

Caney City Library

Policy Manual

STRUCTURE AND GOVERNANCE

The library is governed by an appointed or elected library board exercising the authorities provided in state statutes, including but not limited to maintaining the library board's legal status as a body corporate and politic with authority to adopt library policies and regulations; employ and set compensation of a librarian and accept, and administer, and invest grants and gifts received; pay out funds collected for operation of the library, and other board authorities as provided in Statutes.

The library board operates under appropriate budget and financial procedures.

The library board employs a paid library director and delegates management of the library to library director within the policies and budget approved by the library Board.

The library board approves and implements a written personal policy. Hiring rates or ranges and job descriptions are determined for all library staff. The Library director implements and manages personnel policies and procedures.

Library financial records are maintained at the library and are available in accord with the Kansas Open Records Act requirements.

Copies of bylaws and policies are provided to every member of the library board and library director, and staff. All library board members annually read and review bylaws and policies.

Library board participates in least one continuing education activity annually.

- Regularly scheduled board meeting with materials/or a presentation provided by the library system or other resource.
- Attending a continuing education activities provided by library system and or other continuing education provided.
- Other continuing education activities including viewing and discussion of online or recorded presentations.

The library provides and pays for a current membership in the Kansas Library Association and Kansas Library Trustee Association for all members of the library board.

The Library board has a current written plan, updated as least every three years and developed with input from members of the community.

Example: Assessment of community needs, vision, goals and objectives and action steps.

The library director develops and presents a budget to the board for discussion and approval. An adequately funded public library meets the following funding levels.

- Salaries and benefits—minimum 65% of total operating expenditures from All income sources (excluding capital fund expenditures).
- Materials and Resources target—12% of total operating expenditures from all income sources (excluding capital fund expenditures).
- Technology—Variable
- Library Operations---Variable

The membership of the board shall consist of five members: four members to reside within the City of Caney and/or one at large member residing in Caney outside the city limits but within USD 436 school district. Approved by the board and City Council Feb. 20th 2012.

PERSONNEL POLICY

COMPLIANCE WITH EQUAL OPPORTUNITY AND OTHER LAWS

The Library observes all federal and state laws concerning employment. The Caney City Library is an equal opportunity employer and does not discriminate based upon race, color, religion, sex, age, national origin, disability or any other basis prohibited by law.

The Library will not tolerate the harassment of one employee by another. The Library will follow the provisions of the Fair Labor Standards Act.

NO SMOKING

The Library is designated as a no-smoking building. Those who wish to smoke must leave the building to do so, at least 10 feet away from the entrances.

ALCOHOL AND DRUGS

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs intoxicants or controlled substances by employees at any time on library premises is prohibited. If the board (or director) has reason to believe that an employee is in violation of this policy, the library reserves the right to test such employee (s).

CONTINUING EDUCATION AND TRAVEL

It is the policy of the library to encourage continuing and professional involvement for employees. The Director or staff will be paid for mileage and meals to attend continuing education programs. Time spend traveling will be reimbursable.

COMPANY CREDIT CARD USE

Employees may not use the company credit card to purchase personal items. The library will not order for items for patrons using the company credit card. Revised 8/28/18

STANDARD OF CONDUCT AND CORRECTIVE ACTION

Violations of proper conduct will result in one of the following forms of corrective action: Discharge, suspension, oral warning, or written warning. In arriving at A decision for proper action, the following will be considered;

- The seriousness of the infraction
- The past record of the employee
- The circumstance surrounding the matter

JOB EVALUATIONS

The board will conduct a written evaluation of the librarian at least once a year.
The Director will conduct a written evaluation of the staff once a year and report to the board.

*Revised 1-2013

HOLIDAYS

The Director or Head Librarian will be the only full time employee eligible for the following benefits. There will be no benefits to part time employees unless determined by the Board of Trustees. This was revised 4/24/2012.

Paid holidays are: **New Years, Presidents Day, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving, (2 Days) Christmas, and 1 free day to use freely. (Total of 10 Days.)**

When these holidays fall on a day when the library would normally be open, the director will be paid for the holiday. When **Christmas Day** falls on **Sunday**, or **New Year's Day** the library will be **closed** the following **Monday**.

VACATION TIME/PERSONAL DAYS

Full time employees/ Director will receive 12 days of paid vacation annually after one year employment. Vacation days will not accumulate. Assistant Librarian will receive five days of paid vacation. Added with Approved minutes on April 24, 2012 starting in 2013.

SICK LEAVE

Sick leave is granted to full time employees (Director) for personal illness, bodily injury, or to keep doctor or dental appointments. The 12 days of sick leave may not be held over for the following year. They, like vacation days, will not accumulate must be used up by the end of the year. Assistant Librarian will receive 5 days paid sick leave. Added with Approved minutes April 24, 2012 starting in 2013.

No sick leave allowance will be paid at the termination of employment. Sick leave is not to be considered as vacation pay.

OTHER LEAVE

Directors suffering a death in the immediate family may take up to three leave days with pay. One day is given for other family members.

A full time employee who is pregnant shall upon the employees request, be granted Maternity leave without pay, however, the employee may elect to use sick leave or vacation if it is available. The employee will be expected to return to work within a reasonable time after the end of pregnancy, which normally shall

be a period not to exceed six weeks. Leave may be extended beyond this period, based upon medical necessity.

Employees who have been on leave are required to furnish a statement of fitness to return to work from their physician.

This policy shall be interpreted to treat employees on maternity leave no less favorably than employees on leave for sickness or temporary disability. Employees will be paid on the last working day of each month for time worked that pay period.

Revised 1-2013

LIBRARY'S DRESS CODE

Business or casual dress is appropriate. Director has the final say concerning questionable attire. Cleanliness is a must.

Appropriate clothing

- Slacks, nice jeans, Capris.
- Nice Tops, Jackets, sweaters, shoes for comfort.
- Logo shirts of summer reading, logo shirts of the library.

Inappropriate Clothing

- Shorts, spaghetti straps, low revealing neck lines
- open Midriffs

SOCIAL SECURITY

The library contributes an amount equal to that which the librarian and staff pays into the Federal Social Security program. This provides for benefits under the Social Security Act, such as retirement, disability and death benefits.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

For libraries affiliated with KPERS, which we are not, after one year of service, employees whose regular work schedule exceeds 1000 hours annually Participate in KPERS. Employee and employer contributions, benefits, policies, and procedures are determined by KPER

Librarians Retirement Fund

April 16, 2003

A retirement plan will be established for the Director. Financial considerations include a 3% contribution to be paid from library funds to be computed on the annual base salary of the librarian, together with an initiation fee and annual maintenance fee and 3% to be withheld from the Librarians salary. Added with Approved minutes of Jan. 22, 2013. Starting 2013, Assistant Librarian and staff Will receive a 3% IRA account which a deferred amount of their chose will come out of their base salary.

Revised Jan. 22, 2013

Employees

Present employees are Library Director, Assistant Director, and a part-time employee.

If it becomes necessary for a substitute to work for the librarian, a board member should be used or we should pay salary, unemployment and withholding for the individual working. Individuals working should be from the board approved list. Otherwise, the Library is closed.

Twelve days of sick leave reported to the Board on a monthly report. Twelve days of vacation leave. During bad weather the director will decide to close. If the director decides to close, he /she will be paid for that day. If it falls on a Saturday, no one gets paid.

During computer or building repair, if the librarian needs to be at the library to have it open for the repairs, the librarian will get paid her hourly wage. If librarian assigns one of the staff to meet with said persons, that employee will be paid.

The library board sets the wages of all employees, the City Council or the Mayor are not responsible for this decision. (See Page 51 of the Secretaries minutes). Everyone gets paid once a month.

Dec. 1983 at a special meeting the decision was made that the director must give 2 months' notice of stepping down or retiring.

Revised 11/2016

MATERIALS SELECTION POLICY

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

The library endorses the Library Bill of Rights adopted by the American Library Association. It is included as an appendix to the materials selection policy.

The library recognizes that many books are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of interest of patrons. Standard book selection tools will be used in the selection of materials.

Responsibility for the reading of children rest with their parents and legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of children.

The following general criteria are considered in selecting materials:

- Strength of the existing collection in particular areas
- Reputation of the Author, Publisher, or Producer
- Reviews of the Item
- Suitability of subject, style and reading level for the intended audience
- Current appeal and popular demand
- Value of materials in relation to durability

In the event a patron request that a specific work which is in the collection be removed from the library the following action will be taken:

1. The librarian and patron will discuss the patron's reasons for the request., and the librarian will explain the libraries materials selection policy. If patron wishes to pursue the matter, he/she will be provided with a copy of this policy and reconsideration form.
2. The patron will fill out in full the reconsideration form.
3. Upon receipt of the signed form, completed form the (*Librarian*) will examine the material in question, the issues raised, and the circumstances involved. He/she will then make a decisions to remove or retain the material in question.

4. The Library Director will respond in writing to complainant within two weeks of receipt of the completed reconsideration form, and will inform the individual of the availability of a board hearing.
5. If the complainant desires a board hearing, the material reconsideration form, and other relevant material such as book reviews will be presented to the board at its next regular meeting.
6. The board will review the materials and the reconsideration form, and listing the patron's objections. Find resolution of the matter will be made by the board with the guidelines for selection in mind.

Recommendations from the public are welcome.

*Revised 1-2013

SERVE POLICY

1. Residents of Caney and the surrounding Kansas area are the primary population served by the library. Borrowing privileges are also extended to residents of Kansas counties which participate in a regional system of cooperating libraries. And also to our neighbors across the Oklahoma line.
2. Persons under the age of thirteen (13) will be issued a library card after obtaining the signature of a parent or guardian agreeing to be responsible for the materials checked out on the library card.
3. Social Security number or drivers license and identification showing current address is required at the time of initial registration(signature card). We need a current address, like a bill for proof.
4. Businesses or institutions may be issued as an institutional card. A list of the employee(s) entitled to use the card, and signed by the owner manager or director of the institution.
5. The Library offers the use of public copier and we do have a fax machine. A fee will be charged for these services.
6. The Library is on a system through SEK called KOHA. Interlibrary loan materials are available from several libraries in this system. There is no charge for this service. Materials are kept for 3 days, if not picked up they will be returned. If the materials are returned late there will be a small late fee.
7. A complete listing of the SEK & Find Policies maybe be found at the end of the policies.

MOVIE VIEWING POLICY:

With regard to attendance at programs where films are shown, a minor's attendance at the programs demonstrates parent/guardian approval of attendance. The Caney City Library does not act in loco parentis, determining which films a minor may view. Ages 5 and under must have a parent attend the movie with them.

WEEDING BOOKS OR ITEMS:

Weeding procedures are needed about every 2 years. It is the director and staff's decision to weed the collection. This will be based on how long the book has not been check out or the condition of the book or items.

PROCTORING GUIDELINES

We request that students reserve a proctoring session at least 24 hours before their test will be taken. Library staff has the right to refuse to proctor a student's test if they arrive earlier than 15 minutes before their scheduled computer test time or if they arrive over 15 minutes past their scheduled test time. Computer based tests will be proctored on library's public computers or Patron's computer.

The Director is the official proctor on record. An actual test proctor will be assigned to a student depending on the day of the week and the time of the day that the student's test is scheduled.

We request that all passwords, tests, and instructions reach us 24 hours before the student is scheduled to take their exam. Any copying or faxing fees incurred will be the responsibility of the student.

We will observe the student taking a proctored test, but we will not sit next to or with the student as he/she takes her tests.

If test instructions do not specifically mention open book, open notes, the use of a calculator, cell phone, the student's own computer, or other electronic devices we will assume that the student cannot use these while taking their tests.

CHILDREN'S INTERNET SAFETY

June 29, 2004

The Library is concerned for the safety and security of users who access online information. The Library has not control over the content of the Internet, and cannot be held responsible for what the user sees when connected to the Internet. The restriction of a minor's access to the Internet Beyond that required by this policy is the responsibility of the parent or legal guardian. The safety and security of users accessing the Internet require those persons to be cautious, thoughtful, protective of personal information, and respectful of Library policy and State and Federal laws.

A USER WILL NOT MISUSE A CANEY CITY LIBRARY COMPUTER TO.....

- Access of display information that is obscene.
- Participate in e-mail, a chat room, or instant messages that use information that is obscene as defined by Kansas Law.
- Disclose, use, and disseminate personal information that could threaten or create vulnerability for a minor, for any other person, or for the Library.
- Attempt to gain unauthorized access to any data, computer or network.

A user who violates this policy will be prohibited from using the Library's computers for a period of **SEVEN DAYS**. If this is a repeated violation, the Library will stop a user's computer access for **TWO MONTHS**. After a **THIRD VIOLATION** all computer privileges will be terminated. The Library has the right and responsibility to stop the Internet session when the user has violated this policy, or the laws that guide the Library policy. The Library complies with State and Federal laws. We have a particular awareness of Kansas Laws relating to obscenity (K.S.A. 21-4301, 21-4301a, and 21-4301c) and Federal Laws on copyright (U.S. Code, Title 17), the **Children's Internet Protection Act (CIPA)**, and the **Neighborhood Children's Internet Protection Act (NCIPA)**. The Library and Library users must comply with these laws.

The State laws referenced here are appended to this policy. In the **U.S. Code Title 17** are the Laws that protect the rights of authors to their publications and other intellectual property. **CIPA** and **NCIPA** are laws adopted by Congress to protect children and others as they use the Internet from a computer located in a **public library** or a **public school**.

The laws require an age related limitation information access for (in the Kansas Law) "**a child under the age of 18 years**" (and in CIPA and NCIPA), "**an individual who has not attained the age of 17**". The limitation is applied to information that is obscene as defined in K.S.A. 21-4301, 21-4301a, and 21-4301c. In compliance with state law-**THE CANEY CITY LIBRARY WILL APPLY THIS LIMITATION TO USERS UNDER THE AGE OF 18**

To provide the definition required by **CIPA** and **NCIPA**. The phrase, "*matter...inappropriate for minors...*" used in the Federal law is regarded a synonymous with the definition of obscenity in K.S.A. 21-4301-, 21-4301a, and 21-4301c.

The **CANEY CITY LIBRARY** will comply with **CIPA** and **NCIPA** regarding the requirement to use **TECHNOLOGY PROTECTION MEASURE (TPM)**. The technology is not reliable, and the Caney City Library **cannot** be held responsible for prohibited that might be displayed or for useful Information that may be blocked.

ALL INTERNET COMPUTERS IN THE CANEY CITY LIBRARY WILL USE A TPM.

**RULES FOR USE OF PUBLIC COMPUTER
CANEY CITY LIBRARY**

- The patron must have no outstanding library fines and /or overdue materials in their household.
- Children under 13 years old must be accompanied by an adult, who will remain with them while they use the computer.
- Patrons can reserve time slots for computer use as much as a week in advance, walk-ins will be permitted, providing they do not interfere with a reserved time.
- Patrons may use their own peripheral equipment on public computers. No downloading software to our computers.
- Patrons should save material to their own flash drive, not to our hard drive.
- Damage to the computer caused by misuse or improper handling by the patron will be charged to that patron, and computer privileges suspended until the charges are paid.
- Library Staff are available for **general assistance only.**
- The library staff reserves the right to alter and/or amend any of the above at the discretion of the Library Board.
- Computer privileges can be suspended at the discretion of library staff.

*Revised 1-2013

CANEY CITY LIBRARY USE OF INTERNET RESOURCES POLICY

Adopted 4-15-97

This document constitutes a library-wide policy for the use of the resources of the Internet. The policy reflects the ethical principle of the Caney City Library and indicates, in general, what privileges and responsibilities are characteristic of the library computing environment.

It is the mission of the Caney City Library to be a center for high interest materials for all ages and to provide a gateway to information in a variety of formats.

Today's electronic information environment provides one way of achieving this mission. Electronic technology has increased the speed and universal of the flow of information. As a result, the universe of ideas essential to a democracy can be made more accessible to individual. Through the use of the Internet, people will be able to find information not readily available elsewhere, and be able to participate in electronic community.

The same principles that made libraries the repositories of the printed word are applied now as public or city libraries provide access to the internet. Librarians will continue in their role to identify, collect, organize, and provide access to this ever-expanding body of knowledge and ideas.

Since the Internet is a global electronic network, there is on state/county of it's users or content. The Internet and its available resources may contain material of a controversial nature. The library cannot censor access to material nor protect users from offensive information.

Staff is available to introduce Internet access and provide initial instruction on it's use. Reference assistance is provided within the framework of established service guidelines.

To ensure the equitable delivery of all library services, the amount of time staff has available to provide Internet instruction is limited. Access to the Internet is Compatible with the libraries endorsement of the Library Bill of Rights, Freedom To View Statements, from the American Library Association. The library makes a distinction between access to information via the Internet and the selection of library material. The Library acquires materials based on its "Collection Development" and selection policies. Information accessed via the Internet is not subjected to the same review.

Patrons are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's

use of the internet through the libraries connection. Parents should let their child know if there are materials which they do not want him/her to use. Parents and children may want to explore the internet together, sharing the experience and the teaching

All internet resources accessible through the library are provided equally to all electronic library users. This internet and the available resources in its global electronic network may be erroneous, out of date, illegal or considered offensive, controversial, or sexually explicit.

Library staff cannot control the availability of information which often change rapidly and unpredictably. Not all sources on the internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information.

Library users have the right of confidentiality and the right of privacy. Users should be advised, however, that because security is technically difficult to electronically achieve, electronic transactions and files could become public.

To ensure equity of access to all patrons, internet resources may be limited during certain periods of the day. Guidelines, are posted near internet stations. The same principles that guide the use of the other library resources apply to the use of the internet. The library expects patrons to use these resources in a responsible manner respecting the rights of others.

The user may not use the internet for any illegal activity. It is the responsibility of the user to respect copyright laws and licensing agreements. And to assume responsibility of payment of fees for any fee-based service.

The Caney City Library assumes no responsibility for any damage, direct for indirect, that users or anyone else may suffer through CCL access to the internet.

The Caney City Library staff shall develop such rules and procedures as are necessary to ensure the fair and reasonable use of the internet resources.

Wireless Internet Access Policy

Free wireless Internet access is available in the library.

Wireless Limitations and Disclaimers:

The wireless Internet access at CCL is not filtered. By choosing to use this free service, the patron agree to abide by the Caney City Library Internet Access Policy.

This policy states the limitations of Internet access, the patron's responsibilities for using that access, and provides example of acceptable and unacceptable uses.

The Library's wireless network is not secure. Information sent to and from patron's notebook/laptop computer or other wireless device may be captured by anyone else with a wireless device and the appropriate software.

The library staff is not available for computer training or troubleshooting of the patron's computers and no guarantee can be made that you will be able to make a wireless connection.

Patron's seeking assistance with research, composing or printing of documents or Internet assistance will be asked to use the library's computers available for public use.

The library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the library's wireless access.

There is a wireless printer available for use.

Free WIFI will be available during open hours.

MISCELLANEOUS POLICIES

If any employee engages in a physical altercation with another employee, patron or board member, they will be terminated immediately.

When all three employees need to be at one training, the library will close.

When firemen go out on watch for weather, patrons will need to leave or they will need to stay in our weather shelter (Men's restroom) until the all clear is given by the Caney Fire Department. If we are in the path of a storm, the library will close.

No outside food allowed inside the library. Drinks allowed only if they have a fitted lid or cap. **NO Drinks in computer area. 7/10/2018**

School sponsored advertisements may be placed on the library's lawn. **9/25/2018**

Learning Center

The Learning Center will be for Library sponsored events only.

CONFIDENTIALITY

Information regarding an individual's use of the library shall be regarded as confidential. As permitted by K.S.A. 45-122 (a) (23), records of patron registration and circulation which pertain to identifiable individuals are deemed to be not subject to disclosure under the Kansas Open Records Act. Such records shall not be made available to anyone other than the card holder or those who have signed to accept responsibility for items checked out on the card, except pursuant to a court order.

PATRON BEHAVIOR

Those whose conduct is disruptive to library operations and other patron's use of the library may have the privilege of using the library abridged or denied to the extent necessary to deal with the problem. Such conduct includes, but is not limited to the following.

- Damaging Library property
- Threatening or harassing patrons or staff members
- Bringing animals into the library except licensed service animals, and must have certification
- Smoking; cigarettes and e-cigarettes
- Playing of audio equipment so that others may hear it.
- Talking loudly enough to disturb others
- Body odor so offensive as to disturb others
- Soliciting or selling items
- Any illegal activity
- Anything which may be reasonably expected to result in injury to self or others.

Patrons indulging in improper conduct may be asked to cease that conduct, to move to another location or activity, or leave the library. Severe or recurring problems may be dealt with by barring use of the library to the individual involved, or by making library use conditional. An incident form may be completed by librarian or staff member. In general, the least restrictive means which effectively deals with the conduct should be employed.

Incident form on page 17

Incident form for disruptive patrons page 18

Patron Complaint Form page 19

Concerning Library, Director, or Staff

Incident form for Unusual Situations page 20

A Complete listing of the SEK & FIND Policy is located at the end of Caney City Library polices.

Caney City Library
Caney, Kansas

Date of Incident: _____ Time of Incident _____

Name (if Known): _____

Address (if Known): _____

City: _____ State: _____

Physical Description

Male: _____ Female: _____

Race/National Origin:

Caucasian _____ African American _____ Hispanic _____

Height _____ Weight _____ Hair color _____ Eye Color _____

Any Identifying Features: Beard, Scars, Tattoos, Mustache, etc:

Clothing: Hat _____ Coat _____ Shirt _____ Pants: _____

Skirt: _____ Dress: _____ Shoes: _____ Glasses: _____

Other Witnesses:

Name: _____ Address _____ City _____

Telephones _____

Name: _____

Address _____ City _____ Telephone _____

Staff action:(Notification of Supervisor, Console, Call Security, Outside Help)

Patron Behavior

Minor problems should be dealt with by the staff member observing it; more serious or recurring problems should be handled by the library director or senior staff member on duty. Only the Library Director or Library Board may bar an individual indefinitely from use of the library. Any librarian may bar the individual for the rest of the day.

Complaint forms will be available at the library.

Librarian will review complaint, accident or incident forms with the Board on a Monthly basis.

Unattended Children

The library does not provide care or supervision of children, except to the extent needed to uphold library rules of conduct and use, and does not accept responsibility for such care. Parents or other caregivers are responsible for their children's behavior.

Children under the age of eight may not be left unattended in the library except during scheduled library sponsored programs. Children eight and older may be left unattended providing they are mature enough to stay alone and observe proper conduct.

Such children are subject to the same rules of conduct as other patrons and the same consequences, including being asked to leave the library.

Children left unattended in the library in violation of this policy may be considered a child in need of care, and the matter referred to the Department of Social and Rehabilitation Services or other authorities.

FIRST AID

Band aids are available from staff members on request.

Caney City Library
Caney, Kansas

Patron Complaint Form Concerning Library/Librarian

1. Your complaint concerns which of the following:

Librarian

Library Services

Library Staff

2. Describe the situation that led to your formal complaint

3. Briefly, what is your specific complaint?

4. What attempt have made to resolve this situation with the librarian?

5. Do you think the librarian has made a fair attempt to explain policy/procedure if Applicable and /or work with you to come to a fair resolution of the complaint?

6. What course of action would you like the Board of Directors to take in this matter?

Name: _____

Phone: _____

Mail to the Library: _____

Caney City Library
Caney, Kansas

Incident Report for Unusual Situations

Type of Incident: circle one please

Accident Injury Disturbance Theft Vandalism

Date:_____ Time:_____

Name of Employee Filing Report:_____

Department:_____

Address:_____

Telephone_____

Description of Incident:

OTHER SERVICES

Items not owned locally, may be requested on interlibrary loan.

The staff of Caney City Library will offer reference assistance to those needing help in using the library, finding the materials they need, and locating information. Such assistance may be rendered in- house, over the telephone, or by e-Mail.

Information on state and local organizations, activities, meetings or events of a non-commercial nature may be available to the public through the library's bulletin board and hand out areas.

TRUSTEE BYLAWS

Article I: Name and Authorization

This organization shall be called the Board of Trustees of the Caney City Library, existing by provision of K.S. A. 12-1222 (*for district libraries, use K.S.A 12-1238*) with powers and duties as provided by K.S.A. 12-1225.

Article II: Members

(wording applies to city libraries; for help with wording for other County, township, or district libraries, contact SEKLS). The Board of Trustees, as a provided by K.S.A. 12-1222, shall consist of five members appointed for four year terms by the mayor with the approval of the city council. The Mayor shall serve as an ex officio member. No person who has served two consecutive four year terms shall be eligible for further appointment until one year after the expiration of the second term.

Article III: Officers

The officers shall be a President, a Vice President, a Secretary, and a Treasurer, which shall have the powers normally associated with such offices.

President, Treasure or Director, two signatures on all checks, these people will be bonded.

Officers shall serve a term of one year from the annual meeting at which they are elected. The Board shall also select a representative to the Board of the Southeast Kansas Library System.

Article IV: Meetings

The regular meetings shall be held each month at the date and time prescribed by the Board. The November meeting shall be designated the annual meeting, for the purpose of the election of officers. **Special meetings may be called by**

the president or upon the written request of a majority of Board members.
Three members shall constitute a quorum

Article V: Amendments

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

CIRCULATION

Loan periods are as follows;

1 week: New Books, Magazines, DVD'S are limited 3 per person, Family, or Household with the exception of TV series. Patrons may check out one season at a time along with 2 movies. *Revised June 2019

2 weeks: Older Books, Audio CDs. New books and Magazines may be rechecked as long as they are not on reserve.

Reference books and the local Newspaper can not be checked out.

No member of the staff will determine what may be checked out by a Patron. A child's reading is the responsibility of the parent.

All items may be renewed once unless a reserve has been placed on the item. Reserves will be accepted on all circulating materials. The Patron will be notified when the material is available. They have three days for pick up or they go back on shelf.

OVERDUE, LOST, AND DAMAGED ITEMS

Borrowers assume responsibility for items checked out on their cards. If items are lost or damaged beyond normal wear, the borrower will be charged. Fees paid are for damage to municipal property and do not constitute a purchase of the item.

Fines per day for overdue materials are:

Audio Book	1.00	DVD's	.50
Old Books	.20	New Books	.50
Magazines	.25		

Long overdue materials or accumulated fines in excess of \$ 1.00 per month will result in the loss of borrowing privileges until materials are returned with fines paid. It will not exceed the cost of the items. Additional steps may be taken to recover long overdue materials.

Replacement cost will be charged for items lost or damaged to the extent that the library no longer wishes them kept in the collection. If the item is no longer in print, the charge will be the greater of the original cost of the item.

Refunds for lost materials will be made if the item is returned before the material is replaced.

*Revised 10/17

INTERNET ACCESS

The Library offers public access to the internet.

GUIDELINES FOR INTERNET USE

All fines have to be paid before use of the computer and all overdue items must be check in.

- Users wishing to use e-mail should establish their own accounts with one of the free e-mail providers, and may use the library Internet computer to access their e-mail accounts. E-mail is available only to those having their own accounts. The Internet access computers may not be used to send threatening, obscene, abusive, or harassing messages, or for any illegal purpose.
- The Library is not responsible for damage to a Patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the computers.
- Printing may be done at the cost of .25 cents per page for black and white copies and .75 cents per page for color.
- We have public computers for 13 and over, a public computer for 9-13 and an AWE station computer for ages 2-8

Library staff may not always be available to help.

OBJECTIONABLE MATERIAL

The Caney City Library has no control over the information on the internet and cannot be held responsible for its content.

The Internet may contain information or material you consider objectionable, inappropriate, or unreliable.

ACCEPTANCE OF GIFTS AND MEMORIALS

Within the provisions of the state and municipal laws, the boards trustee's May adopt the following policies:

- Books or items will be accepted on the condition that the library director has the authority to make whatever disposition is deemed advisable in accordance with the criteria applied in this policy.
- Gifts of money, real property and/or stock will be accepted if conditions attached are acceptable to the board. Personal property, art object, portraits, and other museum objects will be accepted when considered to be a desirable addition to the library.
- The library will not accept a deposit material which are not outright gifts, unless a special contract for maintenance and use in the library is entered into between the library and party retaining control of the material.
- Funds shall be allowed to accumulate for major purchases recommend by the library director or by the board, but not limited thereto.
- All gifts, when accepted, become the property of the library.

SALE/PURCHASE OF LIBRARY PROPERTY

- Books, non- print materials may be discarded, sold, given to local philanthropic, education, cultural governmental or non-profit organizations with the board's approval.
- Personal property having a value of less than \$100.00 may be the discretion of the director. Can trade for new equipment or sell it.
- The purchase of library equipment (excluding books) and supplies exceeding \$150.00 must be authorized by the board.
- The library will not appraise the value of donated books or other items.