for the use of audiovisual Library items, including but not limited to CDs, DVDs, and the equipment on which these items are played. Patrons who borrow audiovisual items that malfunction or that have sustained damage by the previous user need to notify a Library staff member so it can be repaired or replaced at no cost to that patron.

The Library considers all legitimate concerns about Library fees, damage fees, and replacement costs. Reasons that DO NOT constitute a basis for appeal are:

- lack of knowledge of Library policy
- disagreement with Library fee structure
- inability to pay fees
- unwillingness to take responsibility for material loaned to a third party
- forgetting the due date
- non-receipt or untimely receipt of Library notices

Damage caused by disaster, such as fire or automobile accident, may be billed to the patron's insurance company by Library staff or Director.

#### **F. Privacy of Library Records/Confidentiality**

As specified in Missouri Revised Statutes 182.817 Notwithstanding the provisions of any other law to the contrary, no library or employee or agent of a library shall be required to release or disclose a library record or portion of a library record to any person or persons except:

1. In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

2. In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime.
3. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
4. Library records for long overdue checked out materials for which a bill has been sent may be revealed to parents of minor children, a collection agency, or law enforcement personnel.
5. Illegal activity is not protected. The Library may review information when a violation of law or Library policy designed to protect facilities, network, and equipment is suspected.
6. Persons attending library programs or public meetings may be recorded or photographed as an audience member after signing appropriate waiver.
7. Security cameras are installed in the Library to protect the safety and security of people, the building and its contents. Only authorized Library staff may view recordings. Library security camera recordings are public records, and may be viewed upon receipt of an open records or law enforcement request. Library security camera recordings will be shared with law enforcement as a part of investigating and prosecuting crimes committed in the Library.
8. The Library will consider third-party vendor privacy policies when selecting digital collections and resources. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.
9. The Library may use circulation records while attempting to identify the most recent user of an item that had something left inside, or contained harmful or suspicious content.

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

#### **G. Returned Check Policy**

The Schuyler County Library District will assess a charge of \$30 on checks that for any reason are not honored by the bank on which they are written, and which are returned unpaid to the library. Library privileges will be suspended until the check and service charges are paid in full.

#### **Reference Service Policy**

The Schuyler County Library District:

- 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.

### **Programming Policy**

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films, book clubs, and summer library programs for children. Games, crafts, and various educational classes may also be provided.

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

### **Public Relations Policy**

The Library Board recognizes that public relations entail more than a relationship with the press and, as such, the Board President and the Library Director will delegate public relations duties as they see fit. The objectives of public relations for the Schuyler County Library District are:

- To promote awareness and understanding of the Library and its roles and activities in the community
- To stimulate interest in, and facilitate use of, the Library
- To encourage public participation in planning Library services
- To build advocacy for the Library's needs and the activities of the Friends of the Library
- To inform state, national, and international library communities about the activities of the Schuyler County Library District.

The Library will use a variety of media to meet these objectives.

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.

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.

The Board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

### **Computer/Equipment Use Policy**

The Schuyler County Library District is dedicated to providing the people of our community with the means to acquire information, educational, and enrichment opportunities reflecting all points of view from around the world. Computers and internet access provides a powerful resource for meeting this goal. Therefore, the Library has made available to our patrons a number of public computers and internet access. The Library believes everyone has a right to access and use our computers and internet technology and adheres to the principles of intellectual freedom and the public's right to know as outlined in the American Library Association's Library Bill of Rights. The internet is an unregulated worldwide network and does contain inaccurate, controversial, and materials that may be offensive and harmful to some users. The provision of public accessibility and use of computers and wireless devices does not imply Library sponsorship or endorsement of any material and the Library is NOT responsible for the content accessed by those that use this service.

#### **A. Patron Use Instruction**

Recognizing that some patrons may have little to no knowledge in the use of this technology, the Library Staff will be happy to give a short introduction and basic operating assistance in the use of these devices and software programs when asked to do so. However, it should be noted that the staff members are not experts in computer technology and have limited time to devote to aiding individual patrons on the use of this technology.

#### **B. Eligibility and Use**

Computers are available for public use during regular Library hours. Availability of the computers is subject to the demands of the day. Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a two (2) hour time limit has been imposed. If a project is anticipated to take longer than 2 hours, please inform the staff when you arrive. No more than 2 people will be allowed at a computer at any time.

Please respect other patrons in the library and use headphones when accessing music, video, or other verbal material. Headphones are available at the circulation desk for public use.

Remember to log out when done using the public computer. This is not only a courtesy to others using that computer but protects the privacy of your online work. Respect the privacy of others and do not attempt to view or comment on what other users are viewing.

Please be aware and respectful of the fact that you are in a public environment used by people of all ages. If a staff member asks, stop viewing any sites that are creating a harmful or hostile environment for other library users.

The Library will have paper available for a limited amount of printing and copying. Black and white copies cost \$0.25 per page and color is \$0.50 per page.

Downloading of external applications to the hard drive of the public access computers is unacceptable. Temporary saving of personal files to the hard drive is permitted while an individual is using that computer.

Small data storage devices may be used for saving materials from the computers. DO NOT save your information, projects, websites, etc. to the public computers where they could be accessed by other users or lost as the public computers are routinely wiped by the Library staff.

The Library will NOT be responsible for any erasure, damages to, or loss of patron devices while using the public computers and internet. Any damage to library computers (microprocessor devices and their accompanying hardware, software and firmware) may be charged to the user.

Using the public access computers or wireless internet to hack into other computers or harass, libel, or slander others will not be tolerated and result in the loss of privileges and possible legal action.

The Schuyler County Library District will not tolerate any violation of any copyright laws. (piracy/bootlegging) or accessing, viewing, printing or distributing obscenity or child pornography. Anyone caught doing so, will be barred from the use of the public access computers and wireless internet for an indefinite period of time and face any applicable legal action.

### **Internet Use Policy**

The Schuyler County Library District is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Library Board has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons. However, this service may be restricted at any time if they are not abiding by these guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service. Prior to being granted

access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign a Computer Etiquette form.

### **A. Expectations**

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

### **B. Warnings**

1. The Internet is a decentralized, unmoderated global network. The Schuyler County Library District has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.
2. The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.
3. The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.
4. The Library's wireless internet service is not encrypted, and users should be aware that information sent or received could potentially be intercepted by another wireless user.

### **C. Guidelines**

1. Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
2. Users may use the Internet for the receipt and transmission of e-mail as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
3. Internet use is offered in one (1) hour sessions on a first-come, first-served basis; each user is allowed one session. If there is no patron waiting for the service at the end of a session, the user can have another session. If a patron requests use of the service, the previous patron must vacate the computer to allow usage.
4. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
5. Users will respect the rights and privacy of others by not accessing private files
6. Users agree not to incur any costs for the library through their use of the Internet service
7. Users shall not create and/or distribute computer viruses over the Internet
8. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

## **Displays & Exhibits Policy**

As an educational and cultural institution, the Schuyler County Library District 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 there at the owner's risk.

The exhibitor must sign a release before any artifact can be placed in the library. An example of the release is in the appendix.

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.

## **Public Notice Bulletin Board 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.

## **Disaster Policies**

### **A. Fire**

1. Staff will not panic, but will not underestimate the potential danger to patrons or staff members on the grounds. At the first indication of smoke or flame, staff will immediately call 911 and clear the building.
2. Staff will be familiar with type, location, and application of fire extinguishers in the building. If fire can be contained and extinguished quickly and safely by staff, proceed to do so.
3. In case of fire, staff will quickly alert patrons in all areas possible and evacuate the building, keeping the patrons low to the ground.

### **B. Health Emergencies**

1. Staff will call 911 immediately in the event of any serious problem.

2. Staff will exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability to the library staff member.
3. Without specialized training, staff is not advised to undertake any more than to keep the sick or injured patron comfortable and protected until medical help has arrived.
4. No medication, including aspirin, should EVER be dispensed to the public.

**C. Bomb Threats**

1. Staff will keep the caller on the line as long as possible. They will ask the caller to repeat the message and try to write down every word spoken by the caller.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, the staff will ASK FOR THIS INFORMATION.
3. Staff will pay particular attention to peculiar background noises such as motors running, background music, and any other sounds which may indicate where the location from which the call is originating.
4. Staff will listen closely to the voice (male or female), voice quality (calm, excited), accents or speech impediments.
5. Staff will clear the building and call 911 once the call has ended. The police will handle the actual bomb search.

**D. Tornados**

1. At the sound of the siren or indication of severe weather, the staff will direct patrons to **the patron or staff restrooms**.
2. Adult patrons will not be held in the building against their will; however, all patrons under the age of 18 years old will be detained until the threat of dangerous weather passes.
3. A portable flashlight and radio will be taken to the restrooms by staff.
4. Patrons may leave the library building once the staff has determined that weather conditions have cleared.

**E. Lightning**

1. During heavy lightning and thunder storms, all computers will be shut down and electrical connections will be unplugged.
2. Landline telephones will not be used during a lightning storm and connections will be unplugged.

**F. Public Health Emergency**

In the event of a public health emergency, as dictated by the Schuyler County Health Department and declared by the Missouri Governor, the Schuyler County Library District will close until such time as the Board of Trustees can discuss and agree upon an appropriate course of action.

**G. Emergency Closings (Snow Storms, Power Outage, and Loss of Heat/Water/Air)**

The Library Director is responsible for closing the Library due to unsafe conditions and may consult with other Board members.

The decision to close the Library may be based upon:

1. General conditions of the roads
2. Conditions of Library property (grounds, parking, and walkways)
3. Availability of staff to open and operate the library at an acceptable standard
4. Request for closure by local or state agencies

Weather forecasts may be inaccurate due to unpredictable weather conditions. Decisions to close the library shall err on the side of caution for our community.

## **Public Records & Retention**

The operation of a public library generates a substantial amount of documentation. The intention of this policy is to provide guidance to library trustees and staff in selecting which items to retain and preserve and to provide instruction on preservation and disposal of common institutional records. A goal is to allow efficient use of space and library resources while meeting legal and ethical requirements.

Sources used to create this document include:

1. General Records Retention Schedule:  
<https://www.sos.mo.gov/CMSImages/LocalRecords/General.pdf>
2. Public Libraries Records Retention Schedule:  
<https://www.sos.mo.gov/CMSImages/LocalRecords/Library.pdf>
3. The Preservation Management Handbook (2020) by Ross Harvey and Martha R. Mahard.
4. Other relevant standards such as those set by Missouri Sunshine Law (RSMo Chapter 610); Schuyler County Library District policies related to collection development; and rules set by the Governmental Accounting Standards Board.

Schuyler County Library District's meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law. Schuyler County Library District shall comply with Missouri Revised Statutes Chapters 610.010 to 610.030, commonly referred to as the Sunshine Law, as now existing or hereafter amended.

The Library Director is appointed as the custodian of records of Schuyler County Library District and shall respond to all requests for access to or copies of a public record within the time period required by statute, except in those circumstances authorized by statute.

Fees to be charged for access to or furnishing copies of records shall be as provided:

- Charges for copies shall be 25 cents (\$0.25) per page.
- Research fees shall be free for the first 15 minutes. After the first 15 minutes, \$5.00 shall be charged for each following 30 minutes or part thereof.

This policy authorizes the regular and timely clearing of files after retention periods have been met.

Email messages are treated like any other record and assessed for retention or disposal depending on the content, including the identification of sending and receiving parties.

**A. Permanent or Long-Term Storage, Maintenance**

- Library Board meeting minutes – Permanent
- Audit/Annual Comprehensive Financial Reports – Permanent
- Adopted budgets – Permanent
- Annual comprehensive summary reports of usage or circulation – Permanent
- Annual report of memorials/restricted gifts funds – Permanent
- Deeds, Charters, Articles of Incorporation – Permanent
- Capital Improvement project records: (Designs, bids, specs, change orders, etc.) – Life of structure + 10 years
- Employee records – 10 years after date of separation

**B. Records to be retained for 5 – 10 years**

- Regular financial reports (i.e. yearly financial reports, bank statements, investment statements, deposits, receipts, final grant reports, contracts) – 7 to 10 years
- Staff annual PTO reports – Most recent kept in personnel files & 10 years after separation
- Annual reports required by State of Missouri – 10 years
- Incident Reports – 7 years minimum
- Statistically Reports – 10 years

All other documents may be discarded when no longer useful to the operation of the library.

**Revision of Library Policies**

The preceding statements of Schuyler County Library District's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: \_\_\_\_\_

These By-Laws supersede any previous By-Laws.

# **APPENDIX**

SAMPLE: MEMORIAL THANK YOU

April 1, 2005  
Mr. Danny Donor  
123 Sesame St.  
Anytown, Anystate 10001

Dear Mr. Donor,

Thank you for your donation of \$50 in memory of Dottie Doolittle. With your gift, the library will purchase a book for the collection and place a bookplate in it that reads "In memory of Dottie Doolittle." I will notify her son, Donald Doolittle, of your thoughtfulness.

Yours is a lasting gift in support of literacy. The library serves everyone in the quest for knowledge, lifelong learning, and entertainment; donations like yours help people change their lives through reading. It is a fitting memorial for a life well lived.

Thank you again for your compassion, kindness and generosity.

Sincerely,

Frannie Fundraiser  
Library Director

SAMPLE: MEMORIAL NOTIFICATION

April 1, 2005  
Mr. Donald Doolittle  
456 Sesame St.  
Anytown, Anystate 10001

Dear Mr. Doolittle,

The Anytown Public Library recently received a donation from Danny Donor in memory of Dottie Doolittle. Please accept my sympathies.

This donation will purchase a book for the collection. The library will place a memorial bookplate in it that reads "In memory of Dottie Doolittle."

This is a lasting gift in support of literacy and a lasting memorial to honor a life well lived. The library serves everyone in the quest for knowledge, lifelong learning, and entertainment; this memorial gift will help people change their lives through reading.

Please know that kind and caring thoughts are with you.

Sincerely,

Frannie Fundraiser  
Foundation Director

## STATEMENT OF CONCERN OF LIBRARY MATERIALS

The Schuyler County Library District Board of Trustees has delegated the responsibility for selection and evaluation of resources to the Library Director, who order materials based upon a collection development policy. The Board of Trustees has established reconsideration procedures to address any concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of purchased materials, please return the completed form to the Board of Trustees in care of the Library. Forms must be complete in order to proceed in the reconsideration procedure.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Resource on which you are commenting:

_____ Book	_____ Audiobook
_____ Magazine	_____ Content of Library Program
_____ DVD	_____ Other

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

1. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

STATEMENT OF CONCERN OF LIBRARY MATERIALS

5. For what age group would you recommend this material?

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

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7. What do you want the library to do with this material?

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8. Additional comments:

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**The Board will reply to you in writing within six weeks of receipt of this form.**

**SCHUYLER COUNTY LIBRARY DISTRICT**

**LIBRARY CARD APPLICATION**

COUNTY \_\_\_\_\_ DATE \_\_\_\_\_ STAFF NAME \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ BIRTHDAY \_\_\_\_\_

CHECK NOTIFICATION PREFERENCE: PHONE \_\_\_\_\_ TEXT \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDITIONAL NAMES FOR CARD: \_\_\_\_\_

**PLEASE READ BEFORE SIGNING:**

I AGREE TO OBEY THE POLICIES, RULES AND REGULATIONS OF THE **SCHUYLER COUNTY LIBRARY DISTRICT** AND TO NOTIFY THE LIBRARY WHEN ANY INFORMATION I HAVE GIVEN IS CHANGED. I WILL BE RESPONSIBLE FOR ALL CHARGES INCURRED FOR ANY OVERDUE, LOST OR DAMAGED MATERIALS. IN THE EVENT MY CARD IS LOST OR STOLEN, I UNDERSTAND THAT I AM RESPONSIBLE FOR CHARGES ON IT UNTIL I NOTIFY THE LIBRARY OF ITS LOSS OR THEFT. THE COST OF A SECOND CARD WILL BE \$5.00.

PATRON SIGNATURE: \_\_\_\_\_

FOR CHILDREN **UNDER THE AGE OF 18** A PARENT OR GUARDIAN IS RESPONSIBLE FOR THE SELECTION, AND RETURN OF MATERIALS BORROWED BY THE CHILD TO WHOM A CARD IS ISSUED, AND ANY SUBSEQUENT CHARGES FOR OVERDUE, LOST OR DAMAGED MATERIALS.

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT OR GUARDIAN NAME PRINTED: \_\_\_\_\_

AS A PARENT/LEGAL GUARDIAN OF MY CHILD, I GRANT ACCESS TO THE FULL COLLECTION OF THE SCHUYLER COUNTY LIBRARY DISTRICT, INCLUDING ONLINE MATERIALS. I ACKNOWLEDGE THAT THE LIBRARY STAFF DOES NOT SUPERVISE CHILDREN, AND THAT THEY DO NOT KNOW WHAT YOU CONSIDER APPROPRIATE FOR YOUR CHILD AND CANNOT BE RESPONSIBLE FOR THEIR SELECTIONS. IF YOU DO NOT AGREE TO FULL ACCESS TO THE COLLECTIONS, YOUR CHILD WILL NOT BE ISSUED A CARD OR THEIR EXISTING ACCOUNT WILL BE TERMINATED. PARENTS/GUARDIANS MAY THEN CHECK OUT ITEMS FOR THEIR CHILDREN ON THEIR OWN LIBRARY CARD. THIS STATEMENT IS REQUIRED BY 15 CSR 30-200.015 MISSOURI STATE REGULATIONS.

PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT OR GUARDIAN NAME PRINTED: \_\_\_\_\_

# Schuyler County Library District

# INVOICE

108 E Jackson Street  
P O Box 446  
Lancaster, MO 63548

DATE: 5/14/26  
INVOICE: #

**Bill To:**  
Patron/Library Name  
Patron/Library Street Address  
City, State Zip Code

**For:**  
Lost/Missing/Damaged Items

DESCRIPTION	Quantity	Per Item Cost	AMOUNT
Lost/Missing Item			
Title/Author			
Barcode #			
Processing Fee		3.00	
		<b>TOTAL</b>	

Make all checks payable to **Schuyler County Library District**

## COMPUTER ETIQUETTE

The library computers are for use by the public and should NOT be monopolized by one individual. If a project is anticipated to take longer than 2 hours, please inform the staff when you arrive that you will need more than 2 hours of computer time. However, if no one is waiting for a computer, the Library staff can extend the time limit until a computer is needed.

Please respect other patrons in the library and use headphones when accessing music, video or other verbal material. Headphones are available at the circulation desk.

Remember to log out when done using the public computer. This is not only a courtesy to others using that computer but protects the privacy of your searches. Respect the privacy of others and do not attempt to view or comment on what other users are viewing.

Please be aware and respectful of the fact that you are in a public environment used by people of all ages. If a staff member asks, stop viewing any sites that are creating a harmful or hostile environment for other library users.

*I have read the above policies regarding public access and use of the Library's computers and internet connections and agree to abide by them. I agree to pay for repairs, replacement of equipment or software damages caused by me and understand that failure to comply with these policies will result in my computer and internet privileges being terminated.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENTAL PERMISSION FOR MINOR USE OF COMPUTERS & INTERNET

I give permission for (name of minor child) \_\_\_\_\_ (age) \_\_\_\_\_ to use the Schuyler County Library District's public access computers and internet. Birthday of minor child: \_\_\_\_\_

I have read the Library's Computer/Equipment and Internet Use Policies and agree to abide by them. I agree to pay for repairs, replacement of equipment or software damages caused by my minor child and accept responsibility for my child's use or misuse of these computer policies. I understand that failure to comply with these policies will result in my child's computer and internet privileges being terminated.

Parent/Guardian Signature: \_\_\_\_\_

If not a library card holder, please complete the following information:

Parent/Guardian Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

SCHUYLER COUNTY LIBRARY DISTRICT  
DISPLAY & EXHIBIT RELEASE

*I, the undersigned, hereby lend the following works of art or other material to the Schuyler County Library District 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 destruction while they are in the possession of the Library.*

*Exhibition to be held in the* \_\_\_\_\_

*During* \_\_\_\_\_

*Description of materials loaned:*

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Address* \_\_\_\_\_ *Telephone* \_\_\_\_\_

## 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 removed 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](#).

## ALA CODE OF ETHICS

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- 1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- 2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- 3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- 4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
- 5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- 6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- 7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- 8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**
- 9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.**

*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.*

## ALA – THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## CREW Guidelines for Weeding

The following table outlines suggested weeding timelines for materials in the library collection, based on their Dewey classification.

Each classification is matched to a formula, made up of three sections:

**10 / 5 / MUSTIE**

1. The first figure (10 in the above example) refers to the years since the book's latest copyright date (age of material in the book);
2. The second figure (5 in the above example) refers to the maximum permissible time without usage (years since its last recorded circulation);
3. The third refers to the presence of various negative factors, called MUSTIE factors, which will influence the weeding decision.

For a book with the above formula of **10/5/MUSTIE**, you might consider a book for weeding when the last copyright date recorded is more than ten years ago, and/or hasn't circulated in five years, and/or possesses one or more of the MUSTIE factors.

### MUSTIE Factors

**MUSTIE** is an acronym for six negative factors that may signal a book for weeding.

**M** = Misleading (and/or factually inaccurate)

**U** = Ugly (worn, dirty, beyond mending)

**S** = Superseded (by a new edition, or a new, better book on the same subject)

**T** = Trivial (of no discernible literary or scientific merit)

**I** = Irrelevant to the needs and interests of the community

**E** = Elsewhere through interlibrary loan, reciprocal borrowing, or electronic format.

See page 47-48 of the CREW Manual for a full overview of these different criteria.

### WORST Factors

The **WORST** factors are similar to the **MUSTIE** factors, but apply to non-print materials.

Depending on your collection, nonprint can include a wide variety of formats and the formats are rapidly changing. Except for items of local and regional history and archival materials, most nonprint material can be evaluated on the **WORST** formula. Current use and condition are more important than copyright date or production date. Although the **CREW** formula includes copyright criteria, rely more on condition and usage. Consider weeding any nonprint item that doesn't circulate several times a year.

**W** = Worn out;

**O** = Out of date;

**R** = Rarely used;

**S** = Supplied elsewhere (available through interlibrary loan);

**T** = Trivial and faddish (of no discernible literary or scientific merit).

Source: *CREW: A Weeding Manual for Modern Libraries*, Texas State Library and Archives Commission, Austin, Texas, 2012.

000 (General)		
004 Computers	3/X/MUSTIE	
010 Bibliography	10/X/MUSTIE	
020 Library science	10/3/MUSTIE	
030 General encyclopedias	5/X/MUSTIE	
Other 000s	5/X/MUSTIE	
100 (Philosophy & Psychology)		
101 Philosophy	15/3/MUSTIE	
133 Paranormal	10/3/MUSTIE	
150 Psychology	10/3/MUSTIE	
160 Logic	10/3/MUSTIE	
170 Ethics	10/3/MUSTIE	
200 (Religion)		
All	10/3/MUSTIE or 5/3/MUSTIE	
300 (Social Sciences)		
306 Culture and institutions	5/2/MUSTIE	
310 Statistics	2/X/MUSTIE	
320 Political science	5/3/MUSTIE	
323 Civil rights	5/3/MUSTIE	
330 Economics	3/3/MUSTIE	
340 Law	5/2/MUSTIE	
350 Public administration	5/3/MUSTIE	
360 Social services	5/3/MUSTIE	
370 Education	10/3/MUSTIE	
390-394 Costumes, customs, holidays	10/3/MUSTIE	

395 Etiquette		5/3/MUSTIE
398 Folklore		X/3/MUSTIE
400 (Language)		
All		10/3/MUSTIE
500 (Natural Sciences)		
500 Science		5/3/MUSTIE
507 Education		10/3/MUSTIE
510 Mathematics		10/3/MUSTIE
520 Astronomy		5/3/MUSTIE
550 Earth science		X/3/MUSTIE
560 Paleontology		5/2/MUSTIE
570 Biology		7/3/MUSTIE
580 Plants		10/3/MUSTIE
600 (Technology, Applied Sciences)		
610 Medicine and health		5/3/MUSTIE
629 Automobile repair		X/2/MUSTIE
630 Agriculture		5/3/MUSTIE
635 Horticulture		10/3/MUSTIE
636 Pets		5/2/MUSTIE
640 Home economics		5/3/MUSTIE
649 Child rearing		5/3/MUSTIE
670 Manufacturing		10/3/MUSTIE
Other 600s		5/3/MUSTIE
700 (The Arts)		
709 Art history		X/3/MUSTIE
720 Architecture		X/3/MUSTIE

737 Stamp collecting		5/3/MUSTIE
740 Graphic arts		X/3/MUSTIE
770 Photography		5/3/MUSTIE
791 Performing arts		10/2/MUSTIE
793-796 Games		10/3/MUSTIE
800 (Literature)		
Keep basic materials, esp. criticisms of classic writers		X/3/MUSTIE
900 (History & Geography)		
910 Geography & Travel		3/2/MUSTIE
930-999 History		10/3/MUSTIE
Personal Travel Narratives		5/2/MUSTIE
920 Biography		X/3/MUSTIE
Fiction		X/2/MUSTIE
Graphic Novels		X/1/MUSTIE
Early Readers / Picture Books		X/2/MUSTIE
JF (Juvenile Fiction)		X/2/MUSTIE
YA Fiction		3/2/MUSTIE
J and YA Non Fiction		Review criteria for children's
Periodicals / Newspapers		3/X/X
Government Documents		3/2/X
Local History		X/X/X
Non-Print		WORST
Film Formats		2/1/WORST
Audio Formats		X/2/X

Source: CREW: A Weeding Manual for Modern Libraries, Texas State Library and Archives Commission, Austin, Texas, 2012.