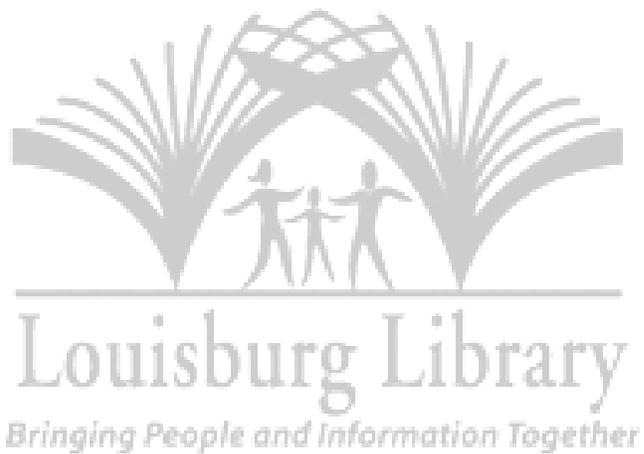


# Louisburg Library Policy Manual

Updated 2018



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The members of the Louisburg Library District No. 1, Miami County, Kansas Board of Trustees have reviewed and approve the policies within this document. We entrust the library director and personnel to enforce them.

Thursday, November 29, 2018

President Steve Fike  
Courtney Allen

Devin Cooley  
Joann Hook

Merilyn Kelly  
R. L. McLanahan

Bryce Smith

## History

- **1961 Summer**—Thanks to the tireless efforts of Viola Dunn and Wanda Donley, the public library in Louisburg, Kansas started with a bookmobile on loan from the Johnson County Library System housing 2,194 materials. It was open 6 hours a week—9-12 on Tuesday and Friday and was staffed by volunteers. During the first year 7,229 books circulated. A ½ mill levy, sales of library cards, fines, and donations provided operating funds and rent for trunks of new books from the Topeka Library. The first interim board was Newell R. Todd, Viola Reynolds and Joyce Meek. The first librarian was Edna “Pip” Haynes, succeeded by Villa Dunn.
- **1965 Fall**—Louisburg Community Library opened its doors in a small, two-room cottage one block off of Broadway on Second Street. It held a maximum of 3,000 volumes—many were donations from local families.
- **1967 July**—Louisburg Community Library became Library District No. 1, Miami County—the first District Library in Kansas, with boundaries nearly identical to USD 416. Furniture was obtained from the State Library. Mrs. Clara Nell German was librarian, assisted by Villa Dunn. The primary activists in the project were John Heinen, Joe McGuirk, Walter Crotchett, Rev. Henry Donelson, Joyce Meek, Bob and Viola Reynolds and Jack Wempe.
- **1968 September**—The library moved to Broadway after Rosner Ford vacated.
- **1969**—Story Hour began.
- **1973**—Senior Citizen activities began and the County Extension service and EKAN began using the facility for various programs.
- **1978 Winter**—A fire partially destroyed the library.
- **1979 January**—The Library moved north to 206 South Broadway, in the remodeled garage area of the original Rosner Ford Company. The original showroom/library was demolished.
- **1983**—The second Friends of the Library group was formed.
- **1985**—An Endowment Association was formed.
- **1987 November**— A bond issue passed to purchase the adjoining store-front, expanding the library further north.
- **1988 November**—The library expanded to include the new quarters.
- **1996**—The library expanded into the next north space previously occupied by Cook Realty.
- **1999 November**—The board purchased Lot 1, Summerfield Center (Harvest Drive) for \$211,250 for future development.
- **2002 September**—The board purchased Lot 4, Summerfield Center (also on Harvest Drive) for \$162,500.
- **2003 April**—The board exchanged Lot 1 for the city’s land.
- **2003 June**—A number of the Summerfield Center lots were replotted as Louisburg Public. The library owns Lot 1, Louisburg Public, which is a meld of the old Lot 4 and the lot that was traded with the City of Louisburg. Lot 1, Louisburg Public is 3.24 acres.
- **2003 Fall**—Renovation began on the existing library interior to maximize the use of space and to meet ADA requirements.
- **2004 April**—The renovation was completed.
- **2006 May**—An exterior restoration of the 206 S. Broadway building was completed, giving the library a new color.
- **2008 November**—A \$6.9 Million bond issue to build a 27K sq ft facility on Harvest Drive was on the ballot. It failed by a mere 158 votes.
- **2015 April**—A \$4.25M bond issue to build an 18.5K sq ft facility on Harvest Drive was on the ballot. It failed by a mere 106 votes.

## Vision Statement

WE ARE...A **COMMUNITY HUB** for idea makers, dreamers, knowledge seekers, relaxers, path blazers, readers, rule benders, back packers and reminiscers.

### Objectives:

- To serve the library district as a center of reliable information.
- To identify community needs and provide programs of service and action in cooperation with other organizations, agencies, and institutions.
- To provide opportunity and encouragement for children, young people, and adults to be lifelong learners.
- To support educational, civic, and cultural activities of groups and organizations.

### Roles of Louisburg Library:

The library board, director and staff define the major roles of Louisburg Library to be:

- A reference and information center for the service area.
- A child's door to reading for pleasure and life-long learning.
- A source of popular and recreational materials for persons of all ages.
- A complement to needed resources for students.
- A service center for seniors.

## Preface

Louisburg Library District No. 1, Miami County, KS is governed by [KSA 12-1236](#) thru [12-1258](#). The library is most commonly referred to as Louisburg Library. The library is governed by an elected seven-member Board of Trustees.

## Fiscal Responsibility

Louisburg Library shall maintain sound financial practices in compliance with laws and regulations governing libraries and special districts of the state of Kansas. The library Expenditures and Fiscal Policy is a separate document available upon request.

### I. Annual Budget

- A. The budget is prepared in accordance with deadlines specified by the state so that the final budget can be submitted to the county office by the date required in the year prior to the designated budget year.
- B. In order to meet the above deadline, preparations can begin as early as January of the year prior to the designated budget year.
- C. The Annual Budget Meeting is held after being advertised two consecutive weeks in the weekly newspaper

## II. Capital Improvement Fund

In accordance with [KSA 12-1258](#), a capital fund was established whereby up to 10% of the tax budget will be contributed each year to an interest bearing account for this purpose.

### A. Procurement Policy

Purchase of materials or services from the Capital Improvement Fund shall be approved by the Board of Trustees. Purchases exceeding \$5,000 require 2-3 price quotes from different vendors. In the event that purchase of materials or services involves an arm's length relationship between a board member and a vendor, that board member shall withdraw from voting.

Exceptions to the procurement policy shall be valid only in an emergency situation—an urgent matter that may impair the function of the library.

## III. Financial Management

There shall be two signatures on all checks drawn against library accounts—one shall be a library administrator (Director or Administrative Assistant) and one shall be a Louisburg Library board member. (Minutes of the Board of Trustees meeting held April 3, 2008)

Board approval is necessary before any investments shall be made.

## Material Selection and Collection Development

### I. Introduction

#### A. Legal Authority

Louisburg Library is organized under the laws of Kansas and is authorized under [KSA 1992 Supp. 12-1260](#) et. seq.

*...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services.*

Louisburg Library adheres to the laws of the State of Kansas in implementing this Materials Selection and Collection Development Policy.

#### B. Responsibility for Selection

The responsibility for the materials selection policy lies with the Board of Trustees of Louisburg Library. The board delegates to the library director and other staff members designated by the director the responsibility of material selection and collection development.

#### C. Gifts and Tax Deductions

Gifts or donations of books or other materials are accepted with the understanding that they may be used or disposed of as the library director determines is appropriate. "Appropriate" means using the same criteria set forth in this policy for the purchase of library materials.

Under existing law, gifts to libraries may be tax deductible. Provisions of the Internal Revenue Code of 1986 as amended govern the deductibility. The library staff is prohibited by law from providing appraisals or establishing value. Evaluation of the gift is the responsibility of the donor.

#### D. Recommendations from the Public

The Louisburg Library welcomes suggestions from the public concerning possible purchases for library materials. The Library director will obtain as much information as possible from the patron concerning the

materials. This information will be placed in a “consideration file.” These suggestions will be considered by the same criteria as materials purchased for the library.

## **II. Interlibrary Loan (ILL) and Cooperation**

A. It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand, is used by Louisburg Library to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget.

B. It is the policy of Louisburg Library to cooperate with other libraries within the library community, *i.e.*, sharing bibliographies, cooperative purchasing, bulk loans, *etc.*

## **III. Confidentiality of Library Records**

Because the library must maintain trust with members of the public, the Board of Trustees of Library District No. 1, Miami County shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use, the questions they ask.

Therefore, the Board of Trustees of Louisburg Library has adopted the following guidelines concerning the disclosure of information about a library patron:

No information regarding or including:

- A patron’s name, address, or telephone number.
- Whether an individual is a registered borrower or has been a patron.
- The library’s circulation records and their contents.
- The library’s borrower’s records and their contents.
- The number or character of questions asked by patrons.

The frequency or concern of a patron’s visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

The board shall make reasonable and responsible effort to see that information about library patrons and their individual information choices remain confidential while complying with applicable federal and state laws. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

## **IV. Challenged Materials**

A. Precepts of Freedom

The Louisburg Library board of trustees, library director and library personnel support intellectual freedom. They adhere to and wholly support the *Library Bill of Rights* and *Freedom to Read* statements both of which are considered as part of this selection policy and are found as Appendix A and Appendix B.

The Board has also adopted the American Library Association statements on: *Statement on Labeling; Diversity in Collection Development; Challenged Materials; Expurgation of Library Materials; and Free Access to Libraries for Minors.*

#### B. Process for Reconsideration of Library Materials

- The director handles all material challenges. An appointment may be set up for the complainant either to meet with the director in person or by telephone.
- If the meeting is face-to-face, a private area should be chosen. The director will listen calmly and courteously. The individual or group must be treated with dignity.
- If the complainant wants to continue the procedure for reconsideration of materials after talking with the director, the complainant will be requested to complete the form "Reconsideration of Library Materials." The complainant must be properly identified and the complaint form must be filled out in its entirety. After the director receives the completed form, s/she shall appoint a committee consisting of the director or a staff appointee of the director's choice, the person who recommended the material be purchased, a board member, someone from the community who is a library user, and a person appointed by the complainant.
- The process for reconsideration is explained to the complainant. S/he understands that after the committee makes a recommendation, notification of that decision will be given to the complainant.
- If the complainant is not satisfied with the committee decision, s/he may appeal to the board within three weeks of the committee's decision.
- If the decision is appealed to the board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the board. The board's decision will be final.

#### Internet Use

Louisburg Library is pleased to offer Internet access to patrons 15 years and older in good standing with active library cards (no look-ups) and a driver's license or photo ID in hand. Guest passes may be provided to visitors who do not have a Louisburg Library account and meet the above criteria. Library patrons and guests use the Internet at their own discretion to research questions, consult with experts, communicate with other individuals and locate material to meet their needs.

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Library staff has no control over resources available outside the library nor does the library have complete knowledge of what is on the Internet at any given time. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In offering Internet access, library staff cannot control access points, which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach and agree not to harm or harass any library employee or member of the public with their viewing choices.

Users will comply with all state and federal laws including those regarding obscenity, pornography, or delivery to minors of material deemed harmful to them. Users will also comply with the policies and procedures of the Library. The Library does not monitor an individual's use of any sites except when material displayed on the screen is not appropriate in a public environment. As all Internet workstations are in view of other patrons and staff, users are not permitted to display any visual images containing obscenity or graphic violence as identified in [KSA 21-3516 and 21-4301 et. seq.](#)

## **Internet Safety Policy**

Public access to the Internet and online services have become an integral part of Louisburg Library programs and services. The intent of this policy is to meet the provisions of the **Kansas Children's Internet Protection Act**, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of Louisburg Library's Internet Safety Policy is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of Louisburg Library's Board of Trustees, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on November 29, 2018. This policy supersedes all previous Louisburg Library Internet Safety Policy statements and is effective immediately.

This policy document will be reviewed by the Louisburg Library Board at least every three years.

## **Legal Requirements**

Louisburg Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

Louisburg Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

## **Supervision and Monitoring**

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Louisburg Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Technical Services Coordinator and Library Director and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violates this policy shall also be submitted in writing to the Technical Services Coordinator and Library Director, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

**Inappropriate use of Internet access will result in cancellation of the individual's use of this service and contact of local authorities. Examples of inappropriate use include, but are not limited to, the following:**

- Displaying any visual images containing obscenity or graphic violence.
- Using the Internet access station to display or disseminate sexually explicit or suggestive materials. This includes, but is not limited to, the following:
  - Images retrieved through e-mail.
  - Images displayed on web cams.
  - Images displayed through Internet Explorer, Yahoo! and MSN Messenger.
  - Pornographic images displayed on websites.
- Tampering with computer hardware or software.

**Illegal acts involving library computer resources may also subject the user to prosecution by local, state, or federal authorities. If Internet searching results in disruption of library service, or if patron behavior when using Internet resources becomes inappropriate for a library setting, the library reserves the right to end the session and contact local authorities.**

Users must comply with the United States Copyright law, the Kansas Children's Internet Protection Act and all other applicable laws.

When using the library Internet connection, please remember that some materials may be outdated, wrong, or biased. Please critically evaluate all information you find.

Parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using media and information sources. Parents may want to emphasize to their children the same guidelines they exercise in regard to television, movies, radio, music, and other potentially offensive media. To that end, we support and respect each family's right to decide whether or not to apply for Internet access for their children at the library.

The library PC Reservation System will close a patron's computer activity after 60 minutes. Patrons will receive notification that the current session is scheduled to close, providing ample time to save and complete projects. Extensions are available upon request if there is no other patron waiting to use the device.

Louisburg Library assumes no responsibility for any damages, direct, indirect, or consequential arising from the use of its World Wide Web server or from its wireless connections and connections to other Internet services. We intend to comply with all applicable federal and state laws.

### **Wireless Service**

As a "Hot Spot," patrons may connect to the Internet with their own wireless laptop, PDA or other portable device—getting fast Internet for free. Library staff cannot offer technical support for establishing or maintaining a connection and Louisburg Library is not responsible for hardware or software damage, or for loss or theft of unattended equipment.

The same Acceptable Use Policies that apply for the library PCs also apply for personal laptops, PDAs, other portable devices and wireless use outside the building. The wireless connection in the library is not secure. Radio signals can potentially be intercepted, therefore, activity requiring transmission of credit card numbers, passwords, and other personal information should be avoided.

The wireless network is open and simultaneously connected computers are visible to each other, and therefore vulnerable to other users' viruses, malware, and hacks.

Individual users are responsible for maintaining up-to-date antivirus software and firewalls and may only access web-based e-mail. Printing from the wireless network will not be supported. The wireless Internet access is unfiltered—all library policies concerning legal and acceptable use of computers and the Internet apply.

### **Social Software Policy**

Louisburg Library uses various online social software services to provide public forums for sharing ideas, opinions, and information about library-related subjects and issues. These forums are intended to create welcoming and inviting online spaces where library users can interact with library staff and other library users while finding useful and entertaining information related to the library's activities and resources. Louisburg Library regards online social software in the same way its other information resources in accordance with its mission of serving the informational, educational and recreational needs of Louisburg Library District No. 1 residents.

#### Definition of Online Social Software

Online social software is defined as any website or application which allows users to digitally share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, wikis, posts to community reviews, and patron ratings of library materials via the library's website.

#### Parental Controls and Privacy

As with more traditional resources and the internet, the library does not act in place of, or in the absence of, a parent/guardian and is not responsible for enforcing any restrictions which a parent/guardian may place on a minor's use of social software applications.

The library does not collect, maintain, or otherwise use the personal information stored on any third party site in any way other than to communicate library-related information with users on that site, unless granted permission by users for Library contact outside of that specific site. Users may remove themselves at any time from the Library's friends, fans, or followers' lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Users are encouraged to protect their privacy by not posting personally identifying information, such as last name, school, age, phone number, or address.

#### Commenting

Comments, posts, submissions, and messages are welcome on Louisburg Library social networking sites. While the Library recognizes and respects differences in opinion, all such interactions will be regularly monitored for content and relevancy (before publishing when possible). All posts which contain any of the following will be removed:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private personal information published without consent of individual
- Comments unrelated to the library, its mission, or its activities
- Hyperlinks to materials that are not directly related to the discussion topic
- Commercial promotions or spam
- Organized political activity

- Photos or other images unrelated to the library, its mission, its discussion topics, or its activities

## Liability and Participation

Louisburg Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse content outside of the pages maintained by the Library and the posts created by Louisburg Library staff. Participation in Louisburg Library social networking services implies agreement with all Library policies, including its Social Software Policy and Internet Policy, and the Terms of Service for each individual third-party service.

## Service

### I. Respect for Human Diversity

Louisburg Library maintains a policy for appreciation of and respect for human diversity that may characterize the people we serve and the people with whom we work.

### Customer Service Policy

Library staff members will provide excellent customer service to all who visit the library or use its services. Hospitable, well-trained and knowledgeable staff members will assist library customers in a manner that allows them to honor our commitment to “bringing people and information together.”

Library staff members will take responsibility for:

- Creating a welcoming atmosphere
- Providing each customer with an exceptional user experience
- Meeting the needs of customers and colleagues
- Behaving ethically
- Protecting customer confidentiality
- Understanding and implementing library policies and guidelines
- Practicing good work habits

### II. Library Lending

Library services shall be free to all patrons. Any cardholder may check out materials or equipment upon presentation of their library card. If a patron does not have the card with them at time of checkout, the person must have photo identification.

After completing the library card application, the appropriate information from that application will be entered into the computer and a card with a unique, identifying library patron number and barcode will be issued to the patron.

#### A. Reserved Materials

Library patrons may reserve materials currently in circulation but unavailable at the time of the request either by telephone, or online if a patron has an account in good standing with no blocks or outstanding fines. The patron will be notified when the material becomes available. Materials must be picked up within three days of notification. Equipment can be reserved and will be noted on the electronic calendar.

## B. Use of Equipment

The use of computer equipment includes physically attached hardware, both local and remote, plus software that includes various programs installed by a library technician. The patron must sign an agreement with the library before using all equipment. Patrons are responsible for any replacement costs due to damage or loss of equipment while being used. All hardware and/or software must be used in the library.

- Patron will use only the software provided for their use on the machine and may not load any other software on the computer hard drive.
- Patron should contact staff immediately if any problems occur while using computer equipment or software. Patron should not attempt to fix any problem.
- Patron may not download any documents, software, graphics files or other information from the Internet or other sources onto the computer hard drive.
- Ear buds may be purchased at the front desk.

Louisburg Library has AV equipment available for use in the library only and some made available for use outside the library for a nominal fee. The user must receive instructions from library staff before using library equipment. The individual or organization will be responsible for any replacement costs due to damage or loss of equipment while being used.

## Digital Media Lab

Louisburg Library has a Digital Media Lab for check out that includes the following items:

- MacBook Pro—OS X, version 10.9, 13-inch, Wi-Fi, Stunning Retina display, Software Suite included
- Sony HandyCam Camcorder—.9 Mega Pixels, HDR-PJ380. Includes a built-in projector & 16 GB internal storage
- Nikon Camera—16 Mega Pixels, 5x zoom and 720 HD Video Recording.
- Samsung External DVD Writer—DVD-R
- Bower Telescopic Tripod with Travel Bag
- Pelican Shock Resistant air tight Rolling Case

The MacBook Pro comes with a suite of preloaded sample files and applications. Borrowers may sync additional data and applications (apps), with the understanding that all data will be wiped and replaced with the standard preloaded files and apps when the Digital Media Lab is returned to the Louisburg Library front desk. Any additional apps or media purchased by the borrower during the loan period must be done with the borrower's own funds, and are not the responsibility of the library.

Any data or documents saved to the Digital Media Lab by the borrower during the loan period will be permanently erased during the restore process. Therefore, patrons are encouraged to remove any personal information from the device before returning it to Louisburg Library to avoid any unauthorized purchases and access of data. *The library is not responsible for any files or new apps put on or left on the device.*

The Digital Media Lab will be restored to a default load upon each check in, deleting all data and apps from the previous user. Any materials purchased will still be active on the user's iTunes Store account.

The working condition of the Digital Media Lab will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Rules of Use and Loan

Agreement in order to use the Louisburg Library Digital Media Lab. The agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

- The Digital Media Lab is available for a 7-day loan
- Under no circumstances will a borrower be allowed to check out the Digital Media Lab on someone else's account
- A valid driver's license or photo ID is required to check out the Digital Media Lab.
- Return the Digital Media Lab to a staff member at the help desk. Please do not return it to the book drop. Damage sustained by returning the Digital Media Lab at the book drop is the responsibility of the borrower, and the borrower will be charged accordingly.

The replacement cost for the lost or stolen Digital Media Lab is \$1,100.00. A charge of \$40.00 will be assessed for lost power cord and/or adapter; \$200 for a lost case. Damage charges will be assessed based on the actual repair costs. No replacement equipment will be accepted in lieu of payment. Replacement costs for the Digital Media Lab and accessories are not covered under Amnesty and are expected to be paid in full.

The Digital Media Lab is available for a 7-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined \$10 per day. If the Digital Media Lab is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement. In this case, patron information including location data from the Digital Media Lab will be turned over to the police for recovery of the Digital Media Lab.

Borrowers will be held responsible for all applicable replacement costs and processing fees, if lost, stolen or damaged while checked out to them. The library will not accept replacement equipment or accessories purchased by the patron in lieu of fines.

### **Inflatable Movie Screen**

Louisburg Library has an Inflatable Movie Screen for check out includes the following items:

- Inflatable Movie Screen with Power Cable. (A total of two fans are secured inside each end of the footings of the Screen.)
- Travel Bag
- 8 Securing Cables (Used to secure the screen to the ground)
- 8 Ground Stakes (Used to attach to the cables)

The working condition of the Inflatable Movie Screen will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Rules of Use and Loan Agreement in order to use the Louisburg Library Inflatable Movie Screen. The agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

- The Inflatable Movie Screen is available for a 3-day loan
- Under no circumstances will a borrower be allowed to check out the Inflatable Movie Screen on someone else's account

- A valid driver's license or photo ID is required to check out the Inflatable Movie Screen.
- Please return the Inflatable Movie Screen to a staff member at the help desk. Do not return it to the book drop. Damage sustained by returning the Inflatable Movie Screen at the book drop is the responsibility of the borrower, and the borrower will be charged accordingly.

The replacement cost for the lost or stolen Inflatable Movie Screen is \$500.00. Damage charges will be assessed based on the actual repair costs. No replacement equipment will be accepted in lieu of payment. Replacement costs for the Inflatable Movie Screen and accessories are not covered under Amnesty and are expected to be paid in full.

The Inflatable Movie Screen is available for a 3-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined \$10 per day. If the Inflatable Movie Screen is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement. In this case, patron information including location data from the Inflatable Movie Screen will be turned over to the police for recovery of the Inflatable Movie Screen.

Borrowers will be held responsible for all applicable replacement costs and processing fees, if lost, stolen or damaged while checked out to them. The library will not accept replacement equipment or accessories purchased by the patron in lieu of fines.

## IPad

Louisburg Library has iPads with 16 GB of storage and a Wi-Fi connection available for check out. Each iPad comes with a suite of preloaded sample files and applications. Borrowers may sync additional data and applications (apps), with the understanding that all data will be wiped and replaced with the standard preloaded files and apps when the iPad is returned to the Louisburg Library help desk.

Any additional apps or media purchased by the borrower during the loan period must be done with the borrower's own funds, and are not the responsibility of the library. Any data or documents saved to the iPad by the borrower during the loan period will be permanently erased during the restore process. Therefore, patrons are *encouraged to remove any personal information from the device before returning it to Louisburg Library* to avoid any unauthorized purchases and access of data. The library is not responsible for any files or new apps put on or left on the device. Each iPad will be restored to a default load upon each check in, deleting all data and apps from the previous user. Any materials purchased will still be active on the user's iTunes Store account.

The working condition of the iPads will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Rules of Use and Loan Agreement in order to use a Louisburg Library iPad. The agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

- iPads are available for a 7-day loan
- Only one iPad may be checked out per person
- Under no circumstances will a borrower be allowed to check out an iPad on someone else's account
- A valid driver's license or photo ID is required to check out an iPad.
- There are no renewals and no holds

- Return the iPad to a staff member at the help desk. Please do not return them to the book drop. Damage sustained by returning an iPad through the book drop is the responsibility of the borrower, and the borrower will be charged accordingly.

The replacement cost for a lost or stolen iPad is \$600. A charge of \$40.00 will be assessed for each lost power cord and/or adapter; \$50 for a lost case. Damage charges will be assessed based on the actual repair costs. No replacement iPad will be accepted in lieu of payment. Replacement costs for iPads and accessories are not covered under Amnesty and are expected to be paid in full.

iPads are available for a 7-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined. If an iPad is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement. In this case, patron information including location data from the Find My iPad application will be turned over to the police for recovery of the iPad.

### **In-Library Use**

iPads for in-house use only are available and may be checked out by customers 15 years of age or older who are current library cardholders in good standing and a driver's license or photo ID in hand. Patrons younger than 15 may check out an iPad with a parent present or written parental permission. Licenses are retained and will be returned when the iPad is checked in and secure.

iPads must remain inside the library building walls at all times, must not be taken into the restrooms and must not be left unattended. Library staff is not responsible for checked out iPads or accessories.

Borrowers will be held responsible for all applicable replacement costs and processing fees, if lost, stolen or damaged while checked out to them. The library will not accept a replacement iPad or accessory purchased by the patron in lieu of fines.

### **Laptop**

Laptops are made available to patrons 15 years and older in good standing with active library cards (no look-ups) and a driver's license or photo ID in hand. Patrons younger than 15 may check out a laptop with a parent present or written parental permission. Licenses are retained and will be returned when the laptop is checked in and secure. The laptops have basic office software loaded and are able to access a wireless network within the library.

- Laptops are available for a 7-day loan
- Under no circumstances will a borrower be allowed to check out a laptop on someone else's account
- A valid driver's license or photo ID is required to check out a laptop
- A laptop shall not be left unattended in the library, even at the front desk. The library will not be responsible for a lost or stolen laptop, even when it is used in the library.
- Return the laptop to a staff member at the help desk. Please do not return it to the book drop. Damage sustained by returning a laptop through the book drop is the responsibility of the borrower, and the borrower will be charged accordingly.
- Patrons may not install software on library laptops, nor may they alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.

- Audio or video files must be played with headphones.
- If patrons experience technical difficulties with the hardware or software, consult a library staff member for assistance.
- The patron will be financially responsible for any damage to the laptop if s/he attempts to troubleshoot problems.

The replacement cost for a lost or stolen laptop is up to \$800.00. A charge of \$20 will be assessed for each lost power cord and/or adapter. Damage charges will be assessed based on the actual repair costs. No replacement laptop will be accepted in lieu of payment. Replacement costs for laptop and accessories are not covered under Amnesty and are expected to be paid in full.

Launchpads are available for a 7-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined. If a Launchpad is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement.

The working condition of the laptops will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Rules of Use and Loan Agreement in order to use the Louisburg Library laptops. The agreement must be read and signed each time it is borrowed.

Library staff will check the screen and the DVD and CD drives, and boot up each machine before checking out and upon return, while the patron is present. Library staff is not responsible for damage to any removable media (i.e. CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.

### **Launchpad**

Louisburg Library has mobile Launchpad mobile devices available for check out. Each Launchpad comes with a suite of preloaded educational activities and applications that do not require internet connectivity.

The working condition of the Launchpad will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Rules of Use and Loan Agreement in order to use a Louisburg Library Launchpad. The agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

- Launchpads are available for a 7-day loan
- Under no circumstances will a borrower be allowed to check out a Launchpad on someone else's account
- A valid driver's license or photo ID is required to check out an Launchpad
- There are no renewals
- Return the Launchpad to a staff member at the help desk. Please do not return it to the book drop. Damage sustained by returning a Launchpad through the book drop is the responsibility of the borrower, and the borrower will be charged accordingly.

The replacement cost for a lost or stolen Launchpad is up to \$150. A charge of \$20 will be assessed for each lost power cord and/or adapter. Damage charges will be assessed based on the actual repair costs. No replacement

Launchpad will be accepted in lieu of payment. Replacement costs for Launchpads and accessories are not covered under Amnesty and are expected to be paid in full.

Launchpads are available for a 7-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined. If a Launchpad is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement.

### **MakerBot 3D Printer**

Louisburg Library has a MakerBot 3D printer available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

Louisburg Library's MakerBot 3D printer project designs are primarily created using Computer Assisted Drawing (CAD) software. Creating a new design requires an advanced knowledge of 3D modeling software products. Video tutorials that accompany CAD programs are available.

Digital designs also are available from various file-sharing databases such as Thingiverse.com. Any 3D drafting software may be used to create a design as long as the file can be saved in .stl, .obj, or .thing file formats. Designs may be created using Blender and TinkerCAD software on dedicated library computers.

Patrons with MakerBot projects shall bring their file in the appropriate format to the front desk during operating hours. All projects need to be 25MB or less. A 3D Print Project Form must be signed and dated to begin each print. Library staff will view all files in MakerWare before adding the project to the printing queue.

If the MakerBot is in high demand, library staff will schedule only one print project per day per person or entity.

The MakerBot may be used for lawful purposes only. Patrons will be restricted from creating projects that are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

### **Louisburg Library reserves the right to refuse any 3D print request.**

- The cost for 3D printing projects is \$1.00/hour and pre-payment is required.
- Completed projects that are not picked up within 7 days will become the property of Louisburg Library. Items must be picked up by the individual who ordered the print.
- Only designated library staff and volunteers will operate the MakerBot 3D printer.

### **Optima Projector**

Louisburg Library has an Optima Projector for check out includes the following items:

- Optima Projector- HDMI 1280P video projector
- Gator Protective Case-Solid travel case for the projector and cables

- HDMI Cable-HDMI laptop to projector cable
- Remote control
- Power Cable

The working condition of the Optima Projector will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Optima Projector Agreement in order to use the Louisburg Library Optima Projector. The Optima Projector Loan Agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

- The Optima Projector is available for a 2-day loan
- Under no circumstances will a borrower be allowed to check out the Optima Projector Lab on someone else's account
- A valid driver's license or photo ID is required to check out the Optima Projector.
- Return the Optima Projector to a staff member at the help desk. Please do not return it to the book drop. Damage sustained by returning the Optima Projector at the book drop is the responsibility of the borrower, and the borrower will be charged accordingly.

The replacement cost for the lost or stolen Optima Projector is \$600.00. A charge of \$20.00 will be assessed for lost power cord and/or adapter; \$200 for a lost case. Damage charges will be assessed based on the actual repair costs. No replacement equipment will be accepted in lieu of payment. Replacement costs for the Optima Projector and accessories are not covered under Amnesty and are expected to be paid in full.

The Optima Projector is available for a 2-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined \$10 per day. If the Optima Projector is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement. In this case, patron information including location data from the Optima Projector will be turned over to the police for recovery of the Optima Projector.

Borrowers will be held responsible for all applicable replacement costs and processing fees, if lost, stolen or damaged while checked out to them. The library will not accept replacement equipment or accessories purchased by the patron in lieu of fines.

### **Projector Screen**

Louisburg Library has two projector screens for check out.

The working condition of the projector screens will be assessed before checkout and upon return. Patrons must have a valid library account in good standing and must read, agree to and sign the Projector Screen Loan Agreement in order to use the Louisburg Library projector screens. The Projector Screen Loan Agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

### **3M Overhead Projector**

Louisburg Library has a 3M 567 Overhead Projector for check out.

The working condition of the 3M Overhead Projector will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the 3M Overhead Projector Loan Agreement in order to use the Louisburg Library overhead projector. The 3M Overhead Projector Loan Agreement must be read and signed each time it is borrowed. Borrowers are responsible for damage and/or loss or theft of loaned units and are required to report any problems experienced with the equipment during their borrowing period.

- The 3M Overhead Projector is available for a 2-day loan
- Under no circumstances will a borrower be allowed to check out the 3M Overhead Projector on someone else's account
- A valid driver's license or photo ID is required to check out the 3M Overhead Projector
- Return the 3M Overhead Projector to a staff member at the help desk.

The replacement cost for the lost or stolen overhead projector is \$100.00. Damage charges will be assessed based on the actual repair costs. No replacement equipment will be accepted in lieu of payment. Replacement costs for the 3M Overhead Projector are not covered under Amnesty and are expected to be paid in full.

The 3M Overhead Projector is available for a 2-day loan. After three days, overdue notices will be sent via email and patron accounts will be fined \$10 per day. If the projector is 3 days overdue, it is considered lost or stolen, and the borrower will be charged for its replacement.

Borrowers will be held responsible for all applicable replacement costs and processing fees, if lost, stolen or damaged while checked out to them. The library will not accept replacement equipment or accessories purchased by the patron in lieu of fines.

### **Xbox One**

Louisburg Library has an Xbox One Gaming System with two controllers available for in-library use. They may be checked out by customers 15 years of age or older who are current library cardholders in good standing.

Xbox games and controllers must remain inside the library building walls at all times, must not be taken into the restrooms and must not be left unattended. The working condition of each controller will be assessed before checkout and upon its return.

- Xbox games and controllers are available for 1-hour of use per patron or 1.5-hour of use per 2 patrons at a time.
- Two Xbox games and two controllers may be checked out per person.
- Under no circumstances will a borrower be allowed to check out an Xbox game and controllers on someone else's account.
- A valid driver's license or photo ID is required to check out an Xbox game and controller
- One renewal is available when no guests are on hold for the gaming unit.

- Return the Xbox games and controllers to a staff member at the help desk. Please do not return them to the book drop or leave them unattended in the library. Damage sustained by returning an Xbox game or controller through the book drop or leaving them unattended in the library is the responsibility of the borrower, and the borrower will be charged accordingly.

The replacement cost for a lost or stolen Xbox game or controller is \$30. No replacement Xbox games or controllers will be accepted in lieu of payment. Replacement costs for Xbox games and controllers are not covered under Amnesty and are expected to be paid in full.

Xbox games and controllers are available for loan in hour-long increments. Late fees will be assessed at \$1 per hour from the time of checkout. If an Xbox game and/or controller is not returned to the help desk within 24 hours of checkout, it will be considered lost or stolen and the borrower will be charged for all replacement costs which will be applied to the borrower's account.

The working condition of the XBox will be assessed before checkout and upon its return. Patrons must have a valid library account in good standing and must read, agree to and sign the Rules of Use and Loan Agreement in order to use the Louisburg Library XBox. The agreement must be read and signed each time it is borrowed.

Borrowers will be held responsible for all applicable replacement costs and processing fees, if lost, stolen or damaged while checked out to them. The library will not accept a replacement laptop or accessory purchased by the patron in lieu of fines.

Size	Black and White	Color	Laminator	Fax Machine
8 ½ X 11	.10	.50	.85	\$2.00 first page/ .50 each additional
8 ½ X 14	.10	.50		Faxes to toll-free numbers are free
11 X 17	.20	\$1.00	\$1.50	Scans –to –email are free
22 X 28			\$2.00	
6 X9			.50	
3 X5			.25	

### C. Material Returns

Most library materials can be dropped in the book depository if the library is closed. Please return DVDs and Audiobooks to the circulation desk inside the library. All materials can be renewed over the phone, in person and online.

#### D. Limits on Borrowing

Senior citizens and educators are exempt from library fines. Missing items from Brain Bags incur fines of \$5.00 per missing item.

Material Type	Loan Period	Checkout	Renewals	Overdue Fines
Audiobooks (CD & Playaway)	3 weeks	Unlimited	2	.25/day, \$3.00 max
Hardcovers	3 weeks	Unlimited	2	.10/day, \$1.00 max
New books with Reserves	7 days	Unlimited	1	.10/day, \$1.00 max
Paperbacks	3 weeks	Unlimited	2	.05/day, .50 max
William Allen White	3 weeks	Unlimited	0	.10/day, \$1.00 max
Brain Bags	7 days	1 per card	1	.25/day, \$3.00 max
Cake Pans	1 week	Unlimited	2	.25/day, \$3.00 max
DVDs	7 days	6 per card	1	.25/day, \$3.00 max
Magazines	3 weeks	All but current issue	2	.05/day, .50 max
iPad	7 days	1 per card	0	\$10/day, \$700.00 max
Launchpad	7 days	2 per family	0	\$5/day, \$150.00 max
Digital Media Lab	7 days	N/A	N/A	\$10/day, \$700.00 max
Inflatable Screen	3 days	N/A	N/A	\$10/day, \$500.00 max
Projector Screens	2 days	N/A	N/A	\$10/day
Projectors	2 days	N/A	N/A	\$10/day
Laptops	7 days	N/A	N/A	\$10/day, \$500.00 max

### III. Health & Safety

The Library values the citizens of Library District No. 1 and responds to their needs by providing a clean and inviting building and well-organized and up-to-date collections. In order to maintain these conditions, the Louisburg Library Board of Trustees has included the following policy.

The Library may suspend borrowing privileges and/or access to the Library facility if patrons return items with evidence of insect infestation; with contamination from substances such as blood, urine or feces; or if patrons enter the Library with clothing or possessions contaminated with anything that, in the opinion of Library staff, could pose a public health threat.

Patrons whose borrowing privileges have been suspended due to the reasons listed above may have them restored after presenting written verification that their issue has been resolved. Access to the Library facility may be restored by the Director.

The Library is not responsible for any damages to personal property that may result from the use of Library materials and services.

#### IV. Service Hours

Library hours may change to accommodate inclement weather conditions, at the director's discretion; or, in the event the director is not available, by a consensus of two full-time staff members.

Monday through Thursday	9:00 a.m. to 7:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 3:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

The library will be closed on the following observed holidays and days:

- |                                  |                               |
|----------------------------------|-------------------------------|
| New Years Day                    | Columbus Day or Veteran's Day |
| Martin Luther King, Jr. Birthday | Thanksgiving Day              |
| Presidents' Day                  | Friday following Thanksgiving |
| Easter                           | Christmas Eve—close at 1pm    |
| Memorial Day                     | Christmas Day                 |
| Independence Day                 | The day following Christmas   |
| Labor Day                        |                               |

#### V. Library Services

##### A. Reference Service

Reference service will be provided by maintaining a core collection of reference materials, using the System Reference, and by using the Kansas Library Catalog. Reference service will be offered via telephone, mail, or direct contact with the patron. This service is available to individuals and groups. In supplying reference information, if answers are not found from the above sources, referrals should be made to appropriate organizations or agencies.

##### B. Youth Services

Louisburg Library provides services and materials to accommodate varying levels of intellectual development among youth. These services and materials include reference information and referral, reader's advisory, and programming in formats appropriate for each developmental level. Youths are guaranteed access to all materials and services, which include age-appropriate fiction and non-fiction titles, magazines, audio-books, DVDs, computer games and educational CDs, a visual search catalog, Baby and Story Time, Book Clubs, Summer Reading, and special events and programs offered throughout the year.

#### Parental Responsibility

- Parents and responsible guardians for children may not leave children nine and under unattended in any area of the library.
- Parents and responsible guardians for children are responsible for their children's behavior and safety while in the library.

- Children 10 and older who are left unattended must comply with Library Rules of Conduct. Should the child's behavior become disruptive or cause disturbances for other library patrons or library staff the child will be asked to leave. If the child is unable to go home alone, a staff member will attempt to locate the child's parents or legal guardian. If a parent is unreachable, the local authorities will be notified.
- Parents are responsible for teaching a child the proper behavior in a library. If a child is causing a disturbance, the attending adult will be asked to correct the problem. If the behavior continues, parent and child may be asked to leave.
- Parents or legal guardians are responsible for making sure that their children are prepared to leave the library premises when the library closes its doors. The library's hours of service are prominently displayed at the entrance to the library. Library staff is employed to render library service during library hours of service. Library staff is not custodian, babysitter, or care giver for children at any time, including after the library doors are closed.
- Parents or legal guardians are responsible for ensuring that their children have rides or are off of the library premises no later than the time that the library closes.
- Parents or legal guardians may restrict their children—and only their children—from access to library materials and services. Consistent with this, children under 15 years of age must obtain a parent or guardian's signature on their library card application.
- Parents or legal guardians of children under 15 years of age may, upon presentation of proper identification, obtain the current status of his/her child's circulation record or withdraw his/her authorization for the child's library card.

### **Staff Responsibility**

When staff become aware that a child is habitually left unattended or is left unattended at 30 minutes prior to closing, the director and the parent or legal guardian will be contacted by phone. After 15 minutes past closing hours and the prior phone calls, police officials will be notified to ensure the child's safety if a parent or legal guardian has not yet arrived.

#### **C. Services to Groups and Organizations**

The library will actively assist civil, cultural, and educational organizations in locating and using materials for planning programs, conducting projects, and furthering the education of patrons.

#### **D. System Membership**

Louisburg Library is a member of the Northeast Kansas Library System (NEKLS) and adheres to the policies and by-laws of that organization. We actively participate in the programs and services offered.

#### **E. Cooperation with Other Libraries**

In addition to the library's membership with the Northeast Kansas Library System, the board and the library director will seek opportunities of cooperation with other libraries to strengthen the services and resources of the library.

#### **F. Interlibrary Loan (ILL)**

It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand, is used by the Louisburg

Library to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget.

It is the policy of Louisburg Library to cooperate with other libraries in the community, i.e., sharing bibliographies, cooperative purchasing, bulk loans, etc.

The ILL Department serves library cardholders by borrowing books, articles, and other materials not owned by Louisburg Library. Through ILL, cardholders have access to magazine or newspaper articles, books, large print books, audiobooks, playaways, DVDs, microfilm, and musical scores owned by participating libraries.

### **Limitations**

Service is limited to holders of a valid library card from Louisburg Library. All charges against the patron's account must be cleared before requesting materials from another library and all overdue books must be returned.

- Requests should be limited to materials not owned by Louisburg Library or materials that are missing, lost, or one month overdue.
- Interlibrary loan requests can take from two weeks to two months to receive, therefore, materials needed under "rush" circumstances cannot be guaranteed.
- There is a 10-item limit of Interlibrary Loan requests for a cardholder. However, Louisburg Library has the right to process only five requests per day.

### **Procedure for Requesting ILL Materials**

- After confirming that the library does not own the desired material, items may be requested at the circulation counter, by telephone, by email or through the library catalog (patron-initiated ILL request instructions are available at the front desk).
- As much information as possible should be included in the request. Examples are title, author, ISBN, edition, publication date, large print, unabridged or abridged audio books or playaways, DVD, or a specific foreign language. When requesting periodicals, the article title and author, volume and issue number, date of publication, and article page numbers should be provided.
- The Interlibrary Loan Librarian will attempt to locate requested items within the state of Kansas. If the item is unavailable, the library will contact the patron to give him/her the option of "going out of state." This service may involve a lending fee. If so, Louisburg Library will contact the cardholder, and if the material is ordered, the patron will be charged any costs associated with borrowing the materials.

### **Cost**

In most cases, there is no charge for Interlibrary Loan materials. However, if a book can only be borrowed from a library that charges to loan, the cardholder will be contacted to approve payment of the loan charge before the borrowing request is made. Additionally, some charges may occur with requests for photocopies of articles. Costs are the responsibility of the patron requesting materials, not Louisburg Library.

Charges will be added to the cardholder's library account when the materials have arrived.

## **Copyright Regulations**

Periodical article requests must comply with federal copyright law and regulations (Title 17 of the U.S. Code). Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Louisburg Library reserves the right to refuse to accept a copying order.

## **Notification**

- The cardholder will be notified when the requested materials are ready for checkout.
- The cardholder must pick up the materials within two weeks of notification or they will be returned to the lending library.
- Patrons will be notified if the request cannot be filled after a thorough search.
- We encourage patrons to take advantage of our email notification opportunity.

## **Length of Use**

- Loan periods are determined by the lending library.
- Loan periods range from one to four weeks from the date the material is received by Louisburg Library.
- Some materials may not be checked out and are restricted for use only in Louisburg Library.
- Materials that are in fragile condition will be restricted to use only in the library.
- Semester-long loan of materials is not available through ILL.
- Photocopies may be kept by the cardholder.

## **Return of Materials**

Interlibrary Loan materials should be promptly returned to the Louisburg Library to insure future borrowing privileges from lending libraries.

## **Renewal of Materials**

Interlibrary Loan materials normally check out for three weeks and most can be renewed. Renewal requests need to be made prior to the due date and can be done by telephone or email to the Louisburg Library. Only one renewal request will be processed.

If renewal is denied by the lending library, the cardholder will be contacted by telephone or email to request return of the material, and overdue fines will be calculated accordingly.

## **Fines**

Interlibrary Loan items accrue fines just as Louisburg Library items and charges are the responsibility of the requesting patron, not Louisburg Library.

## **Lost or Damaged Items**

Should material be lost or damaged, the cardholder is responsible for replacement costs. The cost is determined by the lending library and the cardholder's account will be charged that amount. If an item is not

returned and becomes long-overdue, the materials will be considered lost and replacement costs will be calculated accordingly.

## VI. General Services

### A. Meeting Room

Louisburg Library welcomes the use of its meeting room for activities of a civic, cultural, or educational nature and for the discussion of current public questions. The meeting room is available to nonprofit organizations regardless of beliefs or affiliations of their members. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Library-oriented programs will be given preference for use of the room. It is understood that all meetings held will be open to the public should anyone wish to attend.

### B. Public Relations Policy

The public library must work for two-way communication with the community. It is the responsibility of the library to notify its constituency of services that are available. The library is also responsible for designing its services to meet community needs.

Library trustees, the public and library staff should communicate effectively as each has a role in developing and maintaining good public relations. All three can exercise creativity in promoting the public library. Each employee is a public relations officer. Each trustee should be willing to support and adequately fund planned marketing programs to promote library service. Each patron has the opportunity to utilize all library services and provide feedback.

The library's objectives are to:

- Promote community awareness of library services.
- Stimulate public interest in and usage of the library.
- Develop public understanding and support of the library and its role in the community.

Ideas for implementing these objectives include:

- Develop an annual plan of specific goals and activities, allocate sufficient funds to carry out the programs, and evaluate the programs periodically.
- Designate the library director or other qualified staff with responsibility for coordinating the public relations and public information activities.
- Conduct surveys of the community to assure the library's responsiveness to the interests and needs of library district citizens.
- Offer training sessions, workshops and other aids to staff members to assure courteous, efficient, and friendly contact with library patrons and the general public.
- Maintain personal and informational contact with government officials, service clubs, civic associations, and other community organizations.
- Sponsor programs, classes, exhibits, and other library-centered activities. Cooperate with other groups to fulfill the community need for educational, cultural, informational or recreational opportunities.
- Inform local media about library events, programs, resources and services.

### C. Exhibits and Displays

The library director will approve all public exhibits and displays in the library. Library personnel will make every effort to maintain the safety and integrity of materials displayed in the library. The library will not be held liable for damaged or stolen property.

### D. VHS to DVD Conversion

The library owns a system to convert VHS tapes to DVD. Library personnel will accept and convert copyright cleared VHS tapes only. Copyright cleared is explicit permission to copy the VHS tape AND convert it to DVD format. In most cases a VHS that has been filmed from any recording device should be copyright free. Duplication of commercially copyrighted CDs and DVDs is strictly prohibited. VHS tapes containing a copyright notice in any form will not be copied or converted. Library personnel have final discretion.

The length of time for conversion completion is one week per tape.

The library is not responsible for lost, stolen or damaged VHS tapes.

### E. Technical Internship Program

Louisburg Library may partner with Louisburg High School or a local college or university to sponsor one technical internship (tech intern) per semester of school to volunteer time and energy in the library. Students will be expected to complete 2-4 hours of work per week.

A junior or senior student who is interested in pursuing a career in the technical field is welcome to apply for the tech intern position. Louisburg Library will not be responsible for issuing a grade, distributing financial reimbursement, keeping a record of attendance or providing/monitoring student transportation.

Students will be bound by strict confidentiality practices and will be released from the tech intern program if that confidentiality is breached. Students will have permission to access neither confidential patron account information nor the cash register. Students will only be acting as a tech intern with access to library technology when their library advisor is in attendance and during normal hours of operation.

Students involved in the library tech intern program will have the opportunity to:

- Complete an information technology audit
- Build a computer from parts.
- Gain experience maintaining computers in a networked environment.
- Learn basic steps in trouble-shooting technical issues and how to correct them.
- Gain a general understanding of technical support in a business environment.

### F. Level 4 Work Study Partnership

The Library may partner with the East Central Kansas Special Education Co-Op to sponsor one student in the Level 4 Work Study program per semester of school. Students will volunteer his/her time and energy in the library and will be expected to complete 2-4 hours of work per week.

A student who is interested in career exploration is welcome to apply for the Level 4 Work Study position. Each student will be accompanied by an ECKSE Co-Op representative until s/he is able to work independently. The Library will not be responsible for issuing a grade, distributing financial reimbursement, keeping a record of attendance or providing/monitoring student transportation.

Students will have permission to access neither confidential patron account information nor the cash register. Students will fill their Work Study role in the library only during their regularly scheduled hours.

Students involved in the Louisburg Library Level 4 Work Study partnership may have the opportunity to gain experience:

- Shelf-reading to ensure materials are located correctly.
- Shelving materials accurately.
- Monitoring and assisting with Story Time and Baby Time programming.
- Maintaining cleanliness within the library collection and the facility.

#### G. Volunteer Policy

The Library welcomes volunteers in the community to help support the mission of the library and its staff. All who are interested in the program must submit a volunteer application and participate in an interview with library staff. In doing so, our goal is to match volunteers with their personal areas of interest when possible so that the volunteer experience is both enjoyable and beneficial. Once the areas of interest and qualifications are determined, volunteers will be approved and trained for specific areas of service.

Volunteer requirements include:

- Punctuality. Volunteers should check in at the circulation desk upon arrival. They should be neatly dressed, wearing name tags to identify themselves as library volunteers.
- Set schedules. We ask that adult volunteers commit to a minimum service time of six months and youth volunteers commit to a minimum of 25 service hours over the course of a school year. All volunteer service shall be performed in a minimum of 3-hour blocks of time.
- Positivity. Maintain a positive attitude and energy with all library staff and patrons to contribute to the growth, vitality and health of the library.
- Confidentiality. Volunteers must sign a confidentiality agreement to protect patron privacy.
- Direct communication. Any concerns with the volunteer program should be brought directly to the attention of the volunteer coordinator.

The vision of the volunteer program is to:

- Establish the library as a hub for community engagement and involvement.
- Strengthen the relationship between the library and community.
- Advocate Louisburg Library as a vital institution to the community.
- Create a fun and positive social climate for a rewarding volunteer experience.
- Position volunteers in areas that complement their interests, skills and experience.

## Rules of Conduct

The citizens of Louisburg Library have provided this facility to enhance the community by assembling, preserving, and providing a multimedia collection of library materials that correspond to the community's informational and recreational needs. Librarians have the right to refuse service to anyone. The following rules of conduct are designed to facilitate this purpose and ensure an environment conducive to the full exploration of materials and services.

- Behave appropriately and with restraint without disrupting other library patrons or staff.
- Food and drinks without sealable lids are not permitted in the public areas of the library.
- Smoking is not permitted on library property, including all access points, areas within a 10-foot radius of any doorway, open window or air intake leading into the library. [Kansas Indoor Clean Air Act, KSA 21-4009](#)
- Speak kindly and appropriately to others without the use of abusive or obscene language.
- Enter and depart the library fully clothed, including shoes and shirts.
- Abstain from using alcohol and/or other controlled substances on library property.
- Leave animals at home unless authorized by the library director. All service animals are welcome.
- Leave all weapons at home unless a permit is on-hand. Please notify staff of concealed carry upon entering the library.
- Children under the age of 9 must be attended by an adult.
- Do not misuse or deface library property or equipment.
- Leave roller skates, roller blades, skateboards, etc, at home.
- Store bicycles in racks provided outside the library.
- Do not access visual depictions that are child pornography or obscene using library computers and/or Wi-Fi provided by the library.

Failure to comply with the Rules of Conduct will result in one or more of the following:

- Loss of privileges—including circulation and use of technology.
- Removal from the library premises.
- Contact of local law enforcement.

*These Rules of Conduct shall be posted near the main entrance to the library, available on the library website and available to all patrons upon request.*

## Appendix A

### **Louisburg Library Internet Safety Policy**

Public access to the Internet and online services have become an integral part of Louisburg Library programs and services. The intent of this policy is to meet the provisions of the **Kansas Children's Internet Protection Act**, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of Louisburg Library's Internet Safety Policy is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of Louisburg Library's Board of Trustees, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on November 29, 2018. This policy supersedes all previous Louisburg Library Internet Safety Policy statements and is effective immediately.

This policy document will be reviewed by the Louisburg Library Board at least every three years.

### **Legal Requirements**

Louisburg Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

Louisburg Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

### **Supervision and Monitoring**

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Louisburg Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Technical Services Coordinator and Library Director and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violates this policy shall also be submitted in writing to the Technical Services Coordinator and Library Director, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

## Library Bill of Rights

from the American Library Association

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual. 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.

## The Freedom to Read Statement

from the American Library Association.

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.

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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.

## Appendix D

### Kansas Open Records Act

Excerpted from Fred Logan, Logan and Logan Law Offices, *Orientation Handbook for the Board of Directors of the Johnson County Library: Legal and Ethical Issues*, Third Edition.

The Kansas Open Records Act, K.S.A. 45-215, et seq., deals with access by members of the public to “public records” that are kept or maintained by “public agencies.”

#### What is a Public Record?

- A public record is “any recorded information, regardless of form or characteristics, which is made, maintained, or kept by, or is in the possession of any public agency.”

#### What is a Public Agency?

- Any political or taxing subdivision of the state
- Any office, officer, agency or instrumentality of that subdivision
- Any other entity receiving or expending and supported by public funds of the state or any subdivision of the state

#### What are the duties of the Library and Library staff under the KORA?

- Establish procedures that members of the public will follow in requesting access to and obtaining public records.
- Permit inspection of records in a suitable facility during regular hours or other hours established by regulation
- Act as soon as possible on a request, but no later than the third business day following the date of the request.

#### When can requests be denied?

- If statutory guidelines are not met. A written statement should be supplied.
- If the request places an “unreasonable burden” on the library or “disrupts its essential function.”

#### Who pays for photocopies or other expenses?

- The library should provide for the copying of records, with costs to be paid by the requester. These costs may include staff time.

#### What is excluded from the Open Records Act?

- Records that are owned by a private person or entity and are not related to functions, activities, programs or operations funded by public funds
- Records that are made, maintained or kept by an individual who is a member of the governing body of any political or taxing subdivision of the state.
- Personnel records, performance ratings or individually identifiable records pertaining to employees or applicants for employment.
- Library patron records.
- Records which are the work product of an attorney.
- Notes, memorandums, recommendations or other records in which opinions are expressed or policies or actions are imposed, unless such records are publicly cited or identified in an open meeting or an agenda of an open meeting.

- Public records containing information of a personal nature where the public disclosure thereof constitutes a clearly unwarranted invasion of personal privacy.
- Specifications for competitive bidding