

BROKEN BOW PUBLIC LIBRARY POLICIES

The following policies were prepared by the Broken Bow Public Library Board of Trustees to serve as a directive of the Board as to the operational policy of the library. These policies will be examined annually and may be revised at any time by action of the Board of Trustees as outlined in the by-laws governing the Board.

REVISED AND APPROVED BY THE BROKEN BOW PUBLIC LIBRARY
BOARD OF TRUSTEES ON September 12, 2011. © 2022.
APPROVED BY THE BROKEN BOW CITY COUNCIL JULY 25, 2023.

Julie Shinn
President of the Board

BROKEN BOW PUBLIC LIBRARY

A. Advocacy/Mission Statement and Objectives

The Broken Bow Public Library strives to provide Broken Bow and the surrounding area with unique educational and cultural opportunities.

B. Objectives

1. To provide a collection that will reflect broad subject coverage with materials acquired in a variety of formats.
2. To facilitate continuing education both formal and informal.
3. To support educational and cultural activities of organizations within the area.
4. To provide story hours, summer reading programs and other special programs to meet the needs of area residents.

C. Description of Service Area

1. Broken Bow is a Class II city with a 2020 population of 3,506 residents. The city is the county seat of Custer County.

D. Cooperative Programs

1. Interlibrary loan
2. Cooperative loans with area daycares and preschools
3. Mid-Plains Community College extended area campus

BROKEN BOW PUBLIC LIBRARY CIRCULATION POLICY

Equitable access to information of all types is a high priority of the Broken Bow Public Library. Members of the public are welcome to use materials in the library, and those who are interested and agree to the policies listed here may borrow the resources of the library for use outside of the library.

A. Membership Information

We do not have residential or age restrictions for library card holders. Borrowing privileges are granted upon full completion of the appropriate Board-approved application. Only individual cards will be issued after 1/1/2018; family cards will not be offered but families (adult/spouse/child/other legal ward) may be linked on the circulation computer system.

Library cards are issued for a one-year period and may be renewed after staff checks that patron information is current.

Temporary Accounts.

A temporary card may be issued to persons who will be temporarily residing in Broken Bow for a deposit fee of \$20.00. They need to register the same as any other patron, but must include their permanent home address, temporary Broken Bow address, a working phone number and reference. Temporary borrowers are limited to two items out at a time. When the temporary cardholder no longer needs the card, the \$20.00 deposit is refunded if all borrowed materials are turned and not damaged.

B. Applications

1. All patrons must physically visit the library with a valid photo ID and proof of current address to receive and activate their library cards. If your current address is listed on your photo ID, no other documentation is needed.
2. Applicants who are under the age of 16 years must have a parent or legal guardian present as well as the documentation listed above. Parents or legal guardians' personal library cards must be in good standing to sign for a minor's card.
3. Acceptable forms of photo identification include:
 - Current driver's license
 - Current passport
 - Student ID
 - Military ID
 - Identification card

4. Acceptable items for proof of current address include, but are NOT limited to:

- Bank or credit card statement
- Utility bill
- Voter ID card
- Piece of mail with correct address postmarked within 30 days

5. New applicants are limited to two items checked out at any time until their six (6) week probationary period is complete. After six weeks, if all borrowing requirements are met, full-borrowing privileges will be granted. Failure to fulfill borrowing requirements will result in the loss of checkout privileges.

6. Applications for library cards require patrons to share their name, mailing address (and residence if different), phone, employment and/or school, and e-mail if applicable, ID number, along with a valid reference. A signature on the application indicates that the patron agrees to abide by the rules and regulations of the Broken Bow Public Library.

7. If your card is lost or stolen, please notify us immediately. As soon as possible, bring identification with you to the library to get a new card. There will be a \$1 fee for the card.

C. Loans and reserves

1. Procedures

- a. To check out material, all borrowers must have a current library card number in the library computer.
- b. The Library Director with approval of the Board shall establish all loan periods.
- c. Books will be checked out for a two-week period and may be renewed for another two weeks either in person or by calling the library. However, if any item is on reserve for another patron that item is not renewable and must be returned when due.
- d. Magazines, DVDs, and audiobooks will be checked out for a one-week period and may be renewed for another week either in person or by calling the library. However, if any item is on reserve for another patron that item is not renewable and must be returned when due.
- e. All books marked as best sellers will be checked out for a one-week period. If the book is not on a reserve list for another patron, that book may be renewed for one additional week.

f. Patrons are limited to having five (5) DVDs checked out at any one time per household.

g. Items, which are not circulated because of frequent in-house use or inability to be replaced, include: reference materials, some genealogical materials, the newest issues of periodicals, or other items as determined by the Library Director.

h. Reserves may be placed on items currently not available because they are in circulation or are not yet published or received.

2. Overdue Fines

The Broken Bow Public Library charges overdue fees as an incentive to return materials on time. Overdue fees start the day after the due date of the item.

a. Fines for overdue materials are levied at the rate of 25 cents per item per day. Maximum fine per item shall be \$5.00.

b. Every Friday is “Fine Free” and overdue materials can be returned, and the fines waived. Overdue materials can also be renewed that day without fines accruing.

c. Patrons who have materials overdue by two weeks will be called and be reminded during the call about “Fine Free Fridays.” Library accounts will be restricted for fines totaling \$5.00 and over and for material overdue more than eight (8) weeks. Materials that are overdue more than eight weeks are not eligible for fines being waived during “Fine Free Fridays.”

d. Patrons who have fines totaling \$1.00 shall be restricted from checking materials out until the fine is paid.

e. If borrowed materials are not returned or replacement costs and processing fees paid within one month after written notification by library staff, the City Attorney will be notified and legal action can be taken to get the materials returned or fees paid.

f. Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.

g. Fines automatically stop on a lost item when the loss is reported.

D. Replacement of Lost/Damaged Materials

1. Lost or damaged materials must be paid for by the borrower. Replacement cost for the materials will be the price indicated in the library’s database record. Any

associated overdue fees on lost or damaged materials will also be paid for by the borrower. This is because materials not returned on time are costly in terms of staff time in getting overdue materials back.

2. The library does not provide refunds for lost and paid for materials even if the original item is found.

3. Cases or bags for audio/visual materials and other accessories are valued at \$1 each if not returned by a patron.

E. Interlibrary loan

1. Borrowing Items

- a. The Broken Bow Public Library will use the most efficient means of interlibrary loan available for its patrons to insure speedy delivery of requested titles.
- b. Patrons are required to pay for the return postage of the items received, whether or not they check the items out. In addition, the patron must pay for any assessed costs of obtaining an item through interlibrary loan (rental, copies, fees, etc.) that go beyond budgeted staff and online time.
- c. Because of the potentially high costs of replacing interlibrary loan items, patrons are limited to having no more than five ILL items out at any given time.
- d. Patrons who lose materials received through ILL will be required to pay the fine or replace the item according to the policies of the lending library.

2. Lending Items

- a. Requests will be taken via the OCLC network.
- b. The circulation period will be four (4) weeks, with one renewal allowed when the item is not on reserve.
- c. Borrowing libraries will be expected to reimburse the full cost of the item if it is not returned within two (2) months of the due date.
- d. Fines shall not be assessed.
- e. All other circulation policies apply to ILL

F. Confidentiality of Library Records

1. State law stipulates confidentiality of library records, i.e. Law 84-712.05, “Records which may be withheld from the public,” states that “The following records, unless publicly disclosed in an open court, open administrative proceeding or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:...(10) Records or portions of records kept by a publicly funded library which, when examined with or without other records, revealed the identity of any library patrons using the library’s materials or services.”

2. It is the policy of the Broken Bow Public Library to maintain complete confidentiality of all library circulation record.

Adopted by the Broken Bow Public Library Board on September 12, 2011. Revised by the Board on December 11, 2020.

BROKEN BOW PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

The Broken Bow Public Library is a public institution established and funded by the City of Broken Bow to fill the informational needs of this community. Patrons of the library include not only citizens of Broken Bow, but also of the surrounding area. Library patrons come from diverse educational, cultural, and economic backgrounds and display a wide variety of interests, needs, values, and viewpoints; to remain relevant the library collection must do the same.

A. The library gathers materials, both print and non-print, on subjects of interest to the community. In collecting these materials, the library adheres to the principles embodied in the Library Bill of Rights and this policy statement.

1. The library maintains a vigorous program on behalf of intellectual freedom.
2. Care will be taken so that no one patron or group unduly influences the selection or withdrawal of library materials.

B. The library collection is kept relevant by adding purchases or donated items that enhance existing resources.

1. Priorities of the Broken Bow Public Library collection consider the interests of the community as well as the accessibility of information from other community resources.
 - a. Items of local significance are added to the collection whenever possible and are generally not discarded or circulated if deemed irreplaceable.
 - b. Popular fiction and non-fiction titles for all ages constitute major emphasis of the library's collection.
 - c. Periodical titles owned include those covering current issues, popular culture, hobbies, and regional news. Scholarly journals are not a standard part of the library's collection.
 - d. The library maintains a video collection of instructional videos, documentaries, and films for all ages.
 - e. Collections of specialty items (i.e. cake pans) are added if public interest warrants and resources are available.

2. Selection of materials to be added, whether purchased or donated, follows standard guidelines.
 - a. The final responsibility for selection of library materials rests with the Library Director who operates within the framework of policies set by the Broken Bow Library Board.
 - b. At least one of the following criteria will be used in material selection: needs and interests of the library's users and anticipated users, accuracy and responsibility of the author, effective expression, significance of the subject, or the item's relationship to the rest of the collection.
 - c. Selection criteria for audio-visual and other non-print materials include such factors as artistic and technical standards in addition to content-related values.
 - d. Standard selection tools such as, but not limited to, book reviews from professional journals, best seller lists, and other professional library publications are used to determine usefulness of all print and non-print materials.
 - e. Patron requests are considered when it is felt the material suggested will be of use in the collection.
3. Additions to the library's collection are dependent to some extent upon available funds.
 - a. The library secures the best discount possible.
 - b. Acquisition records show what is on order, what has been received, and current budget expenditures, balances, and encumbrance.
 - c. Orders for library materials are placed at intervals throughout the year to insure a regular flow of acquisitions.

C. Because the Broken Bow Public Library cannot purchase all materials that are requested by patrons, interlibrary loan is used to provide patrons with access to materials beyond the scope of the local collection. Use of the interlibrary loan is dependent on the good standing of the patron (see the circulation policy).

D. Weeding is an important part of collection development.

1. The collection is systematically weeded to make the library's holdings more attractive and easier to use and to allow space for new purchases.
2. Weeding criteria includes obsolete, inaccurate, or outdated information, little or no circulation, damaged or dirty condition, duplicates no longer needed.

3. Weeded materials are offered to the public by the Friends of the Broken Bow Public Library.

E. Method for handling complaints:

1. If, at any time, a patron of the Broken Bow Public Library believes that material is inappropriate for the collection; he/she may file a written Request for the Reconsideration of Materials. If the patron feels there is a problem with or violation of Library Board policy, the patron may file a Written Request for Policy Review.
2. The Library Director will consider the Request for Reconsideration of Materials or the Request for Policy Review and will respond in writing to the complainant within seven working days.
3. If the response of the Library Director does not satisfy the patron, he/she may schedule a time to appear before the Library Board concerning the complaint. The Library Director will schedule the meeting at least one week before the board meeting to be put on agenda.

Adopted by the Broken Bow Public Library Board on September 12, 2011. Revised by the Board on January 8, 2021.

BROKEN BOW PUBLIC LIBRARY EMERGENCY AND SAFETY POLICY

The Library Director, along with the Board President, are responsible for establishing procedures to deal with medical, weather emergencies and other disasters. The Library Staff should be acquainted with the procedures, so they handle a situation if it arises. The Library Director is responsible for organizing the library's response to an emergency. In the absence of the Director, responsibility lies with the other staff on duty in an order established by the Director. If necessary, advice of the Board President or any other Trustee should be sought. The procedures to be followed are as follows:

Medical Emergency

Patron/staff

1. If serious, call 911
2. Get the person's name, address, and phone number
3. Offer to contact a family member or friend
4. Call the person's home if necessary
5. Contact family member, friend to transport them for medical care, if necessary
6. Write up the incident as soon as possible afterwards and present a copy to the City Administrator

Fire

1. Call 911
2. Evacuate the building if flames, smoke, or fumes are evident
3. Use a fire extinguisher if appropriate
 - a. Locations of fire extinguishers:
 - i. Behind the circulation desk
 - ii. Storage room by donor wall
 - iii. Storage room by kids non-fiction area
 - iv. Hallway going to the multi-purpose rooms (East wall)
 - v. Multi-Purpose Room A (West wall)
 - vi. Multi-Purpose Room B (West wall)
4. Do not use water on an electrical fire
5. Use CO (2) on computers
6. Unplug electrical equipment if on fire

Tornado

Tornado Watch:

A tornado watch is broadcast over the radio when the National Weather Service indicates that conditions are such that a tornado could occur.

Tornado Warning:

A tornado warning is broadcast over the radio when the National Weather Service indicates that a tornado has been spotted.

1. QUICKLY announce to patrons and staff that a tornado has been sighted within the Broken Bow area
2. Request that individuals who do not leave go to the patrons' bathrooms and/or hallway by the bathrooms within the library until the alert is cancelled.
3. Station a staff member within sight of the front door to direct people who may come into the building from outdoors.
4. If the warning is not over by closing time and there are still patrons in the building, stay with them until the alert has been cancelled, then ask them to please go home or call someone to come and take them home.
5. If a tornado hits the area, keep people in the safety of the library and contact emergency management authorities for instructions. If the library phone or cell phones are operational, allow patrons to contact family members.

Inclement Winter Weather

In case of snowstorms, the Library Director can, after contacting the Library Board President, Vice-President, or Secretary, elect to close the library early. No staff person shall leave the library before all patrons have safely left or contacted someone for transportation.

The library will follow any closings that are announced by the City of Broken Bow about closing due to weather.

Adopted by the Broken Bow Public Library Board on September 12, 2011. Revised by the Board on February 11, 2021.

BROKEN BOW PUBLIC LIBRARY EXHIBITS AND DISPLAYS POLICY

To fulfill its mission as this community's center for a lifetime of learning and literacy, it is necessary to effectively convey those services and resources to the public by providing an informative and inviting atmosphere in the library. Library-initiated displays and exhibits are an effective and essential component of the library's mission.

Categories of Library-initiated displays and exhibits may include, but are not limited, to the following:

1. Promotions of literacy and the freedom to read
2. Promotion of library activities, services, and resources
3. Seasonal displays
4. Current topics
5. Community events, organizations, and other Items of community interest
6. Exhibits of art and artifacts

The Library may request, or consider requests from, organizations or individuals to display literature, materials, and information in keeping with the Library's chosen display and exhibit themes. The Library does not assume responsibility for theft of or damage to such items. While information about admission fees, registration fees and contacts may be provided, no direct monetary solicitations or items marked for sale will be permitted unless featured in a Library program.

Final responsibility for library-initiated displays and exhibits, and their content, rests with the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility.

It is the intention of library-initiated displays and exhibits to inform educate and enlighten library patrons, not to indicate the Library's approval or disapproval of the ideas expressed in these displays and exhibits. The library attempts to meet the needs of the total community through these displays and exhibits, recognizing that some displayed materials may be viewed as controversial by individual citizens. It is the responsibility of the library user to make use of displays and exhibits in accordance with his/her tastes.

All displays and exhibits throughout all areas of the library are subject to this policy. Unauthorized displays and exhibits will be discarded by Library staff.

Reviewed by the board on April 9, 2021

**BROKEN BOW PUBLIC LIBRARY
POLICY on GIFTS, BEQUESTS, MEMORIALS**

Community support is vital to the Broken Bow Public Library. Gifts and donations to the library are always encouraged. Donations may also be made to the Broken Bow Library Foundation or the Friends of the Broken Bow Library, both 501(c) (3) organizations that exist to expand what the Broken Bow Public Library is able to do with city funding.

A. Donations to the collection

1. The library accepts gifts of books, periodicals, audio-visual materials, etc. with the understanding that they will be added to the library collections only when needed.
2. The library will not affix a value for tax purposes to such gift; this is the responsibility of the donor. However, the library will, upon request, acknowledge the gift with a receipt or letter specifying the type, quantity, and condition of the gift for the donor's records.
3. The same principles of selection which are applied to purchases are applied to gifts. Some gifts may not be used in the collection for these reasons:
 - a. May be an item of which the library already has a sufficient number.
 - b. May not be of sufficient present reference or circulation value to the library.
 - c. May be in poor condition.

B. Major Gifts

1. Unrestricted gifts of money will be gratefully accepted by the Library Foundation Board.
2. Other donations, such as restricted cash gifts, land, property, etc. will be reviewed by the Library Director and Foundation Board before acceptance.

C. Memorial Gifts

All memorial and gift books added to the collection will include, if requested, an appropriate book plate identifying donor and purpose of donation.

D. Acknowledgment

The Library Director shall notify the Board periodically of gifts received and gifts may be acknowledged by appropriate means.

Revised by the Board May 14, 2021

BROKEN BOW PUBLIC LIBRARY INTELLECTUAL FREEDOM POLICY

According to the American Library Association, “Intellectual freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.” The Broken Bow Public Library strives to represent in its collections and services a wide variety of viewpoints and adopts the following statement outlining the library’s position.

LIBRARY BILL OF RIGHTS

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that 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.

Adopted by the Broken Bow Public Library Board on September 12, 2011.

BROKEN BOW PUBLIC LIBRARY PUBLIC INTERNET AND COMPUTER/LAPTOP USE POLICY

The Broken Bow Public Library is providing access to the Internet to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is free and available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, must have a parent or guardian sign the Internet Use Agreement for minors. All public access users must sign in at the circulation desk and sign the computer/laptop loan rider prior to beginning their session.

Patrons who access the Internet using personal devices with wireless connectivity must still abide by all other library guidelines.

The library provides access to a wireless black and white printer. The charge is 10 cents per side.

The Broken Bow Public Library provides laptop computers for loan (as available) to patrons over the age of 14, to use inside the library with valid photo identification and a signed computer/laptop loan rider

The Broken Bow Public Library upholds the rights of confidentiality and privacy for all library users.

Library staff cannot be responsible for providing in-depth training on the Internet or other computer functions. However, authorized staff will do their best to introduce the computer users to the basics of the Internet and other in-house computer programs.

Expectations:

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

Warnings:

The Internet is a decentralized, unmoderated global network; the Broken Bow Public Library has no control over the content found there. The library will not censor or filter access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail); the library is unable to manage e-mail accounts for any organizations or individuals.
- Internet use is offered in sixty (60) minute sessions for research and thirty (30) minute sessions for entertainment on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the Internet service.
- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
- Users' library cards must be in good standing before accessing the library computers.
- Users are not allowed to have food or beverages near laptops or computers.
- Users are not allowed to download, modify, or save files to the computers.
- Users cannot take laptops outside of the library building.
- Users should never leave laptops unattended.
- Laptop users under the age of 14 must be accompanied by a responsible adult or guardian.
- Users must turn laptops in to staff, 30 minutes before closing unless prior arrangements are made. The borrower must remain at the circulation desk to make sure that all equipment pieces are accounted for and that no damage has occurred.
- User can check out a laptop for a two-hour period- which may be renewed if no one is waiting.
- If any technical problems are encountered, borrowers are to immediately report the problem(s) to the library staff.

BROKEN BOW PUBLIC LIBRARY COMPUTER/LAPTOP LOAN RIDER

- I agree that the Broken Bow Public Library shall not have any responsibility or liability for any claims relating to loss, damage or interception of any information, data, work product, or other material viewed, searched or stored on the laptop or its accessories.
- I agree that the Broken Bow Public Library shall not have any responsibility or liability for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop and accessories.
- I understand that:
 1. The library's wireless network is not secure. Information sent from or to the computer can be captured by anyone else with a wireless device and the appropriate software.
 2. Once the laptop is returned, or a computer turned off, all data on the hard drive will be lost.
 3. Library staff is not able to provide technical assistance and no guarantee can be provided that a wireless connection will be available at any given time.
 4. Broken Bow Public Library does not assume any responsibility, nor shall it have any liability for the safety of the equipment or for the laptop configuration, security, or data files resulting from connection to the library's network.
 5. The Broken Bow Public Library does not filter or monitor the computers.

I agree to all terms and conditions listed in the Broken Bow Public Library Internet and Laptop/ Computer Policy and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fees and/or loss of future privileges.

Signature: _____

Date: _____

Full Name (Last, First) _____

Valid Photo ID Number _____

Address, City, State, Zip Code _____

Phone Number _____

BROKEN BOW PUBLIC LIBRARY INTERNET USE AGREEMENT FOR MINORS

As the parent/legal guardian of _____, I give my permission for him/her to use a laptop at the Broken Bow Public Library. I have read the Broken Bow Public Computer/Laptop and Internet Usage Policy and understand the stance of the library on laptop and computer use. By signing this, I accept financial responsibility for the computer and all its components (hardware and software). I will reimburse the library for any damages if the laptop or any software installed thereon is damaged, lost, or stolen while checked out to my child.

It is my responsibility to provide the guidance to ensure my child's use of the library's laptop is both appropriate and safe. It is also my responsibility to share the library's laptop policies with my child, covering these basic rules:

- The laptop is for in-facility use only it cannot be removed from the library.
The laptop cannot be left unattended at any time.
- None of the settings or configurations on the laptop can be altered and nothing can be saved to the hard drive of the laptop.
- The loan period for borrowing a laptop is two (2) hours. Laptops must be returned to staff at the circulation desk at least thirty (30) minutes prior to the library closing, even if this does not allow for the entire two-hour loan period. The laptop must be returned with the power on so that staff can check all the components.
- When the loan period has lapsed, the laptop must be returned to staff at the circulation desk. **Until the laptop has been placed in the hands of library staff members and checked in, it is the responsibility of the patron to which it is checked out or his/her guardian** (if under the age of 18.)
- The library will not be held responsible for any damage or loss of data or media due to any cause while using a library laptop computer.
- Library wireless connections are not secure and appropriate caution must be taken with personal information. The laptop user is expected to abide by the same Internet Use Policy used for the PC workstations.

By signing this document, I verify that I have read and understand the Broken Bow Public Library Public Internet and Computer/Laptop Policy.

Name _____ Library Card # _____

Please print clearly

Child's name _____ Child's age: _____

Please print clearly

Signature of parent/legal guardian _____ Date _____

Adopted by the Board February 9, 2022

Broken Bow Public Library Makerspace STEAM kit Policy

The Broken Bow Public Library offers makerspace kits for patrons to use in the library. These kits are for hands-on learning, creating, collaborating, and inventing. All users are expected to read and follow the policy as outlined below. The makerspace items are available during the library's open hours, but users will be asked to return kits they have borrowed 15 minutes prior to library closing.

A. Conditions of Use

1. Everyone is welcome to use the makerspace kits at no charge. Users must have a valid Broken Bow Public Library card and not have any fines or overdue. If an individual is visiting the community and will not have need of a library card, they must complete a Broken Bow Public Library Makerspace Use Agreement. All users will be given a Makerspace Use Agreement.
2. The makerspace kits are available to all ages. However, an adult must accompany users that are under the age of 8.
3. The makerspace kits are available on a first-come, first-serve basis and will be checked out at the circulation desk by the users.

B. General Guidelines for Use

1. All who use the makerspace kits must comply with the library's rules and regulations, including the library's Code of Behavior.
2. Makerspace kits must be returned in the same condition in which they were received.
3. The user accepts financial responsibility for all damage caused to equipment beyond normal wear. The user agrees to pay for the loss of or damage to any items in the makerspace kits and further agrees to accept the library staff's assessment of fair restitution for damage and/or loss of items.
4. All kits must stay in the library and the user agrees to clean up their workspace before returning the kit to the circulation desk. The user agrees to inform library staff in case they are unable to return a work area or equipment to its original state.
5. Any issues with the makerspace kits should be reported immediately to the library staff.
6. The library staff is responsible for the cleaning and disinfecting of the makerspace items.

Adopted by the Broken Bow Public Library Board on March 14, 2018, amended November 12, 2021.

**BROKEN BOW PUBLIC LIBRARY
MAKERSPACE STEAM KITS USE AGREEMENT**

Welcome to the Broken Bow Public Library! Prior to checking out any makerspace kits, please review the attached policy. Acceptance of and compliance with the policy, as well as completion of this agreement, are required for your use of the kits.

Name_____

Address_____

Phone #_____

Reference (name and phone number for local contact

Broken Bow Public Library, 626 South D Street, Broken Bow, NE 68822

www.brokenbowlibrary.net

308.872.2927

Staff member initials_____ Date_____

Broken Bow Public Library Makerspace

The Broken Bow Public Library offers a makerspace area for patrons to use in the library. This equipment is for hands-on learning, creating, collaboration, and inventing. All users are expected to read and follow the policy as outlined below. The makerspace is available during the library's open hours and will close 15 minutes prior to closing time.

Patron Requirements

1. Makers must hold a Broken Bow Library card in good standing. *Maker will now be referred to as "Patron".
2. Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment.
3. Patrons ages 14-17 may use the makerspace alone, after having a parent or guardian sign a waiver with them.
4. Patrons ages 8-13 may use the makerspace if always supervised by a trained parent, guardian, or a supervised library program.
5. Patrons agree to abide by the Broken Bow Public Library Patron Responsibility Policy.
6. The library may host special programs or events for minors; a parent or guardian Liability agreement is still required, and supervision will be provided by library staff.

Patron Reservations

1. Makerspace equipment and items will be available at a first come, first serve basis. There will be a 2-hour time limit on the makerspace equipment. Library programs will have priority.

Safety

1. Every Patron must complete the safety and operational training for each device in the Makerspace. You must sign up for individual device training. Library staff will guide you through equipment specific, hands-on safety, operational training. Patrons will be required to watch a few training videos and answer questions before being able to use a device.
2. Patrons may know how to use a tool and have undergone training in another makerspace, workplace or at home. However, training completed elsewhere does not count as training at Broken Bow Library.
3. Headphones, ear buds and cell phone use are prohibited while operating machinery. It is not safe to work with dangling cords and without proper hearing ability. Clothing must not have drawstrings, necklaces, neckties, hair must be pulled back.
4. Patrons should not work in an altered state that could affect their safety and others around them.
5. Patrons should familiarize themselves with emergency procedures, know where all exits are and, know where the extinguishers are kept.
6. The library will provide all safety equipment patrons will need to safely operate each device.

7. Patrons agree to report any accident or incident that occurs in the Broken Bow Library makerspace area to a staff member. Failure to report an accident or incident may lead to loss of Makerspace/library privileges.
8. Patrons agree that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the library staff.
9. Patrons should shut off items when they are finished using them, and let items cool first.

Clean Environment

1. It is everyone's job to keep the makerspace clean and orderly. Devices should be cleaned, all debris should be removed and disposed of appropriately.
2. Tools and equipment should be put away before leaving the area.
3. Broken Bow Library is not a storage facility. Projects should be taken when the reserved time is finished.
4. All devices used in the Makerspace are to be returned in the same condition as they were issued, normal wear and tear excepted. Patron agrees to pay for the loss or damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal the replacement cost of the item.
5. Library staff is responsible for sanitizing the equipment.

Computer Use Policies

1. Patrons agree to abide by Broken Bow Library computer policies while using Makerspace computers.
2. Patrons should be courteous to other library patrons and other Makerspace users.
3. Patrons accept responsibility for the security of information they give on the web, such as personal information and credit card numbers.
4. Patrons should never modify any hardware or software on the Makerspace computers.
5. When creating digital content with the library's equipment, patrons should remember to bring their own storage devices or store their work via an online cloud service. The library's computers do not store individual work or projects. The library is not responsible for lost or deleted information.

Makerspace Legality

1. All Makerspace devices shall be used only for lawful purposes. They should not be:
 - Prohibited by local, state, or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - In violation of another's intellectual property rights. For example, using devices to replicate someone else's designs or articles of manufacture may infringe the copyright, patent, or trademark protection.
 - Deemed to be offensive or inappropriate in a public setting, as determined by staff.

Broken Bow Library is not responsible if a project is destroyed, does not print/burn/cut correctly, or does not work. Patron is required to pay for successful or failed projects when using library consumables.

The patron understands that Broken Bow Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by Broken Bow Library.

Adopted by the Broken Bow Public Library Board on December 10, 2021.

Broken Bow Public Library Makerspace Use and Release of Liability Agreement

This agreement is made this ____ day of _____ 20_____, by and between Broken Bow Public Library and _____(Maker/Patron).

In consideration for Maker's participation in the use of the Makerspace at the Broken Bow Public Library, Maker (whom now be known as Patron) agrees as follows:

- 1. Conditions of Use.** The Patron agrees that the (a) Patron has received the Policy and agrees to its terms, which are incorporated by reference into this agreement, and the (b) Patron has been trained by Library Staff or participated in a Library workshop regarding the use of the Makerspace. The Patron agrees to comply with all Library policies, including the payment of any fees associated with the use of the Makerspace. If the Patron is under the age of 18, a parent or legal guardian agrees to the Release of Liability on behalf of the minor child and the term "Patron" applies to both the minor child and any parent or legal guardian.
- 2. Assumption of Risk.** Patron acknowledges the inherent risk in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that Patron's participation in such activities and/or use of Makerspace may result in injury illness, death or damage to Patron or Patron's personal property.
Further, such risks and dangers may be caused by Patron or other Patrons. Finally, such injury, illness death or damage to Patron or Patron's personal property, may arise from foreseeable or unforeseeable causes. Patron, and for such heirs, family, estate, hereby fully assumes all such risks (known, unknown and/or unforeseen) and any others which arise in connection with the use of the Makerspace at the Broken Bow Public Library.
- 3. Release of Liability.** Patron, including the Patron's heirs, family, estate, releases the Broken Bow Public Library and the City of Broken Bow, its staff, boards members, exhibitors, guests, fellow patrons from any liability, claims, losses, demands, causes of action whatsoever arising or that could arise out of any damage, loss or injury to Patron or Patron's property while using the Makerspace of Broken Bow Public Library and/or using any equipment owned by Broken Bow Public Library or another Patron or guest of Broken Bow Library regardless of whether such loss or injury is as a result of negligence of Broken Bow Library or its Patrons or guest is a result of some other cause. This release includes all damages, costs, medical costs, expenses, attorneys' fees, and any other losses.
- 4. Covenant Not to Sue.** Patron agrees that Patron will not, under any circumstances, initiate any legal action or administrative proceeding against Broken Bow Library and the City of Broken Bow, its staff, board members, fellow patrons, and employees nor will Patron assist in the prosecution of any such legal action filed by another, arising out of an injury to the person or property of Patron while participating in the use of the Makerspace in the Broken Bow Library. This covenant extends to include the family, estate, heirs, of Patron.
- 5. Third Party Indemnification.** Patron indemnifies, saves, and hold harmless Broken Bow Library and the City of Broken Bow, its Patrons, agents and assigns from any and all losses, claims, demands, causes of actions or proceeding of every kind or character which may be

initiated by any other persons or organization and which arise directly or indirectly from the actions of Patron while engaged in the use of the Makerspace and/or by using the Broken Bow Library's equipment, materials, space, or educational opportunities. Patron hereby acknowledges that Patron has carefully read all the above provisions, fully understands, and voluntarily signs this document as a condition of use of the Makerspace at Broken Bow Library.

6. **Damage of tools and equipment.** Maker agrees to use the facilities, tools, and materials in a safe way, and to alert the Broken Bow Library staff, and/or program leaders when facilities, tools, and materials are being used in a way that could cause harm to themselves or others. All damage to equipment or tools will be reported immediately.

Signature_____

Date_____

Printed Name_____ **Library Card**

Number_____

Email_____

Phone_____

Emergency Contact (Name and Phone)

Any Maker under eighteen years of age must also obtain the following consent and release before using the Makerspace at the Broken Bow Public Library.

I, _____ (print name), am the parent of legal guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature_____

Date_____

Printed Name_____

BROKEN BOW PUBLIC OCULUS QUEST 2 USE AGREEMENT FOR MINORS

As the parent/legal guardian of _____, I give my permission for him/her to use the Oculus Quest 2 VR equipment at the Broken Bow Public Library. I have read the Broken Bow Public Library Oculus Quest 2 Usage Policy and understand the stance of the library on Oculus Quest 2 use. By signing this, I accept financial responsibility for the Oculus and all its components (hardware and software). I will reimburse the library for any damages if the Oculus or any software installed thereon is damaged, lost, or stolen while checked out to my child.

It is my responsibility to provide the guidance to ensure my child's use of the library's Oculus is both appropriate and safe. It is also my responsibility to share the library's Oculus policies with my child, covering these basic rules:

- The Oculus is for in-facility use only it cannot be removed from the library.
The Oculus cannot be left unattended at any time. The Oculus must be used in the designated teen area in the library.
- Patrons must be at least 12 years of age or in the 6th grade to use the Oculus Quest 2 without supervision. Users in 5th grade and below must be accompanied by an adult while using the Oculus or a member of library staff. All minors under the age of 18 must have a **Waiver of Liability** signed by a parent or guardian prior to their use of the Oculus Quest 2.
- None of the settings or configurations on the Oculus can be altered and no games or programs are to be downloaded by the user. The library's Oculus is available for use with programs picked out and downloaded by library staff **ONLY**.
- The loan period for borrowing the Oculus is 30 minutes. At the beginning of this period, the user must sign in with the current time and their first name. The Oculus must be returned with the power on so that staff can check all the components.
- **The Oculus is available in 30-minute sessions or until someone else signs in to use the Oculus. Until the Oculus has been placed in the hands of library staff members and checked in, it is the responsibility of the patron to which it is checked out or his/her guardian** (if under the age of 18.)
- Library wireless connections are not secure and appropriate caution must be taken with personal information.
- The Oculus is available during normal library hours. If needed for a program, library programs will take precedence.

By signing this document, I verify that I have read and understand the Broken Bow Public Library Oculus Quest 2 Policy.

Name_____ Library Card #_____

Please print clearly

Child's name _____ Child's age: _____

Please print clearly

Signature of parent/legal guardian_____ Date_____

BROKEN BOW PUBLIC OCULUS QUEST 2 USE AGREEMENT

I have read the Broken Bow Public Library Oculus Quest 2 Usage Policy and understand the stance of the library on Oculus Quest 2 use. By signing this, I accept financial responsibility for the Oculus and all its components (hardware and software). I will reimburse the library for any damages if the Oculus or any software installed thereon is damaged, lost, or stolen while checked out to me.

It is my responsibility to use the library's Oculus in appropriate and safe ways. It is also my responsibility to understand the library's Oculus policies and will follow these basic rules:

- The Oculus is for in-facility use only it cannot be removed from the library.
The Oculus cannot be left unattended at any time. The Oculus must be used in the designated teen area in the library.
- Patrons must be at least 12 years of age or in the 6th grade to use the Oculus Quest 2 without supervision. Users in 5th grade and below must be accompanied by an adult while using the Oculus or a member of library staff. All minors under the age of 18 must have a **Waiver of Liability** signed by a parent or guardian prior to their use of the Oculus Quest 2.
- None of the settings or configurations on the Oculus can be altered and no games or programs are to be downloaded by the user. The library's Oculus is available for use with programs picked out and downloaded by library staff ONLY.
- The loan period for borrowing the Oculus is 30 minutes. At the beginning of this period, the user must sign in with the current time and their first name. The Oculus must be returned with the power on so that staff can check all the components.
- **The Oculus is available in 30-minute sessions or until someone else signs in to use the Oculus. Until the Oculus has been placed in the hands of library staff members and checked in, it is the responsibility of the patron to which it is checked out or his/her guardian** (if under the age of 18.)
- Library wireless connections are not secure and appropriate caution must be taken with personal information.
- The Oculus is available during normal library hours. If needed for a program, library programs will take precedence.

By signing this document, I verify that I have read and understand the Broken Bow Public Library Oculus Quest 2 Policy.

Name_____ Library Card #_____

Please print clearly

Signature_____Date_____

Adopted by the Board March 9th, 2022

Broken Bow Public Library Oculus Quest 2 Waiver of Liability

In using the Broken Bow Public Library's Oculus Quest 2 Virtual Reality equipment, I agree to the following:

- I (or my child/dependent/minor) am using the virtual reality equipment voluntarily.
- I acknowledge the risks involved in the use of virtual reality equipment. These include but are not limited to dizziness, minor nausea, motion illness, seizures, some medical conditions may be etc.
- I understand that while wearing the virtual reality headset, I will not be able to see my real-life environment and I agree to use caution as a result.
- I assume all the physical, psychological, and financial risks associated with the use of virtual reality equipment.
- If I require medical care or treatment, I agree to be financially responsible for all costs incurred because of such treatment.
- I agree to make every effort to obey safety precautions as listed in writing or as explained to me verbally.
- By signing this waiver, I hereby release, hold harmless, and forever discharge from any liability the Broken Bow Public Library, for all claims, damages, causes of action, judgments (including costs and expenses), or liability arising directly or indirectly from damages or injury that I may sustain as a result of my use of the library's virtual reality equipment. I acknowledge that I have read, have understood, and will adhere to the terms of this Policy and Waiver of Liability Agreement.

Signature

Date

Minor's Name

Parent/ Guardian Name

Parent/Guardian Signature

Date

Adopted by the Board March 9th, 2022

BROKEN BOW PUBLIC LIBRARY LIBRARY USER BEHAVIOR POLICY

Guidelines for Library User Behavior

Section 51-212 of the Nebraska Statutes specifically give public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

With the above statement in mind, the Library Board of Trustees of the Broken Bow Public Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use. These rules/guidelines have been approved in order to protect the rights of all who utilize the library or are on library premises, including patrons and employees, to preserve and protect library materials and facilities, and to maintain the environment and atmosphere essential to the proper operation of the library. Acceptable standards of behavior include but are not limited to this list.

1. This Policy provided guidance to all who utilize the library or on library premises. This includes employees, patrons, or individuals on library property. Hereinafter these persons will be collectively referred to as "Library User" or "Library Users"
2. Library Users shall respect the rights of staff and others present in the library and shall not behave in any manner that can reasonably be expected to disturb other persons. Library Users shall not interfere with the right of others to use the library or with employees' performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, obscene or abusive language or acts, destroying property.
3. Speaking should be kept to normal conversational levels when visiting in person or when using a cell phone. Audio equipment shall not be audible to other people.
4. Weapons of any kind are not allowed.
5. Use of tobacco, alcohol, or illegal drugs is prohibited. Library Users showing signs of drunkenness or drug abuse will be asked to leave the premises.
6. Appropriate dress is required (shirt and shoes).
7. Animals other than registered service animals are allowed only by permission of the Library Director or Assistant Director. All registered service animals are allowed in the library with their owner.
8. Compliance with the Public Internet and Computer Acceptable Use Policy is mandatory.
9. Any person not complying with these rules or with local or state law shall be asked to leave the library premises and may receive a temporary or permanent ban from future

library use.

10. A written notice of eviction will be prepared in connection with any suspension from library premises and, if a suspended person enters or attempts to enter the premises before library privileges are restored, he/she will be subject to criminal prosecution for trespass as allowed by law.
11. Library Users temporarily or permanently banned from the library may appeal this decision by contacting the Library Director at least one week before the next regular meeting of the Broken Bow Public Library Board. The person making the appeal should attend the Library Board meeting when the matter is on the agenda.

Unattended Children Policy

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library, and to provide for the general safety of children using the Broken Bow Public Library, the following policies are adopted:

1. The Broken Bow Public Library assumes no responsibility for children left unattended on library premises.
2. If a child appears to be left unattended when the library is closing, the staff will attempt to find the adult responsible for their care. If the adult cannot be located or contacted, the staff will contact the police department for assistance. The staff will under no circumstance take the child out of the building.

Abuse of Library Policy and Restriction of Privileges

1. The use of the library and its services may be denied temporarily for due cause. Such causes may include failure to return materials or to pay fines, destruction of library property, or any other illegal, disruptive, or objectionable disturbance on library premises.
2. Library accounts will be restricted for fines totaling \$5.00 and over and for material overdue more than 8 weeks. Materials that are overdue more than 8 weeks are not eligible for fines being waived during "Fine Free Fridays."
3. Library Users who refuse to abide by library policies may be restricted from the library. Those who are unwilling to leave will be subject to prevailing laws.
4. Denials of computer use may occur because of any unacceptable use (see Public Internet and Computer Acceptable Use Policy).

UNDERSTANDING OF LIBRARY USER BEHAVIOR POLICY

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library premises persons who violate or refuse to comply with the library's rules and regulations.

Therefore, the Library Board of Trustees of the Broken Bow Public library has approved rules/regulations to set a standard of acceptable behavior conducive to appropriate public library use. The rules/guidelines have been approved in order to protect the rights of all who utilize the library or are on library premises including patrons and employees, to preserve and protect library materials and facilities, and to maintain the environment and atmosphere essential to the proper operation of the library.

In an effort to clarify the Library User Behavior Policy and consequences that may result in violating said policy, copies of the policy and this document have been provided to the individual who signed below and violations have been explained in full.

Violation of the Library User Behavior Policy will result in the following action(s):

1. The offender will be given one verbal warning.
2. If the violation continues, the offender will be instructed to leave and will not be permitted access to the library for a period of one (1) week.
3. If the offender refuses to leave, the police will be called to remove him/her and the offender will not be permitted access to the library for a period of one (1) month.
4. If any person who has received a month suspension again violates any of the above rules, he/she will be barred from the library building and property for a period of one (1) year.
5. Chronic offenders (those who are asked to leave the premises on three separate occasions within a six (6) month period) will be barred from the library building and property for one (1) year.
6. A written notice of eviction will be prepared in connection with any suspension from library premises and, if a suspended person enters or attempts to enter the premises before library privileges are restored, he/she will be subject to criminal prosecution for trespass as allowed by law.

Signed (Parent/Guardian if a minor)

Date _____ Home/cell phone _____

Work phone _____

Revised by the Board September 9, 2022

Broken Bow Public Library

Personnel Policy

All library staff members are considered employees of the City of Broken Bow, and thus fall under the applicable regulations outlined in the City of Broken Bow, Nebraska Employees Handbook; or in the case of full-time, non-appointed regular employees, agreements between the City of Broken Bow and the Local Union No. 1597. Only full-time, 40 hour/week, library employees qualify for all applicable city benefits, including insurance coverage, paid vacation, sick and holiday leave, and retirement. Policies not covered specifically herein will be governed by City personnel policies, as long as City policy does not conflict with state statutes governing the Library Board.

A. Library Director

1. The Library Board is responsible for the hiring of the Library Director. In order to maintain state library accreditation, every effort should be made to hire a state certified or certifiable person. The Board's hiring recommendation is then subject to mayoral appointment, and subsequent approval by the City Council.
2. An evaluation of the Library Director is the responsibility of the Library Board, and should be done annually. This evaluation is placed in the employee's personnel record in the city offices.
3. According to the city handbook, an evaluation of the Library Director will also be carried out by the supervisor of the City of Broken Bow department heads. This evaluation will be done annually.
4. The Library Director has the status of a city department head, and as such, is expected to attend meetings of that group called by the City Administrator or Mayor and perform other duties as assigned. Should a conflict arise between those duties and the expected duties, the conflict will be resolved by the Mayor and the Library Board President.

B. Library Staff

1. The Library Director advertises for interviews and recommends to the Board the best candidate(s) for library employment. He/she may ask for the help of another full-time staff member with this process. The recommended candidate must then be approved by the Library Board, and in turn, the appropriate governing body of the City of Broken Bow.
2. In order to maintain state library accreditation, the Assistant Library Director and Children's Librarian must be or work to become state certified. Other library staff members are encouraged to become certified. Class fees and paid

time at work will be provided for classes leading to certification with the approval of the Library Director.

3. Evaluation of library staff is the responsibility of the Library Director. New employees are evaluated at the end of six months of employment. Thereafter, full-time staff is evaluated annually and placed in the employee's personnel record in the City offices. Part-time staff is also evaluated annually.
4. The Assistant Library Director, Children's Library Assistant, Library Clerk, and Library Aid are compensated according to negotiated agreements between the employee unions and the City of Broken Bow.
5. The Library Director will be compensated according to the percentage increase assigned by the City Administrator and Mayor, with input from the Library Board.

C. Job Descriptions

1. Job descriptions outlining accountability, duties and responsibilities, skills and abilities, and experience and education are available for each library position.
2. Job descriptions should be reviewed periodically by the appropriate staff members and the Library Director to reflect current practice.

D. Work Schedules

1. Because the library is open daytime, early evening, and weekend hours, most staff members are required to work at least some hours outside of the traditional work day.
2. Staff is scheduled on a monthly basis and every effort is made to accommodate staff requests. If after the schedule is made, a staff member requires or wishes a change in schedule, he/she should first contact other staff about covering or trading hours and then have that change approved by the Library Director. Because the number of staff members is small, in some cases a change may not be possible.
3. Vacation is worked into the schedule as staffing requirements permit.
4. Work must be completed during scheduled work time, not on personal time outside of work hours.
5. Staff may be in the library during non-public hours provided activities are work related. Staff should not be in the library for personal business during non-public hours unless the Director has been notified and given approval.

E. Staff and Board Development

1. Professional Events

Library staff and Board members who are state certified must participate in approved continuing education events to maintain their certification. Funds are available in the budget to cover travel, registration, hourly compensation and other approved expenses. In order to be compensated for attendance, a written request must be filled out, signed by the Library Director and/or the Library Board president and approved by the City Administrator or Mayor.

2. Dues

The library shall cover the cost of dues to the Nebraska Library Association for state certified staff.

Professional Development Policy

Library Board adopted 11/10/2022.

The purpose of this policy is to provide Broken Bow Public Library employees with professional development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to the library and to the profession. This is an investment in library employees and their capacity to meet the current and future needs of the community.

Library employees strive for excellence in the profession by maintaining and enhancing their personal and collective knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

I. External Professional Development Activities

All library employees are encouraged to attend webinars, workshops, seminars, conferences, or exhibits. The library supports employee participation in these activities and allocates funds to be used for approved travel and registration expenses. Approval of a request is subject to the availability of funds, appropriateness of training, and staffing coverage.

II. Internal Professional Development Activities

All library employees are encouraged to attend onsite learning opportunities. The library supports utilizing staff knowledge and expertise as in-house speakers and presenters. When needed, the library will bring in outside experts to present information on required topics and strategic areas of interest.

III. Professional Association Memberships

All library employees are encouraged to participate in job-related membership associations. With approval, the library will pay for annual memberships in such a professional, civic, or community-wide organization for requesting employees. Approval of a request is subject to the availability of funds and the appropriateness of the request.

Communications/Marketing Policy

Library Board adopted 11/10/2022.

Broken Bow Public Library will endeavor to communicate information about library services, materials, and programs to its staff, to Broken Bow residents and business owners, and the greater library community on a regular basis.

Broken Bow Public Library will provide ongoing information about the library, library services and programs in a manner that enhances the value of the library to residents and patrons and increases the community's return on its investment in the Library.

Board members will participate, as appropriate, in the implementation of a communications plan developed by the Library staff.

The Broken Bow Public Library Board of Trustees recognizes the value of regular communications and will support this policy by annually budgeting sufficient funds to communicate on an on-going basis, or by assisting Library staff in finding funds to ensure library services, materials and programs are sufficiently and appropriately advertised.

Non-Discrimination Policy

The Broken Bow Public Library is committed to the principle of equal opportunity in access, education and employment. It is the policy of the Broken Bow Public Library to adhere to all applicable federal, state, and local laws and regulations pertaining to nondiscrimination in employment and in the provision of services. The Library does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

BROKEN BOW PUBLIC LIBRARY PROCEDURES FOR BOOK SIGNINGS

Book signings at the Broken Bow Public Library should be scheduled at least six weeks in advance of the desired date. No one will be allowed to have a book signing unless the material has first been published. A copy of the published book should be given to the library director and or library board for perusal before any commitment is made. The library director or library board may refuse a book signing if the book is deemed slanderous or libel. (Definition: Libel and/or slander harm a reputation; decrease respect, regard, or induce disparaging, hostile, or disagreeable opinion or feelings against an individual or entity.)

It is the author's responsibility to inform the director of any controversial or prohibitive content. The Broken Bow Public Library and the City of Broken Bow will not be liable for the content of any material exhibited on the library premises, nor will the content of the material exhibited in any way constitute library endorsement of the philosophies, practices, or viewpoints of the author.

After review, it will be at the discretion of the library director and/or library board to allow an author to promote his or her book at the Broken Bow Public Library.

When hosting a signing, the Broken Bow Public Library asks that the author:

- Works with the library to reserve space for the event.
- Provides all advertising and promotion for the book signing.
- Comes prepared to read from his/her featured book or has a prepared presentation.
- Is willing to answer questions from the audience about the book, writing process, etc.
- Has books to sell at the time of the signing and is responsible for all sales. The library cannot sell books for the author before or after the event.

Adopted by Broken Bow Library Board on February 10, 2016

Reviewed by Broken Bow Library Board on October 14, 2022

BROKEN BOW PUBLIC LIBRARY PHYSICAL FACILITIES POLICY

To support excellence in library service, the Board of Trustees accepts the responsibility to see that facilities are provided and maintained to adequately meet the physical requirements of a modern, aggressive library service. The facilities will offer the community a compelling invitation to enter, read, look, listen, learn, discover, and explore.

A. Appropriate Use

1. The Patron Responsibility Policy will apply to all who use the Broken Bow Public Library facilities, including the multi-purpose and study rooms.
2. No illegal activities may be conducted on library property. No hazardous materials or weapons may be brought onto library property nor will open flames or candles be allowed.
3. No skateboards or roller blades, roller skates or other footwear of this type will be allowed in the Broken Bow Public Library.
4. Smoking or any use of tobacco is not allowed anywhere in the Broken Bow Public Library building.

B. Multi-purpose Room

The multi-purpose room of the Broken Bow Public Library is designed to meet general, informational, educational, cultural and civic needs, including activities such as discussion groups, panels, lectures, conferences, programs, and seminars when not needed for library purposes. The multi-purpose room is open to all groups regardless of the beliefs and affiliations of their members.

No user of the multi-purpose room is to imply in any way or represent that their activities, policies, views, or beliefs are sponsored or endorsed by the Broken Bow Public Library, the Board of Trustees, or the City of Broken Bow. No publicity in connection with any meeting or use of the multi-purpose room is to refer to the library except to designate meeting location.

Groups or individuals authorized to use the multi-purpose room must provide information and program services to all persons without regard to race, age, color, national origin, religion, gender, or physical challenges and are responsible for meeting ADA requirements. No event may be restricted through tuition or admission fees without prior approval from the Library Director or Board President.

With a signed agreement and paid rental, multi-purpose room users have access to the following: 6 8-foot rectangular tables, 10 6-foot round tables, 2 small brown tables, 125 chairs, 2 smart Televisions, 2 podiums, 1 DVD player, 1 Sound System with 4 microphones. 2 microwaves, 2 mini refrigerators, 4 coffee pots. All library equipment must remain on library property. This list is not all-inclusive substitutions may be made.

All uses of the multi-purpose room for activities not related to or sponsored by the Broken Bow Public Library shall observe the following rules. The library reserves the right to deny the use of the multi-purpose room to any party not complying with the rules in effect at the time of the request, or for non-compliance in the past. The library also reserves the right to interrupt or cancel any meeting that interferes with routine library operations.

1. Groups or individuals must be authorized to use library multi-purpose room by the library staff via completion of a Meeting Room Application at least forty-eight hours in advance of the room use. Tentative reservations made by phone will be honored for twenty-four hours prior to an application form being submitted. All meeting room applications must be approved by the Library Director or designated staff member. Approval to use library meeting rooms is not transferable to another person or group. An individual who will be responsible for the room must be designated on the application form.
2. Reservations may be made no more than twelve months in advance of the scheduled event. Reservations are taken on a first-come, first-served basis. Occasional exemptions from this limit may be made by the Library Director or Board President.
3. Reservations will be made only for the dates listed on the application. Additional applications must be made for additional dates and times.
4. The signed Meeting Room Application constitutes an agreement that the event will be held. Cancellations must be made 48 hours in advance to receive a full refund. Failure to notify the library that an event has been canceled may be cause for refusing future requests by that group or individual for the multi-purpose room.
5. Fees: The multi-purpose room is available free of charge for all non-profit groups or organizations. However, donations are always welcomed and appreciated. For-profit use of the multi-purpose room carries a flat fee of \$35.
6. Users of the multi-purpose room during non-public hours are responsible for opening, closing, checking bathrooms, and locking the library after use. A key for the multi-purpose room may be checked out up to 24 hours in advance of the scheduled event only by the authorized contact person during regular library hours and must be returned in person or in the book drop within 24 hours of the event's conclusion. Any user responsible for losing a library key will be charged the entire cost for re-keying the entire library.

7. Unless noted in the Meeting Room Application, users must vacate the multi-purpose room by the originally scheduled time to allow for use by other groups, or by 10 minutes before library closing time. If during open library hours, library staff should be informed whenever the room is vacated.

8. There will be no solicitation or proselytizing outside of the library meeting rooms.

9. Political campaigning on library property or in the library meeting rooms will not be allowed. However, the meeting rooms may be used for general political purposes including information sharing, organizational meetings, or community forums.

10. Youth groups must always have a sponsor age 18 or older.

11. All children under the age of 8 who accompany an adult to an event must always remain with the adult. The library is not responsible for those children unless otherwise noted.

12. Any seating or table arrangements shall be the responsibility of the group or individual using the multi-purpose room. Groups or individuals should allow extra time for setting up the room before the meeting is to start and for returning the room to its original condition when the meeting is over. This includes returning chairs and tables to the storage room or placed back where they were found, putting other library equipment back where it was found, picking up and emptying trash if needed, vacuuming the floors, wiping off counters and tables, rinsing out sinks, and cleaning any utensils or coffee pots.

13. Groups or individuals may arrange to use the library's audio/visual equipment. However, no one shall operate the library equipment unless they are properly trained. This may require that a member of the group using the multi-purpose room make an appointment with a library staff member prior to the use of the room to receive training.

14. Nothing may be affixed or mounted in any way to the walls, surfaces, furniture, or equipment of the multi-purpose room. If signs or decorations need to be displayed, groups or individuals need to visit with library staff about appropriate ways to display the items.

15. Neither the library nor its employees shall assume responsibility for any property of groups or individuals using the multi-purpose room. At the end of each event, all an individuals' or group's property must be removed from the library unless given prior permission by library staff to leave it temporarily.

16. The individual or group reserving the multi-purpose room shall be responsible for any damage to or loss of library property, including equipment used by the individual or group. Definition of damages includes, but is not limited to dropping, breakage, and accidental damages beyond normal wear. If library property is either damaged or lost, the Library Director shall obtain estimates for the repair of the damage, cost of

replacement of the lost property, or special cleaning. The individual or group will be responsible to pay that amount to the library.

17. Food and/or beverages can be served or carried into the multi-purpose room with permission from library staff. No alcohol may be served on library property without permission of the Broken Bow City Council and the required legal permits.

18. Library staff is not available to assist in carrying in supplies or materials for events unless they are library related.

19. None of the fixtures normally found in the multi-purpose meeting rooms, nor the tables, chairs, podium, or other items associated with these rooms may be taken out of the library or rented separately.

20. Groups shall not exceed the legal posted capacity of the multi-purpose room as determined by the Bureau of Fire Prevention. It is the group's responsibility to monitor compliance with these regulations and to deny admittance to the room to people who would cause the group to exceed the posted capacity.

21. Individuals or groups using the multi-purpose room must adhere to the Broken Bow Public Library's Patron Responsibility Policy. Inappropriate behavior will result in consequences outlined in that policy and may result in being denied further use of the multi-purpose room or any library facility. Copies of the Patron Responsibility Policy are available from staff at the circulation desk on request.

C. Study Rooms

The Broken Bow Public Library has two study rooms that are available during regular library hours for use by small groups or individuals who require a quiet atmosphere for study and/or discussion. Each study room has a table, chairs numbering the room's maximum capacity, several power outlets, and access to the library's free wireless Internet. Study rooms are available at no cost.

All users of study rooms shall observe the following rules.

1. Reservations can be made up to one month in advance. When the rooms are not reserved or in use, walk-ins are welcome. Reservations do take priority.
2. Reservations may be made in person, by telephone, or by email to the library's website.
3. Persons who use the study rooms are limited to three hours per day. The use of the study room may be extended if no other individual has reserved the space.
4. Reserved rooms will be held for 15 minutes beyond the reservation time and then offered to others unless library staff is notified about the delay.

5. Those wanting to use the study rooms must check in with library staff.
6. A person must be age 12 or older to use a study room. Anyone younger than 12 must be accompanied by someone age 15 or older who will always remain in the study room during use.
7. No more than six people may occupy a study room unless staff permission is received for an exception.
8. Covered beverages and food are permitted in the study rooms.
9. Study rooms may not be used to distribute/solicit orders or sell goods/services except for tutors who are compensated for academic tutoring.
10. Study rooms are not intended to be the regular meeting site of a group or organization.
11. Persons using study rooms must comply with all library policies. Failure to do so will result in penalties as outlined in the Broken Bow Public Library policies.
12. No items shall be attached to walls or windows of the study rooms.
13. Furniture may not be brought into or removed from a study room without approval from library staff.
14. Persons who leave the room unattended for more than 15 minutes will forfeit the study room unless staff is notified beforehand.
15. The library is not responsible for materials left in a study room or anywhere in the library.
16. Study rooms must be vacated 10 minutes before the closing time of the library.
17. Persons who use study rooms are expected to leave the rooms clean and in neat condition. Persons who leave the study rooms untidy may lose future study room privileges.

D. Rights and Exclusions

1. The Broken Bow Public Library retains the right to deny space to any user whose planned use of the space does not comply with this policy or whose past use has violated the rules listed herein. Those parties who do not comply with this policy may be immediately removed from the room and/or library property.
2. The Library Director is responsible for the administration of this policy.

3. The library is not responsible for theft or damage to items brought onto library property.
4. The library shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of any organization using the library facilities.
5. The library will not provide storage for any purpose or group other than its own without advance permission of the Library Director or Library Board.
6. This policy may be updated at any regular or special Library Board meeting.
7. Any group or individual that has been denied permission to use library facilities may appeal in writing to the Library Board of Trustees.
8. The library reserves the right to cancel room reservations for operational purposes including, but not limited to, weather closings, power outages, or other unforeseen events.
9. In the event circumstances arise that are not covered by this document, the decisions of the Library Director or other library staff are binding.

Approved by the Broken Bow Public Library Board of Trustees
October 11, 2017. Revised by the board on August 12, 2022.

BROKEN BOW PUBLIC LIBRARY PRIVACY POLICY

The Broken Bow Public Library takes steps to protect the privacy and confidentiality of all library patrons, no matter their age. Our commitment to your privacy and confidentiality has deep roots not only in the law, but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted." The Broken Bow Public Library's privacy and confidentiality policy follows federal and state laws.

State law protects your library records from disclosure if a member of the public or the media requests them. Library records include your circulation records, your name together with your address or telephone number, and your email address. Library records may be subject to disclosure to law enforcement officials under provisions of the USA PATRIOT Act. Librarians are forbidden from reporting to you that your records have been requested or obtained under provisions of the USA PATRIOT Act.

The Broken Bow Public Library avoids retaining records not needed for library business purposes and we do not engage in practices that might place personally identifiable information on public view. The library will not collect or retain your private and personally identifiable information without your consent. If you consent to give us your personally identifiable information, we keep it confidential and will not sell, license, or disclose it to any third party except as required by law.

Information the library may gather and retain about library patrons includes the following:

- Information required to apply for a library card (name, address, telephone number, email address, birthdate, photo ID)
- Records of material checked out, charges owed, payments made
- Requests for interlibrary loan
- Sign-up information for library classes and/or programs.

Library records that contain information about customers, the materials they have used, Internet usage, or the information they have sought, are private and must be treated as confidential information. Access and disclosure of these records to non-library personnel are acceptable in these circumstances:

- For internal purposes (such as recovery of lost or stolen library materials and/or fines; library staff reporting a crime involving the library to law enforcement) the Library Director may grant access or disclose to any federal, state or municipal government agency, including representatives of law enforcement agencies and prosecuting attorneys.

- In all other situations, a valid subpoena or court order is required to disclose or release library records.
- Library staff may be prohibited by law from disclosing to the customer whose records were accessed, released, or subpoenaed.

Photos, videos, and recordings that appear on the library's website may be gathered by library staff from public programs, events, and library spaces. To ensure the privacy of individuals and children, images will not be identified using full name or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

Under no circumstances may the public take photographs or audio/videotape without the express permission of the library customers or staff who would be the primary subject within the composition.

If you have a question or concern about our Privacy Policy, please contact the library.

Adopted by the Broken Bow Public Library Board on September 12, 2011. Revised by the Board on December 13, 2017. Reviewed May 12, 2022.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Broken Bow Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the director of the library and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Broken Bow Public Library, 626 South Street, Broken Bow, NE 68822

Name _____ Date _____

Address _____

E-Mail Address _____ Phone _____

Do you represent self? ____ yes ____ no

If no, name of organization?

Resource on which you are commenting:

Title

Author/Producer

Is it a:

____ Book ____ Textbook ____ Video ____ Display ____ Magazine

____ Library Program ____ Audio recording ____ Newspaper

____ Electronic information/network ____ Other (please specify) _____

What brought this resource to your attention? _____

Have you examined the entire resource? _____

What concerns you about the resource? (use other side or additional pages if necessary) _____

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

*Revised by the American Library Association Intellectual Freedom Committee,
June 27, 1995*

BROKEN BOW PUBLIC LIBRARY RESTRICTIONS ON PHOTOCOPYING

Photocopying is one of the most popular methods of reproducing books and documents as it is often quick and relatively inexpensive. The use of copying machines, however, raises serious preservation issues. Photocopying can cause severe damage to the structure of a book or document. Because of this potential damage, the Broken Bow Public Library reserves the right and can restrict photocopying due to the library's obligation to preserve historical materials.

The library prohibits photocopying of any of the types of materials listed below:

- Any item considered too fragile by the library staff
- Any item covered by copyright laws

We regret any inconvenience these restrictions may cause.

Adopted by Broken Bow Library Board on February 10, 2016, Revised by Broken Bow Library Board on June 10, 2022

BROKEN BOW PUBLIC LIBRARY SECURITY CAMERA POLICY

The Broken Bow Public Library strives to offer a welcoming environment and provide a comfortable and safe experience allowing users to access the library facility and collections for their intended purposes.

Security cameras are used where needed to provide a safe and secure facility for library employees, library resources and equipment, and library patrons. The purpose of this policy is to establish guidelines for the use of security cameras. Cameras will be used within accepted legal and community practices regarding privacy and in a professional and ethical manner.

The Broken Bow Public Library values patron privacy first. The goal of the library is to maintain appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. The policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify content of a library user is protected and held private.

Signs will be posted at library entrances informing the public that security cameras are in use.

Placement:

1. The cameras are for use in public areas only.
2. Cameras will not be used to monitor areas where people have a reasonable expectation of privacy (i.e. restrooms).
3. Cameras will not be installed for the purpose of monitoring staff performance.
4. The Library Director will oversee the installation of cameras with the assistance of other applicable city departments or City Administrator.

Operation:

1. Access to recorded footage from cameras will be limited to authorized users as determined by the Library Director.
2. Camera functions shall not be used or operated in such a manner that violates a person's constitutional rights or discriminates against an individual for any reason.
3. Under no circumstances shall the camera equipment be used to hear or record conversations without a court order.
4. Camera functions shall not be used or operated in such a manner that violates a person's constitutional rights or discriminates against an individual for any reason.
5. Cameras may not be used to identify individuals that are only exercising their First Amendment Rights.
6. All recordings are to be considered property of the Broken Bow Public Library and are prohibited from being used or accessed for personal use. Employees will not post quotes, excerpts, or images to the public.

7. When library personnel believe that security cameras have recorded evidence of theft, vandalism, or other suspected criminal activity, they are to preserve those images and turn them over to the library director or the City's legal counsel.

Oversight:

1. The Library will monitor developments in the law, practices, and technology to ensure that the camera security system is consistent with the best practices and complies with all federal and state laws.
2. The Library or 3rd party vendor engaged by the city, will provide ongoing maintenance and testing of all monitoring and recording equipment in use.
3. Library personnel will be appropriately trained and supervised in the use of this technology.
4. The value of each camera's placement will be reviewed annually to determine if changes are needed to camera quality and location.

Storage and Retention:

1. Retention of records shall comply with federal and state law governing record retention.
2. Recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena.
3. Recordings will be overwritten after 30 days unless notified that footage is needed for an investigation, complaint or when the recording would likely be evidence in a legal action. Otherwise, as new images are recorded, the older images will be automatically deleted.

Adopted by the Broken Bow Public Library Board on April 11, 2018. Revised by the Board on August, 12, 2022.

BROKEN BOW PUBLIC LIBRARY
BOARD OF TRUSTEES GOVERNING BY-LAWS

BOARD OF TRUSTEES

Library Board; bylaws, rules and regulations.

Taken from state statutes 51-205.

The library board shall have the power to make and adopt such bylaws, rules, and regulations for its own guidance and for the government of the library and reading room as it may deem expedient, not inconsistent with sections 51-201 to 51-219.

A. Members

1. The board will consist of five members serving a four-year term, beginning with the March meeting.
2. The Mayor of Broken Bow will seek input from the library board members when a vacancy on the board occurs. The Mayor's recommendation must then be approved by a majority vote of the City Council. Board members may serve a maximum of two consecutive terms. Appointments to fill unexpired terms are not considered terms. Reappointment of a former board member may occur after said member has been off the board for a period of one year.
3. Newly appointed board members shall be installed after the old business of the March meeting. The retiring board member's duties shall cease after the old business of the March meeting.
4. Any board member missing more than three consecutive meetings without a pre-approved absence by the board of due to illness will be terminated.
5. A new board member will be chosen to fill an unexpired term at the next City Council meeting after the vacancy occurs.
6. Trustees will use the list of responsibilities of the trustee as outlined by the Nebraska Library Commission in their most current publication or online document.

B. Meetings

1. Regular meetings of the library board will be held on the second Friday of each month at 12:00 p.m. at the Broken Bow Public Library unless other arrangements are agreed to by the board members and library director.
2. Special meetings of the board may be called by the president or by any two trustees, for the transaction of such business as is stated in the call and 24 hours' notice of any special meeting shall be given to each trustee and the library director unless such notice is waived. Notice of any special meeting and purpose of meeting must be placed in three, separate local public meeting places as soon as possible prior to the meeting.
3. At all meetings of the board, three trustees shall constitute a quorum and a majority vote of all trustees' present shall be required for the adoption of any motion or resolution.
4. Trustees should notify the board president or library director as soon as possible when they are unable to attend a meeting to ensure a quorum will be met.
5. The presiding officer shall be entitled to vote on all motions.
6. A listing of monthly agenda items which need to be considered at board meetings can be found in the appendix.
7. Agenda business to be conducted at meetings will be posted at the library for public inspection prior to the meeting.

C. Officers

1. The officers of the board shall consist of a President, Vice-President, and Secretary, who shall be elected from membership every year at the regular meeting in June.
2. The term of each officer shall be for one year after the regular meeting in June and until his/her successor has been duly elected.
3. A vacancy in any office shall be filled at the next regular meeting of the board after the vacancy occurs.

D. Duties of Officers

1. President
 - a. Preside at meetings
 - b. Appoint standing committees
 - c. Sign all necessary documents
 - d. Call special meetings of the board

e. Perform other duties which generally pertain to the office.

2. Vice President

a. Perform all the duties of the President if he/she is absent or disabled.

3. Secretary

- a. Keep an accurate record of the proceedings of all board meetings.
- b. Record the attendance at such meetings.
- c. Have custody of all official books, records, and documents of the board.
- d. Perform any other duties which pertain to the office.

E. Order of Business

- 1. Call meeting to order
- 2. Roll call
- 3. Reading of the minutes
- 4. Correspondence and communication
- 5. Report of the library director
- 6. Bills
- 7. Old (unfinished) business
- 8. New business
- 9. Agenda items requested for next meeting

F. General Powers

(taken from the state statutes) 51-211.

Library board; general powers and duties; governing body; duty; discrimination prohibited.

(1) The library board may erect, lease, or occupy an appropriate building for the use of a library, appoint a suitable librarian and assistants, fix the compensation of such appointees, and remove such appointees at the pleasure of the board. The governing body of the county, city, or village in which the library is located shall approve any personnel administrative or compensation policy or procedure before implementation of such policy or procedure by the library board.

(2) The library board may establish rules and regulations for the government of such library as may be deemed necessary for its preservation and to maintain its usefulness and efficiency. The library board may fix and impose, by general rules, penalties and forfeitures for trespasses upon or injury to the library grounds, rooms, books, or other property, for failure to return any book, or for violation of any bylaw, rule, or regulation and fix and impose reasonable fees, not to exceed the library's actual cost, for nonbasic services. The

board shall have and exercise such power as may be necessary to carry out the spirit and intent of sections 51-201 to 51-219 in establishing and maintaining a public library and reading room.

(3) The public library shall make its basic services available without charge to all residents of the political subdivision which supplies its tax support.

(4) No service shall be denied to any person because of race, sex, religion, age, color, national origin, ancestry, physical handicap, or marital status.

51-207.

Library board; funds; buildings; custody and control.

The library board shall have exclusive control of expenditures, of all money collected or donated to the credit of the library fund, of the renting and construction of any library building, and the supervision, care and custody of the grounds, rooms or buildings constructed, leased or set apart for that purpose.

AMERICAN LIBRARY ASSOCIATION BILL OF RIGHTS

The Broken Bow Public Library District subscribes to the American Library Association Bill of Rights, which says:

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

- E. 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.
- F. 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.
- G. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- H. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- I. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- J. Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.