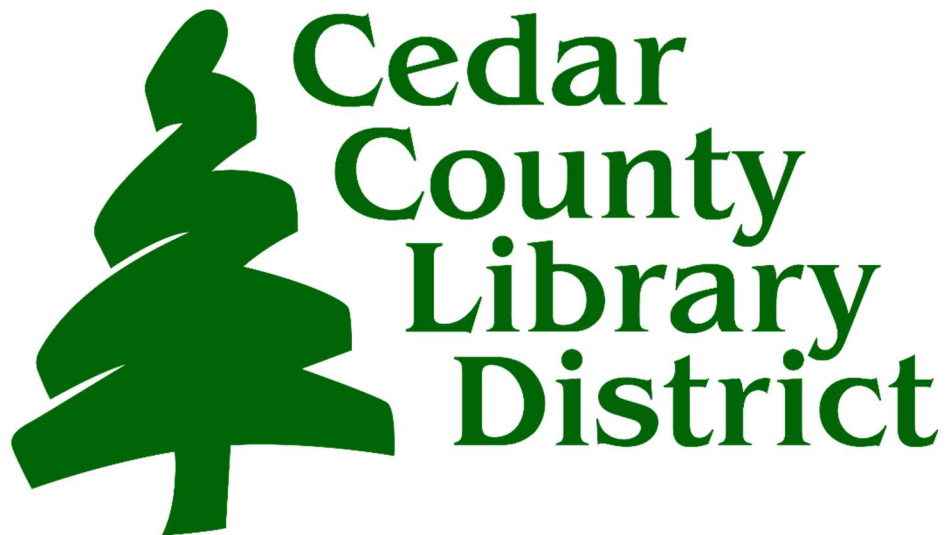


CEDAR COUNTY LIBRARY DISTRICT POLICY MANUAL

Adopted:



<i>MISSION & GOAL STATEMENTS (1000)</i>	3
LIBRARY PATRONS (1100)	3
<i>PATRON RESPONSIBILITIES AND CODE OF CONDUCT (1120)</i>	3
<i>PATRON COMPLAINTS AND CONDUCT ISSUES (1140)</i>	7
<i>LIBRARY CARDS (1150)</i>	9
<i>MATERIALS AND THEIR CIRCULATION (1200)</i>	11
<i>BORROWING BEYOND CEDAR COUNTY AND REFERENCE SERVICES (1250)</i>	14
<i>COLLECTION DEVELOPMENT POLICY (1270)</i>	15
<i>REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS (1280)</i>	21
<i>SERVICES (1300)</i>	24
<i>COMPUTER AND INTERNET USE (1320)</i>	25
<i>LIBRARY PROGRAMMING (1330)</i>	30
<i>CHILDREN SERVICES (1350)</i>	32
<i>LOST ITEMS (1360)</i>	35
<i>MEETING ROOMS AND PUBLIC FORUMS (1370)</i>	36
<i>PUBLIC RELATIONS POLICY (1380)</i>	47
<i>SOCIAL MEDIA (1385)</i>	47
<i>GIFTS AND MEMORIALS (1400)</i>	50
TECHNOLOGY SECURITY POLICY (3000)	52
<i>TECHNOLOGY PASSWORD POLICY (3020)</i>	57
PERSONNEL POLICY (6000)	59
<i>EMPLOYMENT (6010)</i>	59
<i>PAYROLL (6020)</i>	62
<i>EMPLOYEE FRINGE BENEFITS (6030)</i>	62
<i>ATTENDANCE POLICY (6040)</i>	64
<i>GRIEVANCE POLICY (6100)</i>	66
FINANCIAL POLICIES (7000)	68
<i>PROCUREMENT PROCEDURE (7100)</i>	69
OPEN MEETINGS AND RECORDS POLICY (8000)	77
<i>APPENDIX A: LIBRARY BILL OF RIGHTS</i>	81
<i>APPENDIX B: LIBRARY INCIDENT/ACCIDENT REPORT</i>	82
<i>APPENDIX C: DISASTER PLAN</i>	84
<i>APPENDIX D: KEY CONTROL PROCEDURE</i>	86
<i>APPENDIX E: PATRON REGISTRATION FORM</i>	87

MISSION & GOAL STATEMENTS (1000)

MISSION STATEMENT

The mission of the Cedar County Library District is to assure excellence in providing both technological and written resources for its citizens.

GOAL STATEMENTS

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

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

Revised: 07/21/2017

LIBRARY PATRONS (1100)

The library will serve all residents of Cedar County. Service will not be denied or abridged because of the following: religion; race; social, economic, or political status, mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such cause may not be limited to failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

PATRON RESPONSIBILITIES AND CODE OF CONDUCT (1120)

It is a patron's responsibility to maintain necessary and proper standards of behavior to protect his individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by the staff, will be subject to a trespassing report to law enforcement.

PATRON CONDUCT

Food and beverages may not be brought into the main Library, but may be consumed in the Library meeting room or in the lobby.

Shirt and shoes are required in the Library.

Loitering on Library property is prohibited.

Disruptive conduct, including excessively loud talking, is not allowed.

Parents and guardians are expected to stay in close proximity to their children at all times while in the Library. For example, parents and guardians are not to leave their children in the children's area while they use a computer.

Children should not be allowed to climb shelving or other Library furnishings or fixtures.

Parents or guardians may be asked to take excessively loud or disruptive children out of the Library.

Willfully annoying or harassing another person is prohibited.

The Library does not have a public telephone and will not allow public use for incoming or outgoing calls on Library telephones except in the case of an emergency.

Furniture may not be rearranged. Only one person may sit in each chair at one time. Feet should not be placed on furniture.

Smoking, use of tobacco products, and vaping are prohibited inside the Library, but are allowed in the designated area outside the building.

Alcoholic beverages are not permitted on Library property.

Patrons under the influence of drugs or alcohol are not allowed in the building.

Sleeping for an extended period of time (more than 10 minutes) is prohibited.

Trash both inside and outside the Library should be placed in appropriate receptacles.

Library restrooms may not be used for bathing and grooming (shaving, washing hair, etc.), doing laundry, or loitering.

Use of roller blades, roller skates, or skateboards is not permitted on Library property. The Library is not liable for injuries or damages incurred by skaters or skateboarders.

Any person who poses a health or sanitary risk or whose bodily hygiene constitutes a nuisance to other persons or damages Library property shall be required to leave the Library premises or Library property.

Inappropriate behavior, which disturbs other Library patrons or staff, is not permitted inside or outside on Library property.

A person may not mutilate, deface, or remove without authorization, any part of the Library collection, building, or furnishings.

Loud, abusive, aggressive, profane and/or threatening language or behavior toward Library staff or other patrons is not permitted.

Willfully destroying or damaging Library property including materials, furnishings and technological equipment, fixtures, and landscaping is not permitted. This includes tampering with computer hardware and software.

YOUNG CHILDREN

The Cedar County Library District encourages visits by young children, and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff members are not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under age eight must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

DISRUPTIVE CHILDREN

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

FIREARMS

Weapons are not allowed on Library property except as provided by RSMO 571.030.

- (a) No person who has been issued a concealed carry endorsement by the Missouri Director of Revenue under Section 571.094 RSMo or who has been issued a valid permit or endorsement to carry concealed firearms issued by another state or political subdivision of another state, shall, by authority of that endorsement or permit, be allowed to carry a concealed firearm or to openly carry a firearm in any building or portion of a building owned, leased or controlled by the Cedar County Library District.
- (b) Signs shall be posted at each entrance of a building entirely owned, leased or controlled by the county library stating that carrying of firearms is prohibited. Where the county library owns, leases, or controls only a portion of a building, signs shall be posted at each entrance to that portion of the building stating that carrying of firearms is prohibited.

- (c) Any person violating this section may be denied entrance to the building or ordered to leave the building. Any Cedar County Library District employee violating this section will be disciplined. No other penalty shall be imposed for a violation of this section.

USE OF CELL PHONES AND OTHER DEVICES

Cell phones are allowed in the Library, however they must be silenced and all calls should be taken/made outside the building or in the lobby.

Audio equipment may be used with a headset but will not be allowed if sound can be heard outside of the headset.

Patrons may use personal laptop computers in the Library and may plug them into available outlets. Cords must not pose a safety hazard.

The Library is not responsible for any damages to personal computers, tablets, smart phones, or e-readers during their use at the Library.

SOLICITING

Soliciting on Library property is prohibited.

No solicitation of funds for individuals or organizations, sale of items for any cause, or panhandling is permitted in the Library or on Library property.

Campaign signs and political signs, for ballot issues and elected office, may not, at any time, be placed or hung on library premises. Flyers must be approved by the library director/district manager before posting.

Activities authorized by and on behalf of the Library. Activities authorized by and on behalf of the Friends of the Cedar County Library organization.

Library patrons will not be asked by staff or outside individuals to make purchases on behalf of or contribute to any Library cause or fundraiser while visiting the Library in the normal course of operation of the Library.

Specific fundraising events may be held in the Library meeting facilities and sale of products may be advertised or displayed but no action may be taken that is not initiated by the patron.

PUBLIC PETITION

Organizations or individuals may present public petition on Library grounds as long as sidewalks, parking spaces, driveways, and Library entrances are not obstructed in any way. Public petitioning is not allowed inside Library buildings, including lobby areas. Public petitioning on Library grounds does not in any way constitute an endorsement by the Library of the petitioner's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used, explicit or implicitly, in advertising petition drives held on Library grounds. Neither the name nor address of the Library may be used as the official address or headquarters of any organization. (Updated 4/2024)

ACCESSIBILITY

The Cedar County Library District adheres to the Americans with Disabilities Act that assures equal access to employment opportunities and access to all Library facilities, services, activities, and programs. Every attempt is made to accommodate the needs of those with disabilities, and the Library welcomes input about ways the Library can more completely serve them. Questions about ADA compliance and complaints or suggestions about accessibility of Library facilities or programs should be addressed to the Library Director.

The Library can provide information for contacting the Wolfner Talking Book and Braille Library. The Wolfner Library is associated with the Missouri State Library and houses extensive resources for the blind and physically handicapped. Their services are free to Missouri residents.

SERVICE ANIMALS

Animals are not permitted in the Library, except service animals as defined by ADA Revised Requirements (2010).

Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

VOLUNTEERS & FRIENDS OF THE LIBRARY

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Cedar County Library District. In appreciation of volunteer services, the Library Board acknowledges the need to organize volunteer activities and to provide for appropriate recognition.

A library friend's group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friend's group is involved in fund-raising for the library and often oversees periodic book sales. Friend's groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

PATRON COMPLAINTS AND CONDUCT ISSUES (1140)

Any person not abiding by these or other rules and regulations adopted by the Library Board may be denied the privilege of access to the Library or its resources, by the Library director or designee. Library employees will contact law enforcement authorities if illegal activities are observed or reported or as otherwise deemed advisable. Based on the nature of the offense, warnings and other preliminary steps may be bypassed.

The Library reserves the right to evict and/or ban in accordance with this policy, any person not abiding by the published Library Program Policy, including the Code of Conduct, and any other Library policy adopted and published by the Library Board of Trustees from time to time.

BANNING PROCESS

One verbal warning for any minor offense.

Second policy infraction on the same day results in removal of the patron from the Library premises for the day. Parent or police may be contacted, if applicable.

Third and subsequent infractions within 3 years will result in banning from the Library premises for not less than seven (7) days. Library card privileges will be revoked during the period of suspension. Parents of minors will be contacted.

Indefinite suspensions or immediate removal may result from recurring, frequent, or serious infractions of Library policies.

NOTIFICATION OF ACTION

Any patron who has been evicted and/or prohibited from returning to the Library shall be provided with written notification indicating the reasons for the ban, the Library policy violated, the duration of the ban and the appeals process.

An incident report is to be filed by Library staff immediately to the Library director, in addition to verbal notification of the action to the administrator or supervisor in charge.

IMMEDIATE AND PERMANENT EVICTION

Communication of threats, physical violence or sexual misconduct (including, but not limited to, indecent exposure, unwelcome touching or sexual harassment toward staff or Library patrons) and engaging in any illegal acts or conduct in violation of federal, state, or local law, ordinance or regulation will result in immediate and permanent eviction from the Library and the notification of law enforcement authorities.

APPEALS PROCESS

Any patron subjected to specific enforcement of this policy may file a written appeal to the Director. The Director will review any appeal made and provide a written response affirming, overturning, or modifying the enforcement action. Patrons objecting to the director's decision may make a written appeal to the Library Board within 10 days of receiving the Director's determination. The Library Board will review any appeal made to them at the next regularly scheduled Board meeting and provide a written response affirming, overturning, or modifying the enforcement action. Failure to appear at the scheduled hearing will result in the denial of the appeal.

NONCOMPLIANCE WITH EVICTION OR BAN

Any person who disregards a request by a staff member to leave the building and/or premises for a violation of Library Policy or who enters the Library or premises while banned will be considered a trespasser and will be immediately reported to local law enforcement authorities and subject to arrest and prosecution for trespassing.

HEALTH EMERGENCY POLICY

The health emergency policy of the Cedar County Library District is to keep the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Call 911 immediately in the event of any serious problem.

NO medication, including aspirin, should ever be dispensed to the public.

Library Incident/Accident Report Form is located in the Appendix Section. (Rev 9/21/12)

DISASTER POLICY

The disaster policy of the Cedar County Library District is to assure the safety of our patrons. The staff should endeavor to remain calm, assess the situation, notify the appropriate **authorities**, and follow the procedure in the Disaster Plan in the appendix.

LIBRARY CARDS (1150)**INTRODUCTION**

Library cards issued by any of the public libraries within Cedar County Library District will be honored by all the Cedar County Library District Branches provided that the borrower is in good standing with the Library system. All cards must be renewed annually; proof of address or current ID may be requested at renewal.

A library card may be invalidated or suspended by the Cedar County Library District at any time if the patron does not return overdue materials, does not pay outstanding fines, does not abide by other Library policies, or habitually abuses Library policies.

The applicant must sign the application acknowledging that all information is correct and that he or she accepts responsibility for all use made of the card. The applicant's signature on the application and on the library card is a promise to abide by all Library policies and to notify the Library of any change of status (name, address, etc.) or the loss or theft of the card.

RESIDENT CARDS

Library cards are issued to residents, property owners, or employees of the Library in Cedar County. Applicants for a library card are required to present 2 forms of identification; one of which must prove proof of residency or property ownership. Required proof may be in the form of any one of the following items.

A valid driver's license with a current address.

A state issued identity card

Current property tax receipt. A personal property tax receipt, a real property tax receipt or a certificate of non-assessment is acceptable.

A valid voter's registration card

A current utility bill showing patron's name and address

Recently cancelled mail with name and physical address.

If non-picture identification is presented, staff may also require a picture ID as additional proof.

MINOR CARDS

If the applicant is seventeen years old or younger, the application must be signed by the parent or legal guardian who has a library card in good standing. Applicants eighteen and older are considered adults and must provide their own proof of address and sign their own application. Cards issued to minors will allow Internet access.

Parents can exempt their child from Internet by informing Library staff and signing an "opt out" form. Cedar County Library District does filter Internet access according to the Children's Internet Protection Act (CIPA).

The responsibility for materials used by minors rests completely with their parents or legal guardians. Library staff does not supervise children. Library personnel do not know what you consider appropriate for your child and cannot be responsible for their selections. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

EDUCATOR CARDS

Educator Cards allow teachers of Cedar County School Districts, upon the approval of each District's Administration, to check out Library materials for use in their classrooms. Teachers can hold these cards specifically for classroom use so they do not need to use their personal Library cards for this purpose.

Cedar County teachers who do not reside in Cedar County are allowed to have access to the Library's resources without paying a non-resident fee.

Educator Card applicants must provide a current photo I.D. and current proof of employment or school ID from a Cedar County School District.

Up to 50 items at a time can be checked-out on an Educator Card. Up to 25 DVDs may be checked-out at a time, but they will count toward the 50-item total.

All materials checked-out on an Educator Card are due 30 days from the date of check-out and may be renewed twice, unless they are reserved for another patron.

Teachers may place up to 25 holds on materials that are owned within Cedar County Library and/or within the Missouri Evergreen Library Consortium.

Teachers will be held financially responsible for all materials checked-out on their library card.

NON-RESIDENT

Non-Residents (residing outside of Cedar County) can obtain an individual non-resident Cedar County Library card by showing a current photo I.D. and paying a \$20.00 fee. The card will be issued for the period of one year for \$20.00 for an individual, or \$50 for a family.

A maximum of two (2) items may be checked out at any one time on a non-resident/temporary card. The card can be used to access the computers. (Updated 9/2024)

LOST AND DAMAGED CARDS

If a patron should lose their card, they may be issued another card for a charge of \$1.00. It is the patron's responsibility to report lost cards; until the card is reported lost, the patron is responsible for all items charged. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this requirement may be denied the privilege of checking out materials until he presents his card at the library.

A library card that is damaged may be replaced free of charge provided that the patron brings the damaged card to the Library to be replaced.

MATERIALS AND THEIR CIRCULATION (1200)

GENERAL CIRCULATION GUIDELINES

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this requirement may be denied the privilege of checking out materials until he presents his card at the library.

Items limited to in-house use such as reference books, microfilm, current issue magazines, current and back issue newspapers, reserved books, local history materials, and other so designated, do not normally circulate but may circulate at the discretion of the Director.

Library users will not be allowed to check out materials if they owe \$20.00 or more in unpaid fees, have material that is overdue and cannot be renewed, or have material that has been marked lost. Materials that are more than 42 days overdue are automatically marked lost, and the total replacement cost is charged to the patron's Library card.

LENDING LIMITS, RENEWALS AND FINES SCHEDULE

Library materials schedule of limits and fines:

Material	Checkout Time Limit	Renewals If no hold	Checkout Limit per card	Late fee per day
High Demand and Read-Along Books	7 days	2	7	\$0.10
DVDs	7 days	2	10	\$0.10

Inhouse Laptops	2 hours (in house use only)	2	1	N/A
All other Material	21 days	2	20	\$0.10
Interlibrary loan materials are due on the date indicated by the lending library	TBA	0	10	\$0.10

Total items checked out is limited to 25 per card. (revised 1/17/2023)

FINES & FEES

Fines are ten cents (\$0.10) per day per item for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material. Patrons who have been sent an overdue notice will be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

1. Overdue notices are sent as a courtesy. Failure to receive an overdue notice does not relieve the borrower of the responsibility to return or renew an item by its due date and is **not** the cause for the cancellations of fines.
2. The first notice will be sent via email, postcard, or telephone with the total replacement costs. The accounts will be blocked. Fines are (\$0.10) per day per item up to a maximum the replacement cost of the item(s).
3. Parents of children under 18 will receive their child's notice and are responsible for payment.
4. After 10 days of no response, certified letters with return receipts will be sent to patrons.
5. After 60 days of no response, the materials will be deleted from the system, the amount billed to the account, and all the documentation given to the prosecuting attorney for those who have at least \$50 in replacement costs for at least 30 days.

ADOPTED:

REVISED: 03/12/2020

STATE HISTORICAL SOCIETY INTERLIBRARY LOAN (ILL) SERVICE

The State Historical Society of Missouri's collection is non-circulating; however, an interlibrary loan (ILL) service makes microfilm available to patrons who cannot visit one of SHSMO's research centers (Cape Girardeau, Columbia, Kansas City, Rolla, Saint Louis, or Springfield). SHSMO's circulating microfilm collections include:

newspapers

- manuscripts
- selected high-demand county history books
- city and county directories
- land ownership maps
- periodicals

Fee

1-2 reels, two weeks use

- \$15 within US
- \$25 international

To cover postage and handling costs, SHSMO charges **\$15.00** to **\$25.00** (US) per interlibrary loan transaction depending on your membership status, location and billing requirements of your local library. This cost will be passed to the patron.

HOLD REQUESTS

Patrons may place up to 10 holds on materials that are owned within Cedar County Library District and/or within the Missouri Evergreen Library Consortium.

Patrons will be notified by telephone or email when the materials are available at the patron's preferred Cedar County Library District location.

There is no charge to the patron for placing a reserve. Holds may be placed by patrons either in person, over the phone, or online.

Holds will be held for 3 business days. If the item is not picked up in that time period, the item will be removed from hold for that patron.

OVERDUE LIBRARY MATERIALS

The Library has no obligation to remind patrons to return materials. The Library calls or sends reminder notices as a courtesy to patrons.

It is the patron's responsibility to update mailing address, email address, and phone numbers or texting information with the Library. The Library cannot be held responsible when reminders or notices are undeliverable due to incorrect addresses and phone numbers that have not been updated by the patron.

All materials are due on the due date. There is no pre-set grace period except for items due on dates the Library is closed. All such materials are due the following business day.

It is the patron's responsibility to call, log-on, or come in to renew items.

Patrons may receive email, text, or phone call reminders when items are 7-days or more overdue. Patrons may receive mailed notices when items are 14 and 21-days overdue. Items that are more than 42-days overdue are automatically marked lost and costs are assessed to the patron.

LOST AND DAMAGED ITEMS

Charges for lost items are assessed based on the suggested retail price of the lost material. The suggested retail price compensates the library for staff time and processing materials, i.e. barcodes, covers, labels, etc.

Lost fees will be cancelled if the item is returned in good condition. The library does not accept replacement items in place of paying lost/damaged fee or return of lost materials.

No refunds for lost materials will be issued to patrons once those items have been paid for. The item, if found, is the property of the patron.

The Library may charge for items that are damaged that are not considered normal wear and tear.

Barcodes	.50
Spine Labels	.50
DVD/Audio Case	1.00
Torn Pages, Marks, Spills, etc...	3.00 or the price of item if deemed unusable

MINORS AND MATERIALS

The Cedar County Library District has adopted the American Library Association Freedom to Read and Freedom to View statements. Parents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to Library resources. Parents will be required to sign a copy of the Cedar County Library District's Informed Consent of Use of the Library for a Minor Child in order for their minor child to have access to a minor library card.

Librarians and Library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between a parent and child.

BORROWING BEYOND CEDAR COUNTY AND REFERENCE SERVICES (1250)

INTERLIBRARY LOANS

The Cedar County Library District adheres to the policies and regulations set forth by the Missouri Evergreen Consortium to allow resource sharing between participating Missouri public libraries and to the policies and regulations of WorldCat's Resource Sharing to allow resource sharing with libraries worldwide.

Interlibrary loan service is available to patrons with Cedar County Library. In order to submit a request for an item, the patron's card must be a valid, unblocked card.

If the item is available from an Evergreen Library, there will be no fee associated with interlibrary loan service. A hold may be placed directly from the Library's catalog. A patron may have ten (10) Evergreen holds on their account.

However if the item is not available through the Evergreen system, the patron may request traditional interlibrary loan service through WorldCat's Resource Sharing by filling out an interlibrary loan form. While the Library will make every effort to borrow through the free courier system provided by the Missouri State Library, the patron must pay return postage and any fees charged by the lending Library at the time of receipt. In the event the patron does not pick up the material, postage fees will still be charged to the patron's card. The lending Library sets the due date of the material.

A patron can have up to ten (10) traditional interlibrary loan requests in process at any given time. Renewal of all interlibrary loan material at the discretion of the lending Library.

INTERLIBRARY LENDING

The Cedar County Library District honors interlibrary loan requests from Missouri Evergreen; outside requests are handled on a case-by-case basis. Lending time for materials is set by the borrowing Library in Missouri Evergreen, but 30 days for WorldCat requests.

The Cedar County Library District will not lend:

- Non-circulating items including special collections, genealogy and reference
- Material that the Library has owned less than six months
- Material with local circulation restrictions

The borrowing Library is responsible for the safety of the item from the time the item leaves the Cedar County Library District until it is returned. If damage or loss occurs, the borrowing Library is responsible for the cost of items and the processing fee.

COLLECTION DEVELOPMENT POLICY (1270)

SELECTION

Cedar County Library District (or CCLD) endeavors to provide its citizens with electronic and print format materials to fulfill its citizens' educational, recreational, and cultural needs and desires. CCLD selects materials in accordance with the guidelines stated by the American Library Association (ALA) in its Library Bill of Rights (see Appendix A).

As a public service agency, the Library must strive to provide the residents of Cedar County with a comprehensive collection of materials in a variety of formats that record human knowledge, ideas and culture; to organize these materials for ready access; to offer guidance and encouragement in their use; and to serve the community with reliable and easily available sources of information and reference.

Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of

education. Materials and services should be held in sufficient quantity to make the Library a dependable resource for most of the people most of the time.

The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users. Cooperation with governmental, academic, and special resource centers in the area continues to be increasingly important in meeting needs of Library patrons.

PRIORITIES OF SELECTION

Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.

Materials to meet the recreational needs of patrons of all ages.

Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.

Materials to meet the needs of the business community.

Materials to support civic and cultural activities of individuals, groups, and organizations.

SELECTION PROCESS

The Library should plan to acquire, within its budgetary limitations, all types of Library materials needed to meet its obligations. Library materials may include books, periodicals, audiovisual materials, software, on-line databases, and artifacts.

Holdings of other Missouri Evergreen Libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures.

The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Demand is a valid factor in materials selection.

The Library will not purchase text books except in cases where no other material on a given subject exists or where the demand of the patrons is greater than can be met by the existing collections.

For the most part, the library does not purchase self-published material unless there is a demand for item or subject matter is authoritative and not contain elsewhere.

Materials that should not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.

Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.

The responsibility for selection of Library materials is delegated to the Director and, under his or her direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, or professionally trained staff members and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of

criteria is used for each subject, final decision is based on the value of the material to the Library and its public regardless of the personal taste of the selectors.

In selecting materials, the librarians will use as many selection and bibliographic management tools as possible, including: reviews, curated lists from book vendor; book selection periodicals such as Booklist and Publishers Weekly; best seller lists, professional journals such as American Libraries and Library Journal; databases such as OCLC; and bibliographies such as Magazines for Public Libraries, Reference Books for Small and Medium-Sized Libraries, and any other useful bibliographic reference works.

Librarians will strive to find a review of any item before considering it for purchase. However, because only a small portion of all published material is ever reviewed, librarians will also consider purchase of items based on advertisements, author tours, television and radio coverage, and direct mail.

CENSORSHIP

The Library recognizes the pluralistic nature of the community and the varied needs of Cedar County citizens. The public Library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.

The Library recognizes that many materials are controversial and that any given item may offend some Library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of Library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.

The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. The Library will not restrict use of any materials by any patron because of the patron's age.

The Library affirms the principles of each individual's freedom to read and view. No book or other Library material shall be removed from the collection because of a complaint except under the orders of a court of competent jurisdiction.

Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some Library users.

All materials will be judged as a whole rather than by isolated passages.

GENERAL COLLECTION DEVELOPMENT GUIDELINES

The Cedar County Library District Board of Trustees delegates the authority to select materials to the Director in cooperation with the staff. Materials are selected and evaluated as a whole. All acquisitions whether purchased or donated are evaluated by the following criteria. Selected material does not need to meet all the following evaluative criteria:

- Does it have present and potential relevance to community needs?
- Is the subject style and reading level suitable for the intended audience? Is it important as a document of the times?
- Is the format appropriate and effective as far as the content is concerned? Is the author, publisher, or producer reputable?
- Does the item enjoy a positive review in one or more professional journals? Is it within both the budget and space constraints of the library? Can it easily be borrowed from another source?
- Are there insufficient materials available on the same subject? Is the author or illustrator local?
- Does the library already have sufficient copies available?
- Is the format appropriate to library use and not easily damaged? Does it enhance a specific collection in the library? Does it have artistic or literary merit? Is the content accurate?
- Is it popular with library patrons?

SPECIFIC SELECTION POLICIES BY COLLECTION

REFERENCE

CCLD will select and maintain a reference collection that meets the needs of its patrons. It will also keep the collection at a size that can be efficiently managed by the staff and used by the patrons. These materials are **not** to be checked out. In addition to the general criteria listed above, reference material will be judged on the following:

- Do the materials provide facts and information in demand or of potential use by the patrons?
- Is the material current?
- Does the material complement existing material?
- Is the academic or technical level within the range of users and staff?

PERIODICAL

The periodical collection should supplement and complement the materials in all areas of the library. As such it is a timelier collection, and it is more frequently updated. Most of this collection is available for checkout, except the most recent issue, microform copies, or genealogical information. The additional guidelines for selection are as follows:

- Is it easy to retrieve the information?
- Does it contribute to a balance and range information?
- Does it have lasting value?
- Does it have a high quality of writing or design?

MISSOURI HISTORY/GENEALOGY

CCLD will collect, protect, and make available research materials relating to Missouri history with a special emphasis on Cedar County. Many items are one of a kind, so this collection is **not** available for checkout. Materials from other neighboring counties and states may be accepted. CCLD will not accept restricted materials or undated or unidentified photographs of people. The additional guidelines for this collection are as follows:

- Does it include appropriate photographs, maps, manuscripts, microforms, oral history tapes, **dated** newspaper clippings, scrapbooks, pamphlets, or other materials?
- Does it relate to the history of Missouri, particularly Cedar County?

ADULT

The purpose of the adult collection is to provide Cedar County residents with current information on subjects of topical and continuing interest. It will also provide the residents with current information on differing viewpoints on contemporary issues or significant historical issues. The collection may provide materials for instruction. Additionally, the adult collection will provide the patrons with materials for entertainment and recreation.

MEDIA SERVICES

CCLD will help meet the needs of its patrons by providing access to information or entertainment in non-print format such as CDs, DVDs and other future technologies. These are available for checkout. Selection of these materials will follow the general guidelines plus:

- Has it won or been nominated for an appropriate prize?
- Is it significant in its media history?
- Is the cast or director particularly important?
- Is it suitable for the intended audience?

REVISED: 03/12/2020

CHILDREN

CCLD will provide materials in various formats to meet the recreational, educational and cultural needs of the children. Most children's library materials may be checked out. Programs will be offered to enhance the use of the collection.

AGE APPROPRIATENESS

The library's print collection is split into different age recommendations for ease of use. Patrons are not limited by these age recommendations. All patrons are welcome to checkout any materials in our collections:

- Picture Books, Early Readers, and Easy Non-Fiction
 - These collections are intended for ages birth to 2nd grade
- Chapter Books, Juvenile Fiction, and Juvenile Non-Fiction
 - These collections are intended for ages 3rd to 8th grade
- Young Adult
 - This collection is intended for grades 9th-12 grade
- Adult Fiction, Large Print, Inspirational Fiction and Adult Non-fiction
 - These collections are intended for adult over 18

There may be some variation in the age appropriateness of each collection. In general decisions to place particular items are done by the standard of the average person, applying contemporary community standards nationwide would find that material, taken as a whole, would appeal to the age recommendation applied. The Library also relies on publisher's suggested age range, if available.

The responsibility for materials used by minors rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these collections are allowed with the signed parental permissions on a minor's library card form. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.

This section is required by Missouri Regulation 15 CSR 30-200.015.

CENSORSHIP

The Library recognizes the pluralistic nature of the community and the varied needs of Cedar County citizens. The public Library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.

The Library recognizes that many materials are controversial and that any given item may offend some Library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of Library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.

The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be

restricted only by the child's own parents or legal guardians. The Library will not restrict use of any materials by any patron because of the patron's age.

The Library affirms the principles of each individual's freedom to read and view. No book or other Library material shall be removed from the collection because of a complaint except under the orders of a court of competent jurisdiction.

Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some Library users.

All materials will be judged as a whole rather than by isolated passages.

DISCARDING (WEEDING) MATERIALS

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

CRITERIA FOR WEEDING

Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will replace if possible and budgetary concerns allow and the demand for the material is still good.

Superfluous or unneeded duplicate volumes will be weeded from the collection.

Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.

Weeding should not bias the collection in favor of or against any viewpoint.

Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. A public Library must give more weight to circulation/use statistics than must a research or academic Library.

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS (1280)

The Cedar County Library District Board and Staff support intellectual freedom and subscribe to the principles of the American Library Association Library Bill of Rights. The staff will apply the selection standards as outlined in this policy and will endeavor to provide materials that reflect the diversity of viewpoints within the community.

It is the responsibility of the individual to limit their minor children to materials of all formats that are congruent with their tastes. A patron may reject materials for themselves or their minor children; however, they cannot restrict access to the materials by other patrons.

Patrons may suggest materials to be added or removed from the collection. When a patron requests a reconsideration of an item, this procedure is followed:

- A staff member will explain the collection development policy. The patron may elect to submit a written Request for Reconsideration of Library Materials to the Director.
- The staff and the Director review the completed form. The staff will objectively review the item in question to make sure the selection guidelines and principles were followed. The Director will make a written response to the patron in ten (10) working days from the date the form was submitted. The Director will inform the Board of the reconsideration.
- If the patron is not satisfied with the decision of the Director, they may appeal in writing to the Board.
- In reviewing the request, the Board will consider the collection policy, professional reviews, staff comments, and comments from the patron. The item will **not** be taken from the shelf while it is under review.
- The Board will recommend an action to the Director within thirty (30) working days and inform the patron in writing of its decision.

Responsibility for use of library materials for children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

ADOPTED:

REVISED: 03/12/2020

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

1. Do you represent yourself? _____ An organization? _____

MATERIAL YOU WANT RECONSIDERED:

___ Book ___ CD ___ DVD ___ Magazine ___ Newspaper ___ Display ___ Library Program ___
Electronic information/network (Please specify)

Title _____

Author/producer _____

2. How was this material brought to your attention?

3. Have you examined the entire resource? _____ What parts were not examined?

4. What concerns you about the material? (Be specific in citing pages or passages).

5. Is there anything worthwhile in this material?

6. Do you have recommendations for other materials to use in place of this?

SIGNED _____ Date _____

SERVICES (1300)

REFERENCE SERVICES

The Cedar County Library District offers basic reference services. The Library staff will help patrons locate the information they need and will provide basic computer help as staffing allows.

Library staff members are not allowed to offer medical, legal, or financial advice. This includes the interpretation of materials for the patron. However, the staff should make every effort to provide materials that are suitable for each patron's educational background and level of comprehension.

Staff members may assist students in locating information needed for school assignments but cannot assist the student in completing school assignments or homework.

Library staff may not advise or help with any tax question. Staff may not fill out patrons' taxes online. Staff may provide patron with forms at printing cost. Staff may also direct them to professional help or institutes.

FAX SERVICE

Fax service is made available to Library patrons for both transmission and receipt of documents. Staff will fax materials for patrons; patrons are not allowed to use the fax machine.

The fee is \$1.00 for first page, \$.50 for each additional page, and \$.10 for confirmation page, if one is requested. Any copies that have to be made before faxing, such as copying a fragile document to ensure it is not torn, will be added to the cost of faxing. After faxing, a confirmation sheet will print out showing that the fax has gone through.

Received faxes are \$.10 a page. Received faxes need to be picked up promptly. Library staff are not responsible for contacting patrons concerning received faxes. Received faxes that are not picked up within 7-business days of receipt will be destroyed.

COPIES, PRINTING, AND SCANNING SERVICE

Black and white copies and printing is available at all Library locations. Color copies and printing is available at all Library locations.

Printing money is added to the patron's printing account and is automatically deducted as the patron prints. Balances on the printing account can be left on the account for later use or refunded. Patrons must present their Library card at the circulation desk in order to add printing money or receive a refund.

Copying fees may be paid at the circulation desk or deducted from the patron's printing account at the circulation desk by presenting a Library card.

Printing is \$.10 for Black and White and \$.50 for color printing.

Document scanning is also available at all Library locations for free.

TEST PROCTORING SERVICE

Cedar County Library District provides proctoring service in our community as part of our role as a community place and in support of lifelong learning. This policy attempts to define the service we offer, balancing the needs of the student, the institution which they are working, and service to other library patrons. While we expect to be able to meet the requirements of most requests for proctoring service, we do have some limitations.

Cedar County Library District will provide:

- Staff members who are authorized to provide proctoring service, based upon their availability.
- Examinations must occur during the hours the library is open to the public.
- Space for test taking; however, depending on the library, there may not be separate quiet area available.
- Ability to directly mail or fax a completed test back to the institution at the student's expense.
- Ability for online test completion.

Student/Institution Required Information:

- Contact the library you wish to use for proctoring and make arrangements with the staff based on the facilities that are available and on staff availability.
- Verify the physical environment available at the library meets the needs you have for taking the test.
- It is the responsibility of the student taking the examination to ensure that all requirements for the examination can be met and that the examination is received by the Library before the scheduled examination time.
- Schedule specific days/times for proctoring based on the open days/hours of the library and availability of the proctor with at least seven (7) working days advance notice.
- Arrange for a public computer booking if needed.
- Provide an appropriately sized envelope, addressed and with the required postage, if the library is to return the test by mail or fax. If the faxed test is not needed by the institution, it will be shredded after 15 days.
- Student is responsible for all costs associated with taking the test. (Rev 1/21/11)

COMPUTER AND INTERNET USE (1320)

INTERNET USE

The Cedar County Library District (CCLD) provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Internet use policy has been established to ensure appropriate and effective use of this resource.

Access to the Internet is available to all users; however, this service may be restricted at any time for use not consistent with the guidelines.

The Internet is a global electronic network with no state or county control of its users or content. The Internet and its available resources contain material of a controversial nature. Library staff cannot control the availability of information or links that may change rapidly or unpredictably. Not all sources on the Internet provide accurate, complete or current information.

The Cedar County Library District through MORE net, our Internet provider, provides connections to all kinds of global information, services, and networks. This is not the same as selecting and purchasing materials for the collection. Some electronically accessed information may **not** meet the Cedar County Library District's Collection Development policy. The Cedar County Library District does not have control over the information accessed through the Internet and cannot be held responsible for its content. Patrons must adhere to the Cedar County Library District's Acceptable Use Policy, which is on the splash page of each public computer and also on the Wi-Fi. Paper copies may be requested from the front desk.

Parents will be required to sign a copy of the Cedar County Library District's Informed Consent of Use of the Library for a Minor Child in order for their minor child to have access to a minor library card. A library card is required to use Cedar County Library District computers.

LIBRARY COMPUTERS

Computers are available to patrons on a first come, first-serve basis. Instructions for operating hardware are displayed near the computer. There is no charge to Cedar County Library District residents or valid card holders for use of a computer. The Library utilizes time and print management software on its public access computers. This software helps ensure availability of computers throughout the day, and allows patrons to maintain a personal account for ease of use. To make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is one (1) hour, cumulative to two (2) hours per day. Library staff is available for general assistance in using a computer. However, staff is not expected to train patrons in the use of application programs. A printer is available. Printer paper will cost \$0.10 per side for black and white, and \$.50 per side for color.

A copier is available to patrons who wish to copy materials. The rate for 8 ½ x 11 \$0.10 per side. Color copies are \$.50 per side. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

A lamination machine will be available for laminating paper. Maximum size is copy paper sized (8 ½ x 11.) Librarians will use the laminator for the patron and cannot be held responsible for damage to their material. Cost is one (\$1.00) per lamination page.

A microfilm reader/printer is available for careful use. Microfilm copies may be made for \$0.10 per side.

Library staff have the ability to monitor public computers from staff computers in order to safeguard equipment and other patrons.

Library computers do not allow for downloads of software or applications from outside sources. However software and files for personal use may be downloaded directly to the patron's USB (flash) drive or disc. Please notify a staff member if you believe a computer requires updates of software or applications.

Patrons who require assistance in using the computers or accessing the Internet may receive limited assistance from Library staff depending on staff availability.

Library staff will not enter patron personal information into forms or documents for patrons and cannot complete electronic tasks for patrons (i.e. word processing, e-mail set-up, employment applications, job searches, etc.)

Patrons are not allowed to turn off or shut down computers.

Two people may sit together at a computer if they do not disturb others.

All patrons have the right to privacy, however the computers are located in a public area and privacy cannot be guaranteed.

Patrons must provide their own headphones/ear buds. New ear buds, if available, may be purchased at the Library circulation desk for \$2.00.

Staff will require that patrons turn down audio when it can be heard outside of headphones/ear buds. Staff reserves the right to log-off patrons that do not comply after verbal warning.

Printing fees are prepay and must be paid at the circulation desk. Library computers will not print if copies are not paid in advance.

E-READERS

Patrons who bring e-readers to the library must not expect the staff to know everything about every device. However, the staff may help patrons with the devices/software with which they are familiar. The staff must ask permission of the patron before touching the e-reader or making changes to it. The staff should use every caution while handling patron's e-readers so that no damage occurs. If staff is unsure of situation, use pointer and guide the patron to access the device. We must encourage patrons to use their e-readers and provide assistance as needed. Internet connectivity (wired/wireless) is available at the library and will be necessary for downloading to e-readers.

PATRON ACCESS

Patrons must use their own Library card to log-on to Library computers. Parents may not use children's cards and children may not use parent's cards. Violation of this rule may result in loss of computer use privileges.

Cedar County residents who possess a Cedar County Library card that is in good standing may use Library computers free of charge.

Patrons must agree to the computer use agreement when signing in to the public computers:

Patron use of public access computers is limited to two hours per day. Public access computers are preprogrammed to log-off after one hour of use. The patron may log-on for the second hour if there are no other patrons waiting for a computer. Patrons may also log-on and use the remainder of their allotted two hours later in the same day.

Sessions may be extended for completion of proctored exams, student studies, or similar occurrences. The patron must be aware of the log-out time and notify staff in plenty of time to have the extension granted (at least 5 minutes before scheduled log-off time). Library staff are not responsible for loss of data due to automated computer log-off.

The Library uses filtering software in compliance with the Children's Internet Protection Act. The Library has no liability for damages related to the operation of, or failure of, the filtering software or its intervention by users. An adult may request that the filter be turned off; however, all Library policies regarding appropriate internet use still applies.

The Library prefers that Cedar County residents obtain a Library card when planning to use Library computers on a regular basis. Parents will be required to sign a copy of the Cedar County Library District's Informed Consent of Use of the Library for a Minor Child in order for their minor child to have access to their own library card. A library card is required to use Cedar County Library District computers. A parent may access a Library computer/internet with their child, if the child does not have their own card. However, the parent is required to sit with the child and monitor their computer/internet use for the duration of the session.

GUEST ACCESS

Guests or Non Cedar County Residents over the age of 18 may gain a computer access login number at the information desk. Pass use is limited to two hours per day. Printing is available; payable in advance. Guest passes are only for computer use. Items may not be checked out with a guest pass. **Guest passes may be obtained for \$1. (Revised 7/23/24)**

ACCESS FOR MINORS

The Library uses filtering software in compliance with the Children's Internet Protection Act. Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility.

Minors, age 17 and under, must have their own Library card to log-on to computers and may not use the cards of others including parents, guardians, and siblings. A parent may access a

Library computer/internet with their child, if the child does not have their own card. However, the parent is required to sit with the child and monitor their computer/internet use for the duration of the session.

Minors will not be given guest pass access without being accompanied by legal guardian.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not Library Staff, to determine and monitor their minor child's use of the Internet. The Library also provides computers without Internet access in the Children's Department.

WIRELESS ACCESS

The Library attempts to make wireless access as available as possible but patrons may encounter areas in the building where wireless reception may be limited. The Library's wireless network is not secure. The Library cannot guarantee the security of any information sent to and from a patron's laptop or other wireless device.

Library staff can give limited assistance with connecting to the wireless network. The Library can make no guarantee that a wireless connection is always possible. The Library assumes no responsibility for the safety of equipment or for device configurations, security, or data files resulting from connection to the Library's wireless access.

UNACCEPTABLE USES OF COMPUTERS

- Uses that violate the law or encourage others to violate the law.
- Uses that compromise the safety or security of minors.
- Uses that cause harm to others or damage to their property.
- Uses that jeopardize the security of the computer network or other networks on the Internet.
- Uses that attempt to circumvent log-on management software, filtering software or computer configurations.
- Transmitting of offensive or harassing messages.
- Offering for sale or use any substance, the possession or use of which, is prohibited by law.
- Viewing, transmitting or downloading pornographic material.
- Viewing, transmitting or downloading materials that encourage others to violate the law.
- Downloading or transmitting confidential, trade secret, or copyrighted materials.
- Participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Disclosing or sharing user passwords with others.
- Impersonating another user.
- Using personal software programs on Library computers unless fully loaded on a USB device and does not require download to computer.
- Damaging or modifying Library computer equipment or software.

DAMAGE TO PERSONAL DEVICES

The Cedar County Library District is not responsible for damage to personal devices, or for any loss of data, damage, or liability that may occur from user's use of the library's computer or internet.

The director of Cedar County Library District can deny computer access for due cause.

LIBRARY PROGRAMMING (1330)

The Cedar County Library District provides a wide variety of programs that promote the enjoyment of reading and provide cultural, educational, and recreational enrichment to the community. A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as:

- story times,
- films,
- exhibits,
- classes,
- summer reading program for children,
- book discussion groups,
- author signings,
- speakers, and
- other timely activities.

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

CONTENT

Programs will be planned to meet the interests and needs of community members and will represent the wide range of ideas and views contained in our materials collections. Presentation at the Library of any specific idea, strategy, financial plan or investment does not constitute endorsement. Organizations or business affiliations used by the Library in our promotions also do not constitute endorsement, merely acknowledgement.

The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget

- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular jobs and are not hired as outside contractors for programming.

Library programs must be non-commercial. No solicitation for business will be permitted. The sale of products at a Library program is not allowed except for the following:

- Because the Library wants to encourage reading, writing, and an appreciation for culture, writers, performers, and artists may sell their own works at Library sponsored programs.
- Programs designed specifically to raise funds for the Library.

The Library may partner with another agency or community organization when these programs are central to the Library's mission. Co-sponsored programs must include participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to programs.

In general, Library programs are free. However, a materials fee may be requested to cover the cost of materials used in the program (i.e. craft supplies); this fee will not exceed the cost of materials and will be stated upfront.

Some programs may require pre-registration. Due to limited seating for computer classes and other fixed seating programs, a \$10.00 deposit may be collected to hold a seat. The money will be refunded upon program attendance or with a one-week cancellation notice. Failure to attend will result in forfeiture of deposit.

Attendees are requested to silence electronic devices and refrain from accepting calls during programs.

Adult programs are intended for an adult audience and are typically restricted to adult participants.

COMMENTS

The Library welcomes expressions of opinion from customers concerning programming. If a patron questions a Library program, he/she should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may

submit a letter to the director requesting reconsideration. Requests for review of programs will be considered in the same manner as requests for reconsideration of Library materials.

CHILDREN SERVICES (1350)

DEPARTMENTAL GOALS AND PRINCIPLES OF SERVICE

The objectives of the Children's Area are: to introduce as many children as possible to the public Library environment in order to create lifetime readers and Library users; to provide children with access to current information and quality literature; and to provide complete and accurate answers to reference questions to all patrons of the Library. The Children's Area is open during all Library hours.

All children under age 9 must be supervised by an adult, parent, or guardian age 18 or older at all times.

Children who cannot read are not allowed to use the catalog terminal but are encouraged to use the public computers under adult supervision.

CHILDREN'S MATERIALS

The Children's Areas provide juvenile materials suitable for children in a variety of formats and in sufficient number to meet the current and anticipated needs of the community.

A variety of award books, such as Show-Me Readers and Mark Twain Award Nominees, are available for checkout from the Children's Areas, as well as classics and other notable books.

The library collections for patrons under age 18 are split into the "E" collection, which is intended for ages birth to 2nd grade, the "J" section which is intended for patrons 3rd grade through 8th grade, and the "YA" collection which is intended for patrons in 9th grade and above. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 2nd grade for "E" materials, 3rd through 8th grade for "J" materials, and 9th grade and above for YA materials; and/or the publisher's suggested age range if available. This statement is required by Missouri Regulation 15 CSR 30- 200.015

Materials specifically for children and all other materials in the Library are available to all children at all times that the Library is open. Parents or legal guardians are solely responsible for supervising or limiting their children's access to Library materials. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.

Children's materials not available locally are accessible through transfer via Missouri Evergreen or interlibrary Loan.

EARLY LITERACY PROGRAMS

Daytime story time sessions are regularly scheduled for the general public.

Story time sessions are developed for pre-school children of different ages.

An adult must accompany and remain with children attending story time. If a child engages in disruptive behavior during the story time, the adult must remove the child from the story time session and must also remove any other children in his or her care from the session.

Unaccompanied children may not stay in a story time session.

TOURS AND CHILDREN'S GROUPS

All tours of the Library must be scheduled in advance. Children's group tours should be scheduled as far in advance as possible.

Children's groups visiting the Library in study or reading groups should call ahead if possible.

The Library reserves the right to refuse a tour because of inadequate notification or the unavailability of a time slot for a tour.

Any children's group in the Library must be attended by an adult, whether the group is attending a scheduled program or engaged in a reading or study session. At least one adult must stay with the group during story time sessions. At least two adults must stay with the group if there are sixteen or more children attending the session.

UNATTENDED CHILDREN

Children 8 years-old and under must be accompanied by an adult (responsible party at least 16 years of age or older) at all times. Library staff are not responsible for the supervision of children left unattended by a parent or guardian.

Library staff will follow these procedures in the event a minor, age 17 or under, has visited the Library and is without transportation at the time of closing:

- Under no circumstances will Library staff transport a minor child away from the Library building.
- Staff will immediately call a parent or guardian to pick up the minor.
- If a parent or guardian has not picked-up the minor within 15 minutes of the call, local police will be contacted.
- Staff will post a sign stating "A minor child was left unattended at the Library after closing and has been turned over to the insert the name of local law enforcement agency." (This agency could be the El Dorado Springs Police Department or the Cedar County Sheriff's Office, depending on the branch location and time of the occurrence.)
- As soon as possible, the Library staff members involved will file an incident report with the Library Director.
- On the next business day, the Library Director will send a letter notifying the parent or guardian of this policy and the Library's hours of operation.
- Two such incidents from the same household will result in the parent/guardian being billed for staff time beyond closing.

LOST ITEMS (1360)

GENERAL, NON-PERSONALIZED ITEMS

General, non-personalized items include but are not limited to jackets, caps, children's items, ear buds, sunglasses, reading glasses, notebooks, etc. The Library maintains a lost items bin where patrons may locate personal items that have been found at the Library. Library Staff can direct patrons to this bin.

Patrons are not required to present ID to claim their property from the lost items bin. The Library reserves the right to empty the lost items bin once a month. Items that have not been claimed will be donated to local charities or properly discarded.

ITEMS OF VALUE

Items of value include wallets, bags, and purses that contain legal ID, cash, checks, and other such items. These items may also include jewelry, watches, electronics, and data storage devices such as USB (flash) drives and micro discs. Library staff make every effort to contact patrons who have left behind items of value, depending on the patron contact information that is readily available.

Valuable items are stored in a locked area for at least 7 business days and may be claimed by individuals who can present proper ID or proper description of the item. Lost keys of any kind will be stored in a locked area and discarded after 7 business days if not claimed. Claimants should be able to properly describe the key(s) in order to make claim.

Items of intrinsic value that are not claimed within 7 business days will be turned over to local law enforcement. Data storage devices and small electronics will be properly disposed of if not claimed within 7 business days.

UNATTENDED AND ABANDONED ITEMS

Library staff reserve the right to collect any items appearing to be unattended on Library property. These items will be sent to the lost items bin or stored in the locked area and proper lost items procedures will be followed.

Items appearing to be abandoned on Library property will be properly discarded or turned over to local law enforcement. The Library reserves the right to immediately contact local law enforcement when any suspicious item is located on Library property (i.e. bags and back packs, boxes, electronic items, vehicles, etc.)

LOST LIBRARY CARDS

Lost library cards may be held at the circulation desk for up to one month. The Library may hold dozens of lost library cards at any given time. Therefore, Library Staff make no effort to contact patrons with lost Library cards and do not mail them back to patrons. However, Library Staff will note on the patrons account that a lost card is being held at the circulation desk. The Library reserves the right to discard lost Library cards once a month and remove notes from patron accounts. Patrons will be responsible for paying a \$3 fee to replace lost Library cards.

MEETING ROOMS AND PUBLIC FORUMS (1370)

Revised 5/18/23

TERMS OF PROGRAM/COMMUNITY MEETING ROOM USAGE

1. Requests to use the Program/Community Room must be made at the library facility 48 hours in advance and no longer than 60 days before the event.
2. Library functions will have priority. Community users will be on a first come, first serve basis. The library reserves the right to revoke permission to use the room for a reasonable cause at any time. Community users are those who are residents of Cedar County or organizations within Cedar County.
3. For after hour usage, users must pay an employee \$15.00 per hour. A library employee or trustee will unlock and lock the room for users. No key will be given out. The employee or trustee must be present for the event, and the employee must be paid by the organization. The Friends of the Library are exempt from this provision, providing they designate a member to be responsible for the meeting room usage.
4. Refreshments of food and non-alcoholic beverages may be served if provided by the user. Refreshments must stay in the community room, and cannot be taken into the main library. Clean-up will be the responsibility of the renting organization/group.
5. No Smoking is allowed in the building.
6. Cedar County based community organizations may request the use of the room for the purpose of holding seminars. Permission will be granted if the seminar meets the following criteria:
 - a. The seminar must be informational, educational, or instructional.
 - b. Attendees may attend/participate at no charge.
 - c. Presenters shall make no direct solicitation of attendees.
7. Permission to use the Program/Community Meeting Room does not constitute an endorsement by the Cedar County Library Board, or the library staff, of the user's policies or beliefs.
8. Age-appropriate designation must be affixed to any publication, website, or advertisement for events or presentation held at the library. Failure to advertise age recommendation as required by MO 15 CSR 3-200.015 can result in the group from being prohibited from using the space in the future.
9. Neither the name or the address of the Cedar County Library (either Branch) may be used as the official address or headquarters of any organization that uses a Library meeting room.
10. The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any user or individual attending a meeting. No materials, food items, equipment, or furniture belonging to any group or user may be stored on library premises, and the library will assume no responsibility if material, etc. are left on the premises. The Cedar County Library Board and staff do not assume any liability for any groups or individual attending a meeting in the library.

11. The existing fire code allows for a maximum number of 65 persons at El Dorado Springs and 50 at Stockton.

RESPONSIBILITY OF THE ORGANIZATION

- Smoking, alcoholic beverages, and illegal drugs are prohibited in the Library meeting rooms. Refreshments may be served inside the meeting room only; they may not be taken into the main Library.
- Library staff cannot provide childcare services or facilities for supervision of the children of persons attending meetings in Library meeting rooms.
- Tables and chairs will be provided in a general room arrangement. The Library will not provide special set-up or arrangements.
- Each group must register at least semi-annually by completing a meeting room application form. Limits to frequency of reservations by returning groups or individuals will be at the discretion of the director.
- The signing of this application form implies the group's intent to comply with this policy and the procedures regarding the use of the Library meeting room.
- Groups and individuals using the Library meeting room are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting should not be left unattended and must be removed at the end of the meeting. The Library is not responsible for lost or stolen items. Damages to the premises, equipment, or furnishings as a result of meeting room use will be charged to the group responsible. Fees for excessive cleanup or damage may also be charged. The group or organization and its members, jointly and severally, will assume and bear full responsibility for loss of, injury, or damage to any property of the Cedar County Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees.
- Failure to comply with this policy and the accompanying procedures for our facility may result in denial of future use of the Library meeting rooms, financial liability for damages, and/or immediate removal from the meeting rooms.

The scheduling of Library activities in the meeting rooms will take priority over the scheduling of meetings for outside groups or organizations. Reservations are to be made with circulation desk staff and promptly written on the current calendar of events. Meetings held after hours will require the payment of the organization directly to a library employee at the rate of \$15.00 per hour.

Name of Organization

Date

Signature of Applicant

**REQUEST FOR CEDAR COUNTY LIBRARY PROGRAM ROOM
EL DORADO SPRINGS BRANCH**

To be completed and returned to: **El Dorado Springs Library
Cedar County Library District
808 South Main Street
El Dorado Springs, MO 64744**

Name of Organization: _____

Contact Person _____ Position _____

Address _____ City _____ Zip _____

Phone _____ Fax _____ E-mail _____

Purpose of Use:

Intended Age Recommendation: _____

Date: _____ From _____ To _____

Will you need the room a half-hour early to set up? _____ YES _____ NO

Number attending _____ (65 is the limit.) No. of chairs _____ No. of tables _____

Equipment: available on first come, first-served bases and MUST be booked in advance. Last minute requests are not guaranteed. Day of requests will incur a \$10 charge per item.

___ Overhead projector ___ Coffeemaker

___ Easel ___ Chart paper

___ Microwave ___ Refrigerator

___ Dry erase board

___ Cart for unloading

Technical needs (Please contact our library director one (1) week in advance to test equipment for compatibility.)

___ Computer connect ___ Web connect ___ Data projector

Indicate desired room arrangements below. Draw a sketch on back if necessary.

___ Boardroom style. ___ Classroom ___ Auditorium ___ U-Shaped

Please keep a copy of the request form and program room policy for your review. Room deposit must be received in advance of reservation date.

Date of Application

Signature of Applicant

Check/Cash Deposit

**REQUEST FOR CEDAR COUNTY LIBRARY PROGRAM ROOM
STOCKTON BRANCH**

To be completed and returned to: **Geneva Sharp Library
Cedar County Library
717 East Street
Stockton, MO 65785**

Name of Organization _____

Contact Person _____ Position _____

Address _____ City _____ Zip _____

Phone _____ Fax _____ E-Mail _____

Purpose of Use:

Intended Age Recommendation: _____

Date: _____ From _____ To _____

Will you need the room a half-hour early to set up? _____ YES _____ NO

Number attending (50 is the limit.) _____ No. of chairs _____ No. of tables _____

Equipment: available on first come, first-served bases and MUST be booked in advance. Last minute requests are not guaranteed. Day of requests will incur a \$10 charge per item.

Overhead projector Coffeemaker

Easel Chart paper

Microwave Refrigerator

Dry erase board

Cart for unloading

Technical needs (Please contact our library director one (1) week in advance to test equipment for compatibility.

Computer connect Web connect Data projector

Indicate desired room arrangements below. Draw a sketch on back if necessary.

Boardroom style. Classroom Auditorium U-Shaped

Please keep a copy of the request form and program room policy for your review. Room deposit must be received in advance of reservation date.

Date of Application

Signature of Applicant

Check/Cash Deposit

LIABILITY WAIVER/INDEMNIFICATION/RESPONSIBILITY AGREEMENT

I hereby fully release and discharge Cedar County Library District, its officers, agents and employees from any and all claims resulting from injuries, including death, damages or loss, which may arise, or which may have arisen out of, or in connection with, the above meeting(s) in the Cedar County Library District program/meeting rooms.

I agree to assume full responsibility for any damages to the Cedar County Library District building, furniture, or equipment on library premises caused by the organization of whom I am the contact person.

I will include the statement, "This meeting/program is not a Cedar County Library District activity," in all meetings and publicity, thus establishing that the Cedar County Library District is **NOT** a sponsor for my organization's program. I will not use the library's address/phone number as my organization's contact point.

I understand that failure to comply with the meeting room policy may result in program/meeting room privileges.

I have received, read, understood and agree to comply with Cedar County Library Meeting Room Policy.

Name of Organization

Date

Signature of Applicant

Printed Name

Signature of Authorized Person if not Applicant

Printed Name

Phone Numbers

PUBLIC FORUM AREAS

Public libraries are classified as “limited public forums,” which essentially recognizes that libraries have the ability to place “time, place, and manner” restrictions on speech and speech-related activities occurring on their property as long as the restrictions are both reasonable in nature and viewpoint neutral (See also Confidential Patron Information Policy).

FILMING AND PHOTOGRAPHY POLICY

Filming and photography is allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Library Behavior Policy.

Persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases. Presence in the Library is not consent on behalf of patrons for use of their image or likeness by any third party.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Behavior Policy.

Library staff shall terminate any photo session that violates Library policies or appears to compromise public safety, patron confidentiality, or security. Termination may occur at any time that the activities become basically incompatible with the normal activity of the Library's use, safety, and function.

NEWS MEDIA FILMING AND PHOTOGRAPHY

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources and services. Advance authorization for such coverage must be obtained from the Library's Executive Director

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; The Library disallows using Library facilities as interview venues for unrelated stories and disallows access to Library patrons for opinion polls or interviews within its facilities.

DOCUMENTARY-TYPE FILMING AND PHOTOGRAPHY FOR PUBLICATION OR BROADCAST

The Library permits photography and filming of its premises and activities when the use of such involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position as a learning destination, or as part of a piece used to describe Cedar County. Authorization must be obtained in advance from the Library's Executive Director.

RESEARCH PHOTOGRAPHY

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library.

AMATEUR FILMING AND PHOTOGRAPHY

Casual amateur photography and videotaping is permitted for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur

photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

PHOTOGRAPHY FOR GROUPS AND NON-LIBRARY EVENTS IN MEETING ROOMS

Groups renting Library facilities may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library without advance authorization of the Library's Executive Director.

As part of its information mission and as a public service, the Library may allow for distribution of free handouts, flyers or publications provided such distribution does not negatively impact the appearance of the Library's public areas.

DISPLAYS AND EXHIBITS POLICY

As an educational and cultural institution, the Cedar County Library District welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk. Photographs of the displayed materials will be kept on file at the library for documentation.

RELEASE -CEDAR COUNTY LIBRARY DISTRICT DISPLAY AND EXHIBIT

I, the undersigned, hereby lend the following works of art or other material to the Cedar County Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be held in the _____
(Location including the name of which library)

During _____

Description of materials loaned _____

Age ranges _____

Signature _____ Date _____

Address _____ Telephone _____

Display items inspected and removed in acceptable condition by representative:

Signature:

Date:

BULLETIN BOARD

The Library may allow posting of information on the Community Bulletin Board on a space available basis.

Posting of notices or distribution of materials at the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials. The Library assumes no responsibility for any inappropriate use of posted information.

Library staff will remove outdated postings or postings known to have been on display for a month or longer. Library staff reserve the right to remove inappropriate material from the bulletin board. Inappropriate material may include but not be limited to explicit words or pictures, threatening or disturbing content, or other material as may be deemed inappropriate by the Library Director.

PUBLIC RELATIONS POLICY (1380)

Public relations goals of the Cedar County Library District are:

- to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public.
- to promote active participation in the varied services offered by the library to people of all ages.

SOCIAL MEDIA (1385)*PURPOSE OF THE LIBRARY'S SOCIAL MEDIA SITES*

The Cedar County Library District has established social media sites primarily in order to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing Library programs, events and materials. Courts have recognized that libraries are limited purpose public forums, and as such, are only obligated to permit the public to exercise rights that are consistent with the nature of the Library and consistent with the government's intent in designating the Library as a traditional public forum. All postings related to this mission statement (as so determined by the Library in its sole discretion) are permitted except as otherwise stated in this policy.

AGREEMENT

By joining, utilizing and/or posting on the Library's social media sites, you agree to comply with this policy, and the Cedar County Library policy on Internet and Computer Use, as applicable.

DISCLAIMER

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and postings do not reflect the opinions or positions of the Cedar County Library, its employees, or Board of Trustees.

NO PRIVACY

You should have no expectation of privacy in postings on Library sponsored social media sites, and by utilizing these sites, you consent to the Library's right to access, monitor and read any postings on the sites. The Library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

OWNERSHIP

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.

POSTING

Any postings inconsistent with the purpose of Library's social media site, as determined by the Library in its sole discretion, may be removed in accordance with the process set forth in this policy. Examples of postings not permitted include, but are not limited to:

- Advertisements
- Spam
- Postings which contain obscene matter
- Disparaging, harassing, abusive, profane or offensive postings
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
- Potentially libelous or defamatory postings
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
- Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes.
- Promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity
- Support or opposes any labor organization or any action by, on behalf of, or against any labor organization
- Support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue.

USE OF PHOTOGRAPHY

The Library may take pictures of events and Library activities expressly for the purpose of posting to social media sites. The Library will inform patrons, verbally or by posting signage, when photography is taking place. If a patron does not wish the Library to post photos of themselves or their minor children, the patron has that right and needs to inform Library staff not to post the pictures of themselves or of their minor children, and those pictures will not be posted.

VIOLATIONS OF THIS POLICY

Postings which the Library in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the Library immediately upon discovery by the Library without prior notice. The Library reserves the right to terminate accounts, ban or block users who have posted in violation of this policy on more than one occasion.

GIFTS AND MEMORIALS (1400)

All library material donations will be subjected to the same evaluation as outlined in this collection development policy. Donors are advised that any gifts not added to the collection may be disposed of at the director's or branch manager's discretion. The Cedar County Library District reserves the right to refuse materials based on condition and collection needs. The Cedar County Library District encourages and appreciates all gifts of appropriate library materials.

GIFTS AND CASH BEQUESTS FOR MATERIALS

The Library will not accept donations of materials in poor condition, magazines, text books, reader's digest condensed, encyclopedias, and unsupported formats

The Library will be happy to accept monetary donations. Patron may ask for monies to be spent in a particular area. The Library Director will make every attempt to accommodate such requests. All staff and Trustees will consider the following transactions as confidential and will use the utmost discretion sharing with only the Director and the Trustees. It will be the Library Director's or Trustees' responsibility to determine the kind of publicity, if any the donor wishes.

Unrestricted cash/check donations can be accepted by the librarian on duty or the Library Director. Cash receipts procedures will apply.

Cash/check donations for sponsorship of current library materials or programs shall be accepted the Library Director or her designee. Cash receipts procedures will apply.

Cash/check donations for New (currently unbudgeted) Projects must be accepted by the Board of Trustees. These items can come to the Board through the staff, Director, a Trustee, or the donor; with the understanding the acceptance is conditional to Board approval. The Board must decide, if feasible, to commit to the proposed Project or Plan.

GIFTS OTHER THAN CASH

Gifts other than cash (stocks, bonds, real estate, personal property, etc.) must be accepted by the Board of Trustees. These items can come to the Board through the staff, Director, a Trustee, or the donor. The board must decide whether to accept the gift and coordinate the transfer of the items with the donor. Unfortunately, not all gifts are feasible for the Board to accept and manage.

LIMITATIONS OF ACCEPTANCE OF GIFTS

The Library cannot legally provide a monetary appraisal of any gift for income tax or other purposes.

The Library retains unconditional ownership of the gift and will make the final decision on the use or disposition of the gift.

The Library reserves the right to decide the conditions of display, housing, and access of gift materials.

Gift subscriptions of one year or longer will be shelved with the circulation periodical collection, providing that the periodical meets the conditions of the collection development policy.

MEMORIALS

Any funds given for memorial purchases will be received by Director.

Funds will be spent according to giver in cooperation with Collection Development Policies.

Director must approve memorial donation if it is considered material. The Director will approve gifts based on the guidelines set out in the Collection Development Section.

Patron must inform the Director that the donation is for a memorial.

A Memorial Donations Form must be filled out.

Memorials for specific furniture and/or equipment must be in accordance with library needs, space availability, and the general aesthetic of the building or grounds, and must be approved by the Board of Trustees

TECHNOLOGY SECURITY POLICY (3000)

The Cedar County Library District local area network (herein referred to as "the CCLD network" or "the network") is critical to the provision of information services to CCLD staff and patrons. The CCLD automation system processes sensitive and valuable information. The addition of public access to the Internet within the library has increased the size, complexity, and management concerns related to the operation of the network. Specific security measures and procedures must be implemented to protect the confidentiality of information transactions being processed on the network and to keep critical systems operational. Because all citizens of Cedar County Library District are encouraged to use the network for informational and educational needs, security risks have increased and more stringent practice in safeguarding resources is necessary than was required when simple standalone PCs were used. These expanding security requirements are addressed in the following network security policy.

This policy has two purposes. First, the policy will emphasize to all Cedar County Library District employees and patrons the importance of network security in the library and their roles in maintaining that security. Second, the policy will assign specific responsibilities needed to secure networked information resources.

The CCLD network security policy covers all electronic information resources in the library. It applies equally to network servers, workstations, both staff and public access, network equipment, telecommunications equipment, and peripherals, such as printers, within the library. The policy applies to all library users, managers, and administrators, including Library staff, patrons, and contractors utilizing the library's network resources.

GOALS

The CCLD security program is designed to ensure the availability of networked resources and the integrity and confidentiality of data transmitted over and stored on the network. Specifically, the goals of the program include:

- Ensuring the library network has sufficient security measures applied to protect the integrity of its data, the privacy of information transactions, and the availability of its resources.
- Ensuring the cost of the security measures implemented is commensurate with the risks present on the network.
- Ensuring appropriate budgetary and technical support is available and maintained.
- Training all users to be responsible for the security of data, information, and other computing resources to which they have access, and training staff to maintain accountability practices.
- Enforcing policies and technical mechanisms which contribute to the auditability of network resources.
- Providing sufficient guidance to library staff in the discharge of their responsibilities in network and information security.
- Ensuring that all applicable organizational and departmental policies and procedures are applied and practiced.
- Developing appropriate contingency or disaster recovery plans to provide continuity of operation for all critical functions of the network. DD>

RESPONSIBILITIES

Responsibility for implementing and maintaining the library's network security goals is divided among four specific groups.

1. Library Management (LM; in most environments called Functional Management) - the library director, library board, and other library administration, if applicable, who have functional responsibility for the library. Library Management is responsible for informing staff about this policy, assuring that each person has a copy, and interacting with staff and volunteers on security issues.
2. Network Management (NM) - contract technical support persons or library staff involved in the technical support, management, and operation of the CCLD network. Network Management must ensure the continued operation of the network and is responsible for implementing appropriate network security measures as indicated in this security policy.
3. Local Administrators (LA) - library staff responsible for ensuring that end users have access to needed network resources available through the library's servers or Internet access. Local administrators provide day-to-day maintenance of network security in accordance with this security policy. Local administrators are responsible for reporting observed breaches of security policy to network and library management.
4. End Users (U) - library staff, volunteers, and public users who have access to the CCLD network. End users are responsible for using the network resources in accordance with the provisions of this security policy and the library's acceptable use policy. All users of data and network services (such as the Internet) are responsible for complying with security policy established by library and network management and for reporting to management any actual or suspected breach of security.

ENFORCEMENT

When end users fail to comply with this policy, CCLD information, while stored, processed or transmitted on the CCLD network, may be exposed to the unacceptable risk of loss of confidentiality, integrity or availability. Violations of security guidelines and procedures established to support this policy will be brought to the attention of management for action and could result in disciplinary action up to and including termination of employment or termination of rights to use the network.

GENERAL POLICIES OF THE LAN (LOCAL AREA NETWORK)

1. Every workstation and server shall have a designated local administrator who is responsible for maintaining the security of the computer. All end users of the system are responsible for following all policies and procedures in this policy and the acceptable use policy. CCLD staff, who manages workstations or servers, shall be trained so they can follow all policies and procedures effectively.
2. Server security shall be exclusively controlled by one local administrator and network management. Access to server security mechanisms by all other staff, volunteers, or public users shall be considered unauthorized access.
3. The local administrator responsible for each workstation or server must ensure that all software installed on the system is approved for use and is licensed properly.
4. All software installation and updates shall be the responsibility of network management or the designated local administrator.

5. One local administrator shall be designated to oversee the backup of server and workstation hard drives.
6. Each staff member and contract worker will be assigned a unique USERID and initial password according to established procedure. Public users will be assigned a unique USERID and password to gain access to network resources. Users must not share or disclose unique USERIDs/passwords.
7. All users must be authenticated to the network before accessing network resources.
8. Use of network hardware or software such as traffic monitors/recorders and routers shall be restricted to network management or a designated local administrator.
9. Security training shall be integrated into existing library training programs such as orientation programs for new employees, volunteers, or patrons in the use of computers, software, and network information resources.
10. Incident logs and subsequent security reports must be generated and reviewed on a regular basis.
11. Physical Security—network devices and servers should be secured from public physical access. Server access should be thru remote logic connection, unless network is down. Only server software should be loaded on server; no games or other connections that invite viruses.

SPECIFIC RESPONSIBILITIES FOR LAN SECURITY

USERS (STAFF & PUBLIC)

1. Users are expected to be knowledgeable about and adhere to the Library's security and acceptable use policies. Users are ultimately responsible for their own behavior. User responsibilities include:
2. Understanding and respecting relevant Federal and State laws, Cedar County Library District policies and procedures, and other applicable security procedures and practices established for the Cedar County Library District network.
3. Using network resources in accordance with terms specified in the library's acceptable use policy and being aware of activities disallowed and the consequences of engaging in such unauthorized use.
4. Being aware of privacy issues related to their use of network resources and protecting the confidentiality and integrity of their own information.
5. Users must not disclose unique USERIDs or passwords to others.
6. Notifying a local administrator when security procedures are not followed, for example, when a previous user leaves a workstation without logging off or when passwords are written and left in open view.
7. Notifying a local administrator or network management if a security violation or breach is observed or detected.
8. Being familiar with how malicious or virus-infected software is distributed and observing practice that minimizes the risk of damage due to the introduction of such software.
9. Reporting any signs of abnormal or suspicious activity to the local administrator.
10. (Staff only) Ensuring that his workstation is left on as scheduled so the hard drive may be backed, according to the library's backup policy.

LIBRARY MANAGERS

Library managers, with guidance or direction from the CCLB, are responsible for developing and implementing effective security policy. They are ultimately responsible for ensuring that the objectives of library policy and individual responsibilities are clearly communicated to staff and end users and adequately followed. Specific responsibilities of library managers include:

1. Effectively analyzing potential security risks in order to formulate an appropriate security policy. This risk management requires:
 - a. identifying the assets to be protected
 - b. assessing potential vulnerabilities
 - c. analyzing the risk of exploitation
 - d. implementing cost-effective safeguards
2. Providing training, or at least written training materials, to all staff, volunteers, and patrons in the appropriate use of the network, awareness of the possible effects of misuse or unauthorized use of network resources, and the consequences of any unauthorized use.
3. Ensuring staff and patrons understand the danger of malicious software, how it is generally spread, and the technical controls used protect against it.
4. Informing local administrators and network management of the change in status of staff, volunteers, or contract workers [*note* and any patrons who have unique USERID's] who utilize the CCLD network. This could include a position change (providing greater or more restricted access privileges) or termination of library employment.

NETWORK MANAGERS

Network management may include local staff or contracted support and is expected to implement and maintain security measures enforcing local security policies, to archive critical programs and data, and to control access and protect physical network facilities. Specifically, network management is responsible for:

1. Rigorously applying available security measures enforcing local security policies.
2. Advising library management on the effectiveness of the existing policies and technical considerations that may lead to improved practices.
3. Responsible for securing the local network and its borders with outside networks (e.g., city hall, the school district, or the Internet).
4. Responsible for responding to security breaches or violations in a timely and effective manner.
5. Notify local administrators if a break-in is in progress and assist other local administrators in responding to security violations.
6. Cooperate with local administrators in tracking/monitoring violators and assist in enforcement efforts.
7. Configuring audit logs and using network monitoring tools to aid in the detection of security violations.
8. Conducting timely audits of network server logs.
9. Remaining informed on outside policies and recommended practices and, when appropriate, informing library management of new developments.

10. Exercising the powers and privileges inherent in network administration with caution and discretion.
11. Identifying, recommending, installing, and configuring software providing:
 - a. intrusion detection
 - b. monitoring of unauthorized activity
 - c. removal of malicious software
12. Developing procedures that allow users and local administrators to report security violations and notifying library management and possibly outside agencies of any threats.
13. Promptly notifying designated personnel of all computer security incidents.
14. Providing assistance in tracking the source of malicious software or computer viruses and determining the extent of contamination.
15. Removing malicious software or viruses.
16. Conducting periodic audits to ensure proper security practices are followed.
17. Maintaining user privacy.

LOCAL ADMINISTRATORS

Local administrators are local staff or volunteers who assist in the daily maintenance of security services and who support and enforce applicable security policies and procedures. Specifically, local administrators are responsible for:

1. Managing all users' access privileges to data and programs.
2. Monitoring security-related events and following up on any actual or suspected violations, where appropriate; notifying network management of reported security incidents and assisting in investigating them.
3. Maintaining and protecting server software, relevant files, and media using specified security mechanisms and procedures.
4. Overseeing the update of anti-virus signatures on all local workstations and servers and for scanning server hard drives regularly.
5. Assigning a unique USERID and password to new users according to established procedures.
6. Promptly notifying network management and library management of all computer security incidents.
 - a. Notify the network management if a break-in is in progress; assist other local administrators in responding to security violations.
 - b. Cooperate with network management in tracking violators and assisting in enforcement efforts.
7. Backing up all data on network servers and workstations according to established procedure.

TECHNOLOGY PASSWORD POLICY (3020)

All specific users of the Cedar County Library District network are assigned user accounts administered by a central server. User accounts are composed of three elements: a username, a password, and a configuration record on the server. A network user must submit his username as a means of identifying his specific configuration record. The password is used to verify, that the user is who he claims to be.

This password policy is issued to specify the characteristics passwords must possess in order to maintain network security. Users are responsible for understanding and adhering to the following principles when creating or renewing passwords for their library account. Failure to observe these principles, or providing your password to other users, will be addressed according to library disciplinary policy.

This policy applies to all library staff and contracts technical workers.

PASSWORD COMPOSITION

Passwords that can be guessed by unauthorized personnel create the opportunity for breaches of security. To ensure maximum security, passwords must be hard to guess, not just by other human users, but by extremely fast computers armed with multi-lingual dictionaries. You will create *strong* (hard-to-guess) passwords by following these instructions:

Must Nots:

- Your password must not contain your username, your real name (first, middle, or last), your e-mail name, or any derivative of these.
- Your password must not be any single word in any language (password cracking software has access to language dictionaries for many, many languages).
- Your password must not be any fact associated with you: a pet's name, your birth date, phone number, social security number, driver's license number, car license number, et cetera. Likewise, your password should not be a fact associated with your spouse or children.

Musts:

- Your password must be at least six characters long. Passwords 8-14 characters long provide optimal security.
- Your password must be a combination of uppercase and lowercase letters, numerals, punctuation marks, and other special characters. To a computer, the uppercase letters are different than lowercase letters. Three examples are shown below:

TriqsL6L? this password has a mix of three of these categories, making it strong. But it also has a rhyming quality, making it easier to remember.

shorT#duck? this password also has a mix of three of the categories mentioned. Notice there are two unrelated words joined together, but with mixed case and with a special character between them. Joining two words this way also helps you remember your password.

Tqbfjotld? this password has only two categories represented but offers a seemingly random mix of letters. In this example, the memory aid is using an acronym of the well-known phrase, "The quick brown fox jumped over the lazy dog." Take a favorite quotation (probably not a famous one, though)

and create an acronym by using a particular character from each word. Insert a special character for additional security.

PERSONNEL POLICY (6000)

Cedar County Library District or CCLD strives to provide professional service in a professional manner. CCLD endeavors to employ and retain the best-qualified individuals for the job.

EMPLOYMENT (6010)

The director/board shall have the authority to employ personnel when vacancies exist and will present the employee's name and qualifications at the next regular board meeting. Employment for all positions shall be solely on the basis of merit, which shall be determined by evaluation of the applicants:

- training, education and experience
- interview

CCLD shall provide an equal employment opportunity for all qualified and qualifiable persons. Equal opportunity shall be according to the provisions of Federal and State laws and regulations. In addition, age or handicapping condition will not, unless considered a bona fide qualification for the position, be a basis for rejection of otherwise qualified applicants. Any violation of the letter or spirit of this program by employees of the library shall result in appropriate disciplinary action, including discharge if warranted. The director/board shall be responsible for the implementation of the program and for auditing and reviewing CCLD's personnel practices.

Vacancies for positions in the library shall be advertised by the director/board through local media.

Employees will serve a probationary period of three (3) months before their appointment will be considered permanent. During the probationary period the employee's work habits, abilities, attitude, promptness, and other pertinent characteristics will be observed and evaluated by his supervisor and the director/board. If the employee fails to meet required standards of performance, he is to be dismissed.

During the probationary period, the full-time employee is not eligible for employee fringe benefits such as sick leave and vacation but will earn credit for those to be taken at a later date. Wages for holiday falling within the probationary period will be paid to probationary employees.

TOBACCO FREE, DRUG FREE WORKPLACE POLICY

It is the intent of CCLD to provide a working environment free from the use of tobacco, non-prescribed drugs, and alcohol. As a condition of employment, employees are expected to adhere to this policy. The employee may be asked to submit to a random drug test. Violations of this policy will result in disciplinary action up to and including termination of employment.

The director/board reserves the right, within the requirements imposed by the Federal Government, to rescind, modify this, or any other policy, practice, or guidelines as it deems appropriate in its sole discretion either in individual or company-wide situations with or without notice.

FIREARMS POLICY

No employee who has been issued a concealed carry endorsement by the Missouri director of revenue under Section 571.094 RSMo, or who has been issued a valid permit or endorsement to carry concealed firearms issued by another state or political subdivision, shall, by authority of the endorsement or permit, be allowed to carry a concealed firearm, or to openly carry a firearm in any building or portion of a building owned, leased, or controlled by the Cedar County Library District.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CCLD will not condone, permit or tolerate any form of discrimination and/or harassment by or against any employee, patron, vendor, independent contractor or other individual with whom our employees come into contact in connection with their employment with this Library based upon age, race, color, creed, religion, sex, sexual orientation, national origin, disability or other protected class or characteristic established under applicable federal, state, or local statute, or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive and which interferes with our work effectiveness. Federal law defines unlawful sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whether male or female when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Individuals who believe they have been subjected to discrimination or harassment as described or have questions about whether certain conduct is unlawful should within 48 hours speak to and submit a written statement to the director about the incident. This is particularly important in cases involving sexual harassment where there may be uncertainty about what is unlawful conduct.

The director who receives complaints of discrimination or harassment, or who is made aware of conduct that may constitute discrimination or harassment must within 48 hours notify the Board President (or, if appropriate, the Treasurer, in place of the President). Investigation of any complaints will be initiated within 72 hours, and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. Management will make an effort to prevent coercion, retaliation, intimidation or harassment directed against any individual who registers a complaint or serves as a witness on behalf of another individual.

Employees who engage in prohibited discrimination or harassment will be subject to appropriate discipline up to and including termination of employment.

EMPLOYEE CONDUCT POLICY

The board and employees work as a team toward the same goal: to bring professional and economical library service to the patron. It shall be the duty of each employee to maintain high standards of conduct. Cooperation, efficiency, professionalism, and economy shall be maintained in his/her work.

Whenever work habits, appearance, attitudes, production or personal conduct of any employee falls below a desirable standard, supervisors should point out that deficiency at the time it is observed.

Employees may utilize the break room during their breaks for food or drinks. No food or drinks are permitted behind the circulation desk.

Full time employees unable to get to work because of severe weather conditions may use their sick leave, personal leave, or they may make up the lost time with the approval of the director.

Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Employees wishing to change their work schedule shall request permission from the director in writing.

Employees are required to notify the director/board and their immediate supervisor of any change of address or telephone number so that the employee can be contacted at all times. The director/board shall keep a complete file of qualifications, date employed, vacations, and sick leave taken, raises in salary and date of termination for each employee. No person shall be employed by the Board of Trustees or by the librarian who is related within the third degree by blood or by marriage to any trustee of the board or the director.

E-MAIL, INTERNET AND OTHER ELECTRONIC COMMUNICATIONS POLICY

E-MAIL

CCLD assumes no responsibility for the content of employees' e-mails or for maintaining their privacy, and the library's employees have no expectation that such privacy will be maintained. The library reserves the right to review, audit, interpret, access, and disclose any messages created, received, or sent over the e-mail system for any purpose. Confidentiality of e-mail should not be assumed.

No e-mail messages should be created, sent, or forwarded which may be intimidating, hostile, or offensive in nature, or which are discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability, or any other basis that is unlawful under applicable state and federal law. Nor should any obscene, profane, abusive or offensive language be transmitted.

Any employee who violates this policy or uses the e-mail system for improper purposes as determined by management shall be subject to discipline, up to and including termination.

INTERNET GUIDELINES

As with e-mail, the library provides Internet access solely to facilitate the conduct of the library's business. Access to the Internet may be limited at the library's sole discretion. Employees are expected to use the Internet at all times in a manner that benefits the library and **not for personal use**. Employees should have no expectations of privacy for their use of the Internet and the Library may monitor employees' use to ensure compliance with this policy. Use of the Internet in a manner which violates this policy as determined by management may result in disciplinary action, up to and including termination. Examples of conduct which are specifically forbidden include, but are not limited to:

- Using the Internet for personal gain or for commercial activity unrelated to the library.
- Sending, reviewing or viewing material or information that is threatening, intimidating, hostile, harassing, offensive or discriminatory on the basis of race, color, religion, sex, national origin,

sexual orientation, disability, or any other basis prohibited by applicable law. In addition, the receipt of such material and/or showing such material to co-workers is strictly prohibited.

- Using the Internet for any activities not specified here that are in violation of federal, state or local laws.

CONFIDENTIALITY

Any information received as a result of employment or service with the library including information regarding patrons, patrons' records, or business records be treated in a confidential manner and released through the director or the board president only in compliance with sections 182.815 and 182.817 RSMo. CCLD adheres strictly to all sections of this statute regarding the protection of the confidentiality of its users.

PAYROLL (6020)

The director/board shall be responsible for the development of an equitable pay plan for each employee. Pay will be determined according to the type of position the employee holds, the education and previous work experience of the employee, number of years employed, and the quality of work performed. Salary increases will be considered for each employee during the annual library budgeting process. Increases will be determined by the:

- library's financial ability to grant increases
- job performance of the employee.

The rates of pay do not include allowances for travel or other expenses incurred in library business or allowances made to employees for the use of personally owned vehicles. The board shall determine reasonable reimbursements for such expenses. Approved expenses of staff will be paid, and mileage will be reimbursed at the current state mileage reimbursement rate.

No full-time hourly employee will work more than a 40-hour week. That employee may be scheduled to work at any time during that week. Changes in schedule are made in advance only with the approval of the director/board. Any overtime must be approved in advance by the director/board in order to receive compensatory time off.

Employees will be paid every other Friday through direct deposit.

EMPLOYEE FRINGE BENEFITS (6030)

All full-time employees shall receive the following fringe benefits:

- 7 paid holidays (6 major and 1 floating),
- sick leave,
- personal leave,
- annual vacation,
- unpaid maternity leave,
- jury duty

All full-time employees shall receive normal compensation for the following (7) seven holidays:

- New Year's Day,

- Memorial Day,
- Independence Day,
- Labor Day,
- Thanksgiving,
- Christmas Day,
- President's Day at the El Dorado Springs Branch
- Veteran's Day at the Geneva Sharp Library/Stockton Branch

If a holiday falls on a Sunday, the following Monday will be observed as a holiday. Vacation may be used the day before or after a holiday only twice during the calendar year.

After completing one (1) year of employment, the full-time employee shall receive his birthday as a paid time off. It must be used during the month of the birthday.

All full-time employees are entitled to **sick leave** at the rate of one (1) day for each month's service (12 days per year). Sick leave may be accumulated up to 30 days. Accumulation sick leave will be paid to the employee at resignation or retirement at the rate of \$10 per day; accumulation sick leave beyond 30 days will be paid to the employee at the rate of \$10 per day annually in December. (Rev 10/21/16 & 10/26/16) Sick leave shall accrue from the date of employment but shall not be taken until the successful completion of the three-month probationary period. The employee should notify the director as soon as possible when using sick leave. An employee may be eligible for sick leave for the following reasons:

- personal illness or physical incapacity; illness in the immediate family requiring the employee to remain at home or doctor's appointments. Immediate family includes spouse, children, parents, grandparents, brothers, sisters, or parents of spouse.
- bereavement or to attend a funeral of a member of the immediate family. (Spouse, child, parent, sibling, parent in-law, grandchild, and grandparent or someone for whom the employee has responsibility)

All full-time employees are entitled to one (1) day of **personal leave** per year after three (3) months of employment except the presently employed full-time hourly employees. Personal leave may be taken upon approval of director 24 hours in advance if possible. (Rev 1/21/11)

Vacation will be earned by years of employment. Employees are eligible for vacation time after one (1) year of continuous employment.

Full time hourly employees vacation as follows:

One–two year of employment	one week of vacation
Three to twelve years of employment	two weeks of vacation
Thirteen years and beyond	three weeks of vacation

Full time professional employees, i.e., Library Director:

One year of employment	two weeks' vacation
Two to ten year's employment	three weeks' vacations
Eleven years and over employment	four weeks' vacation

Earned vacation must be taken on a calendar year basis. Unused vacation time will be forfeited. Hourly employee vacation time must be scheduled with the Director and will be granted according to the library's schedule and with permission of the Director. The Director's vacation must be scheduled with the board. (Rev 1/21/11)

Maternity leave may be granted without pay for a period not to exceed six (6) calendar weeks. Maternity leave may also be applied to adoptive parents. Any current personal leave or accumulated sick leave may be used.

Jury Duty: An employee will be granted leave for jury duty. Employee has the option of accepting jury duty pay or regular salary, not to exceed five (5) days.

ATTENDANCE POLICY (6040)

Employees must receive approval from their supervisor in advance of a planned absence. In the event of an unplanned absence, an employee must contact his/her supervisor prior to his/her scheduled time to begin work or as near to that time as possible. The employee must inform the supervisor when the employee is expected to return or, if that is not known, the employee must contact the supervisor each day until s/he knows the return date or is able to return to work.

Missing three (3) consecutive workdays without notifying the library constitutes a voluntary resignation of employment by the employee.

Attendance: Regular attendance as scheduled is a mandatory function of employment at CCLD.

Meal periods: Staff members are normally scheduled for one (1) unpaid meal break during an eight (8) hour day.

Rest periods: Whenever the workload allows, staff members may be permitted a paid fifteen (15) minute rest break for each four (4) hours worked to be taken near the mid-point of the four (4) hour time period. Rest periods are not to be accumulated or used to shorten the work schedule or lengthen the meal period.

Schedules: Employees will be provided a work schedule by their supervisor. Temporary or permanent changes to an employee's daily work schedule must be approved in advance by his or her supervisor.

Tardiness: Employees who are not able to begin work at their scheduled time must contact his/her supervisor prior to, or immediately following, their scheduled time to begin work. The employee must inform the supervisor when the employee is expected to return. Excessive tardiness places a burden on other staff and is cause for disciplinary action.

ACCIDENT POLICY

CCLD provides worker's compensation insurance in accordance with Missouri statutes for an accident or injury on the job. The number of benefits payable and the duration of payment depend upon the nature of the accident or injury. Employees who are involved in an accident, or who become injured while on the job must report such injury to the immediate supervisor as soon as possible. Employees (or the supervisor if the employee cannot do so) should complete and submit an Incident Report Form to the Director within 48 hours of the accident. Failure to do so may disqualify staff from receiving worker's compensation benefits. An employee will be paid at his or her regular rate for time actually and necessarily lost from available work during the first eight (8) hours of any shift during which s/he suffers an occupational disability compensable under the Worker's Compensation and while at work

for the library. An employee has the responsibility to keep his/her supervisor advised of the worker's compensation situation and his/her availability to return to work. Following any injury or illness for which an employee receives doctor's care, or which resulted in an absence of three or more consecutive scheduled working days, the employee is required to provide a physician's statement releasing him/her to work. The doctor's release must state that the employee is released to work without limitation, or if there are limitations, listing them specifically. Reinstatement to an employee's previous position cannot always be guaranteed to an employee who is returning from an extended worker's compensation leave. However, the Library endeavors to place employees returning from an extended worker's compensation leave in their former positions or positions comparable in status and pay, subject to any physical limitations that the employee may have suffered due to an on-the-job accident or injury.

TERMINATION POLICY

It is the duty of every employee to attempt to correct any faults in his performance when called to his attention. Discipline shall be, whenever possible, of an increasingly progressive nature. The steps being:

- verbal warning with written documentation
- written warning
- suspension
- termination

Any probationary employee may be suspended, reduced in pay or removed at any time by the director/board. All permanent employees may be suspended for a period not to exceed 30 working days or terminated by the director/Board for just and reasonable cause. Non-professional staff is required to give at least two (2) weeks' notices of intention to end employment. Professional staff shall give at least one (1) month notice.

Immediate dismissal without prior notice may be made for misconduct, which shall include, but not be limited to; criminal activity, theft, intoxication, substance abuse, insubordination, refusal to perform assigned tasks, misrepresentation of facts to obtain leave, willful endangerment of persons or property, or actions in opposition to or violation of the regulations, policies, purposes, or programs of the library. Insubordination is defined as any action or inaction in direct violation of the policy manual, or a supervisor's orders. Staff members may question any instruction, but, upon being directed to take a certain action after the question has been addressed, the staff member is to do so; with the following exceptions: 1) any action or inaction which might cause harm to befall the staff member or another person; 2) any action or inaction which violates the staff member's religion; 3) any action or inaction which is immoral or illegal; or 4) an action constituting unlawful discrimination or harassment or retaliation for opposing such practices.

RESIGNATION AND RETIREMENT POLICY

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

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

GRIEVANCE POLICY (6100)

CCLD will evaluate employee grievances and address the grievance informally. Supervisors and employees are expected to make every effort to resolve problems as they arise. An employee is expected to present his grievance in the following order:

- to his supervisor
- to the director
- to the CCLD board

The grievance must be presented in writing. The director is obligated to present the written grievance to the board at the next meeting of the library board. After a reasonable amount of time, should the situation not be corrected to the employee's satisfaction, he may appeal the director's decision of his grievance in writing to the library board. No employee shall be disciplined or discriminated against in any way because of his proper use of the grievance procedure.

PERSONNEL FRAUD POLICY

The purpose of this policy is to establish a method of reporting theft and fraud within the Cedar County Library District (CCLD). This policy outlines the procedure for employees to report instances of theft or fraud in the workplace, and the procedure that will be followed after a report is made.

DUTY TO REPORT

Employees have an obligation to report activity that appears to be fraudulent. Examples of activities that should be reported included but are not limited to:

- Stealing money, library materials, supplies, equipment or furnishings
- Intentionally misrepresenting amounts of money received on cash reports
- Knowingly fabricating time sheets for oneself or others
- Assessing patron records for anything other than library business

As used in this policy, the term "fraudulent activity" includes suspicious behavior or other conduct similar to the activities enumerated above. Employees knowingly failing to report suspicious activity will be subject to discipline.

REPORT FORMAT

Reports of fraudulent activity should contain the following information in order to facilitate prompt, appropriate, and efficient resolution:

- Date on which activity occurred, if known
- A description of the activity
- The name(s) of anyone involved in the activity

WHERE TO FILE THE REPORT

Reports of fraudulent activity should be filed with the library director. Reports can be presented to the library director in person, by written report, or anonymously in the director's in-box.

If the employee is uncomfortable reporting the activity to the director, he/she may report it to the President of the Board of Trustees.

CONFIDENTIALITY OF FRAUD REPORTS

All reasonable efforts will be made to protect the confidentiality of the employee(s) reporting the activity. However, in the event that the matter is handed over to law enforcement, such confidentiality will be governed by state and federal guidelines.

CONSEQUENCES FOR REPORTING FRAUDULENT ACTIVITIES

No employee shall be subject to any form of punishment on the basis of reporting a fraudulent activity that he reasonably believed was a violation of the CCLD's policies. However, an employee will be subject to disciplinary action if the library reasonably concludes that the reported activity was knowingly fabricated, exaggerated, distorted or minimized by the employee. An employee whose report of misconduct contains admissions of personal wrongdoing will not be guaranteed protection from disciplinary action.

RESPONSES TO REPORT OF SUSPICIOUS ACTIVITIES

All reports of fraudulent activity will be date stamped by the Library Director or the President of the Board of Trustees upon receipt.

The Library Director or President of the Board of Trustees will review and investigate the report within thirty (30) days of receipts. If additional time is needed to review and investigate the report, a note will be made of the reasons for the delay.

If a violation of the CCLD's policies is detected, the library will take steps to respond appropriately to the offense and to present similar offenses from occurring in the future, including any necessary modifications to policies or procedures.

FINANCIAL POLICIES (7000)

FINES AND FEES

OVERDUE MATERIALS

Patrons with overdue materials will be assessed \$0.10 per day per item. The maximum fine is the cost of the material.

COPIES/PRINTS

Copies 8 ½ by 11. Color copies are \$.50 per side. Children doing school reports may make five (5) copies free. (Rev 7/8/14)

MICROFILM COPIES

Copies are \$0.10 per side. (Rev 11/19/10)

LOST CARDS

Replacement cards are \$1.00

LOST MATERIALS

Replacement cost of lost or damaged materials is charged.

NON-RESIDENT COMPUTER USAGE

Computer usage by non-Cedar County residents or non-valid library card holders is \$1.00 per hour.

BOOK DEPOSITS

Cedar County Library District charges a deposit on some books. In most cases it covers the cost of the book. The money is returned when the book and receipt are returned to the library. CCLD will not deduct overdue charges from the deposit without the patron's consent.

FAX

Faxes are \$1.00 for the first page for both sending and receiving, and \$0.50 for each page thereafter-- sending and receiving. International faxes are prohibited.

INTERLIBRARY LOAN

Interlibrary loan is free if delivered and sent back with the courier. Otherwise, a fee of \$3.00 will be charged for each item requested on ILL to help defray the cost of postage. Overdue ILL items will incur a charge of \$1.00 a day with no maximum fine. Current members of the Friends of the Library receive a \$1.00 discount. Microfilm charge will be the amount charged by the State Historical Society plus postage.

LAMINATING

Lamination can be done by the librarian for a cost of \$1.00 per page. The library cannot be held liable for damaged materials. The maximum page size is 8 ½ x 11.

MAIL POLICY

All library mail shall be opened, and date stamped by the director or designee and routed to the appropriate department.

DONATION/GIFT POLICY

The Cedar County Library District appreciates gifts of all kinds. This policy pertains to gifts of all kinds, except library materials. Library material gifting has a policy in the Material Selection/Collection Development section of this policy book.

All staff and Trustees will consider the following transactions as confidential and will use the utmost discretion sharing with only the Director and the Trustees. It will be the Library Director's or Trustees' responsibility to determine the kind of publicity, if any the donor wishes.

1. Unrestricted cash/check donations can be accepted by the librarian on duty or the Library Director. Cash receipts procedures will apply.
2. Cash/check donations for sponsorship of current library materials or programs shall be accepted the Library Director or her designee. Cash receipts procedures will apply.
3. Cash/check donations for New (currently unbudgeted) Projects must be accepted by the Board of Trustees. These items can come to the Board through the staff, Director, a Trustee, or the donor; with the understanding the acceptance is conditional to Board approval. The Board must decide, if feasible, to commit to the proposed Project or Plan.
4. Gifts other than cash (stocks, bonds, real estate, personal property, etc.) must be accepted by the Board of Trustees. These items can come to the Board through the staff, Director, a Trustee, or the donor. The board must decide whether to accept the gift and coordinate the transfer of the items with the donor. Unfortunately, not all gifts are feasible for the Board to accept and manage.

PROCUREMENT PROCEDURE (7100)

The library encourages competitive bidding in order to obtain the greatest response to requests for purchase or requests for proposals. The library shall do everything in its power to encourage the submission of proposals from local vendors. However, the Library has a responsibility to its residents to ensure that the maximum value is obtained for each public dollar spent. It is expected that local vendors who wish to do business with the library will offer the lowest possible quote for the item being purchased.

BIDS

The library will informally bid from multiple suppliers for all purchases over \$500. This may be obtained by comparison pricing through direct contact, advertisements, catalogs or web pages.

Purchases with an anticipated bid amount of \$3,000 or greater shall be listed for at least seven days on the library's web page. Where practical to elicit greater responses for bids, additional listings may be made on cooperating web pages or notices may be sent to potential bidders.

Purchases with an anticipated bid amount of \$25,000 or greater shall be advertised in at least one newspaper with regional distribution.

In order to obtain the best prices, the library shall be allowed to enter into cooperative purchasing agreements with federal, state, or local units of government or not for profit corporations

Cooperative agreements may be entered into or already negotiated contracts may be assumed. Existing bids may be renegotiated or extended if it is to the library's benefit.

Bids may be received by mail, e-mail, or fax. Sealed bids may be received by mail or delivery only. No negotiation will be allowed as to bid amount after submission, unless such options are clearly spelled out in the bid document. Occasionally, bid documents may contain deducts for options that the vendor feels would provide a superior product for less cost. The library reserves the right to negotiate such changes with the submitting vendor, or other vendors if that would result in savings. The library reserves the right to use cooperative purchasing agreements or listed advertisements for purchases if that results in a lower cost, even if these sources do not respond to the library's bid notices.

Although price shall normally be a major consideration in all purchases, the library reserves the right to take such factors as durability, timeliness, availability and operating cost into consideration when awarding a bid. Low bidders may be rejected where serious reservations about the quality or suitability of items or services exist. The library reserves the right to waive minor irregularities in submitted bids, or to waive normal bidding procedures in an emergency when it is in its best interest to do so.

Where practical, utilities and telecommunications services shall be competitively bid. However, regular payments for such utilities shall not require special management approval.

Library books and materials as well as single-source equipment necessary for library operations are not subject to these procedures to bid requirements. Purchases for these items are made under appropriation approval through the library's annual budget.

PROFESSIONAL SERVICES

Professional services include, but are not limited to, audit, legal and banking services, equipment and custodial maintenance contracts as well as special one-time consultant service needs. Depending on the nature of the service, professional services may be solicited through the bid process or by requests for proposals. Contracts for ongoing services shall be rebid every three to six years.

REQUEST FOR PROPOSAL (RFP)

The library reserves the right to secure products and services through a request for proposal when that is in the best interest of the library. Requests for a proposal shall normally be limited to complex projects especially those with multiple or unknown ways of accomplishing a certain objective. Requests for proposal may involve the quest for new ideas that do not lend themselves to traditional bidding. In general, the library shall advertise requests for proposals in the same manner as bids; however, the library shall reserve more discretion in considering low price as the primary indicator of acceptance.

PURCHASE PROCEDURES

The director may make purchases up to \$3,000 if is in the current library budget.

Purchases over \$3,000, budgeted or unbudgeted, must be approved by the current library board.

Construction purchases, change orders, and large unbudgeted expenses require approval by the Library Board of Trustees.

INVESTMENT POLICY

The Cedar County Library District shall invest funds not immediately needed in certificates of deposit, other special accounts, and other instruments allowed by law. (Rev 5/18/12)

Certificates of deposit or other banking or savings and loan accounts in excess of amounts federally insured, shall be collateralized and the district shall be granted safekeeping receipts specifying the type of collateral. Collateralization of accounts shall be with instruments allowed by law. (Rev 5/18/12)

The district shall solicit potential bidders within the county when funds are available for investment. The district treasurer will solicit bids in writing and maintain bidders' responses. This list will be used to advise bidders when funds are available for investment. (Rev 5/18/12)

The district may also enter into agreements with other governmental agencies to make allowable investments, when such arrangements are in the best interest of the district.

The District Board of Trustees shall authorize all investments. All Trustees shall be signatories on the investment. Two signatures are required to transfer the investment. Investments shall be documented and have an audit trail.

Updated 5/17/2012

VOIDED CHECK POLICY

The Cedar County Library District's policy when voiding checks is to deface all signature lines, as well as the account number and the routing number. Voided checks are to be retained in the appropriate bank file with each bank's reconciliation.

STOP PAYMENT CHECK POLICY

The Cedar County Library District (CCLD) has a stop payment policy on checks issued that remain outstanding. The Treasurer of the Board shall contact the payee, by letter, of any checks outstanding over sixty (60) days. If the check continues to be outstanding an additional thirty (30) days, a stop payment order will be issued to the bank. CCLD checks for the Operating Bank Account have "voided after 90 days" printed above the signature lines.

FINANCIAL SYSTEM BACKUP POLICY

Cedar County Library District requires backup of their financial records on a regular basis. Financial records shall be backed up no less than twice per month, once after payroll and the end of the month reports, and after preparing checks for approval at Library Board meetings. An optional, but recommended time, is upon completion of bank reconciliations.

INTERNAL CONTROL ACTIVITIES

CASH RECEIPTS

Segregation of duties in the handling of cash is one of the most effective ways to gain control over this asset. No individual is to have complete control in the handling of cash. Specifically, no one individual's duties should include the actual handling of money, recording receipt of money, and the reconciliation of bank accounts. Employees handling cash are to be monitored by the director or the Treasurer. The risk here is that the employee could take money and not write a receipt. To prevent this, we would need two (2) people on duty at all times. This is not cost effective for the Cedar County Library District.

Incoming cash should be made a matter of record as soon as possible. The risk here is that the employee could take the money and not write a receipt. To prevent this, we would need two (2) people on duty at all times. This is not cost effective for the Cedar County Library District.

Amounts of currency and checks contained in each item of mail are verified. Documents enclosed with the currency received are dated and initialed by the employee opening the mail. Checks are stamped: "For Deposit Only, Cedar County Library District."

A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorized personnel only. The secured area is locked when not occupied.

Cash is protected by locks and kept in areas of limited access.

Collections made over the counter are documented by issuance of receipts. All receipts are to be strictly accounted for and the reason for any missing documents determined and documented. Receipts indicate mode of payment, such as cash, check, etc., date, name, and purpose. The total dollar amount recorded on cash receipt forms, by mode of payment, is balanced and entered into accounting records and deposited into bank by Treasurer or designee no less than once a month.

When cash is received in the branch office, the Director transmits it to an appropriate secure location on a regular basis.

The Treasurer deposits receipts in the bank no less than once a month. Deposits are not to be delayed because the account distribution cannot be immediately determined.

Library personnel are prohibited from cashing personal checks or writing notes or IOUs of personal indebtedness.

Written procedures on cashiering and cash control procedures are maintained at each library.

PETTY CASH

Each library shall have one (1) petty cash fund. The daily amount of cash at the librarian's desk shall not exceed \$30.00. The excess must be kept in a secure, locked place with limited access. Only the library employee on duty, the, or the treasurer of the board shall have access to the petty cash. The petty cash fund shall not be used for any other purposes such as personal loans, cashing checks, etc. All expenditures shall be for library purposes only and shall have a receipt with date, vendor, amount, purpose, and employee signature. The director or designee shall total the receipts and money every Friday. The director or designee shall complete a cash report for the treasurer on a Monday following the first and third Friday of every month.

PETTY CASH PROCEDURE

The petty cash bag at each location will have \$30.00 in it. All expenditures from the bag must be documented by a receipt. Petty Cash is expenditures ONLY.

Only the Director and the Branch Manager will have access to the Petty Cash. All petty cash expenses must be approved by the Director. Petty cash is only for such small expenses that cannot be paid for in a timely manner by a check from the board. This petty cash is not for normal monthly expenses, or large expenses. The funds are not to be co-mingled with any other funds. The petty cash bag will always remain in a locked and secured location.

The Monday before each month's board meeting, each Branch Manager will balance the petty cash bag at their branch. All the month's receipts plus the money still in the bag must equal the original \$30.00. The bag will then be given to the Director for verification. The Director will then submit a record of all expenses to the board, with a check request to balance the bag(s) back to the original \$30.00. If there have been no expenditures for that month, it will be noted in the Director's Report with no further action needed.

GENERAL DISBURSEMENTS

The responsibility for disbursement procedures is clearly documented and assigned to the Board Treasurer. The Board Treasurer has a \$250,000 bond paid by the Cedar County Library District.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and those laws, rules, and regulations governing the disbursement are followed.

Controls are established to assure that all payments are made on a timely basis and in accordance with all sequentially numbered purchase orders and contracts and will ensure that duplicate payments are not made.

Original invoices (or authorized facsimiles) totaling the amount of the disbursement are to be attached to each check before presented to the Board for approval of payment.

Duties in the handling of disbursements are separated to the extent possible with regard to:

- the initiation of purchase orders—director/staff,
- the approval of invoices with date--director,
- the preparation of checks--treasurer,
- the mailing of checks,--other trustee than treasurer and
- the recording of disbursements--treasurer.

Each check disbursement is approved by the Cedar County Library Board before the actual disbursement occurs. This will ensure the proper and regular review of all disbursements.

To the extent possible, employee duties and Board Treasurer duties in this area are to be complementary to or checked by another employee or Trustee.

Disbursements are to be made by check. Two signatures are required on each check.

Blank checks are to be kept in locked storage under the control of the Director or the Treasurer. Access to blank checks is limited to Director and Treasurer. When blank checks are received; the date, quantity, and inclusive serial numbers are checked and added to the balance on hand.

Accounting software program check register shows voided checks with register of checks, which includes all check numbers. This check register report is printed each month and distributed to the Director and each Trustee for each regular monthly Board Meeting.

TRAVEL DISBURSEMENTS

The Director authorizes employee travel. The Board of Trustees authorizes Director travel out of the district.

Travel Expense Requests are submitted in writing, approved by the Director if an employee; approved by the President if the Director. Treasurer prepares check for reimbursement and submits to Board at regular monthly meeting for approval of payment.

CHECKING ACCOUNT DISBURSEMENTS

Bank checks are pre-numbered.

Bank checks are completely filled out before presented for signature.

To stop payment on a check, the treasurer shall contact the payee, by letter, of any checks outstanding over **60** days. If the check continues to be outstanding **an additional** 30 days, a stop payment order will be issued to the bank.

When voiding checks all signature lines will be defaced, as well as the account number and the routing number. Voided checks are to be retained in the appropriated bank file with each bank's reconciliation.

Invoices are presented with checks for signature.

The Board of Trustees approves invoices for payment.

Invoices are marked "Paid" and date paid only at the time checks are signed.

Someone mails check other than the person preparing the checks.

Dual signatures are required on all checks. The Treasurer signs all checks.

Bank statements are reconciled at least monthly by the Treasurer on the accounting software system and reviewed, signed, and dated by a board member monthly.

PURCHASES

Pre-numbered purchase order forms are used and strictly accounted for by number.

Invoices are matched with purchase orders and receiving reports before approval for payment.

Invoice computations and pricing are verified before approval for payment.

Purchases should be made by competitive solicitation, when applicable as per purchasing policy.

Copies of the order forms are distributed to the receiving and accounting departments.

Claims are filed promptly for goods damaged in shipment.

SUPPLY AND MATERIAL INVENTORY

Authorized individuals are responsible for receiving and issuing the supplies and material. These individuals are to be responsible for inspecting all goods received to verify that they conform to request. In addition, these persons are responsible for the enforcement of all policies necessary for the internal control of these assets.

The library has central points for receiving and issuing supplies or materials. All loading and unloading operations are closely supervised.

Quantities received are compared to the bill of lading and receiving report and disbursed to the appropriate location.

Effective control procedures are established to ensure that supplies are used properly and for authorized purposes. Supplies not currently in use are stored in areas where access is limited to authorized personnel only. Supplies are arranged so that the earliest received will be issued first. Storerooms where such property is kept are locked. Damaged and obsolete goods are physically segregated. Supplies are kept neat. Special protective measures are taken for items having a high pilferage rate or a high value.

Physical inventories of library materials are to be taken at least annually at the request of the director or the board. A perpetual or periodic inventory record is maintained to reflect dollar value and quantities of library materials.

PAYROLL

Responsibilities for supervision and time keeping, personnel, payroll processing, disbursements, and general ledger functions should be assigned to provide segregation of duties as much as possible.

The director shall be responsible for the distribution of the W-2 forms to employees through delegation to our payroll company.

Detailed record of hours worked are maintained. The branch manager will approve time sheets of all part time employees. The Director will then go over all time sheets and verify their accuracy. The Director will submit these hours to the payroll company. After approving these hours, the director will submit a payroll summary to the board treasurer for verification and documentation. The director approves schedules and timesheets. Payroll charges, including fringe benefits, should be recorded and distributed accurately and promptly. Written procedures are required for authorization, recording, and controlling sick leave, vacations, holidays, and personal leave. Procedures are established to ensure that all attendance reports and payroll reports are verified by supervisory personnel. Payroll records and reports should be adequately safeguarded. Pay will be made every two weeks, through our Direct Deposit Payroll System.

AUTOMATED DATA OR INFORMATION PROCESSING

Controls are established over entry of data in on-line systems to restrict access to terminals and data entry to authorized employees. Password security shall be established on an individualized basis and changed no less than twice a year.

The accounting software system is password protected and the password is changed annually by the treasurer or director. Controls are established over the use and retention of disk files, including provision for retention of adequate records to provide backup capabilities. Backup for the bookkeeping system is kept on two disks. One is kept in a secure location in the library, and one is kept off site by the treasurer.

The library materials server system is password protected by the director and is backed up weekly. The password is changed monthly. One external hard drive is kept in a secure location in the library. change location

GENERAL

Accounting records are kept current, neat and in proper order. An annual audit will be performed by a professional CPA firm as required by state statutes.

Appropriate documentation of procedures exists for all systems and functions such that the organization could continue to operate if key employees leave. The Treasurer, in the absence of an accounting department, has appropriate background, skills, and training.

OPEN MEETINGS AND RECORDS POLICY (8000)

In compliance with RSMo 610.021 of the Open Meetings and Records law which requires each political subdivision to provide a reasonable written policy, which makes meetings, records and votes of the Cedar County Library District, any Board committees, and inter-related corporations, such as the Friends of the Library, open to the public. However, the Cedar County Library District (herein referred to as a public governmental body) and its constituent organizations may close any meeting, record or vote relating to the following:

Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, anybody relating to litigation involving any public governmental body shall be made public upon final disposition of the matter voted upon; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize initiation of such a legal action. Legal work product shall be considered a closed record.

Lease, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration, therefore. However, any vote or public record approving a contract relating to the lease, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate.

- a. Hiring, firing, disciplining or promoting an employee of a public governmental body. However, any vote on a final decision, when taken by a public governmental body to hire, fire, promote or discipline an employee of a public governmental body must be made available to the public with a record of how each member voted within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice before such decision is made available to the public.
- b. Non-judicial mental or physical health proceedings involving identifiable, including medical, psychiatric, psychological or alcoholism or drug dependence, diagnosis or treatment.
- c. Testing and examination materials, before the test or examination is given or if it is to be given again before so given again.
- d. Welfare cases if identifiable individuals.
- e. Preparation, including any discussions or work product, on behalf of a governmental body, or its representatives in negotiations with groups.
- f. Software codes for electronic data processing and documentation thereof.
- g. Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body, or the specifications are published for bid.

- h. Sealed bids and related documents, until the earlier of either when they are opened, or all bids are accepted, or all bids are rejected.
- i. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed by such.
- j. Records that are protected from disclosure by law.
- k. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest.
- l. Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product
- m. Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a non-public entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety.
- n. Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open.
- o. When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property and shall in the same writing state that public interest in nondisclosure outweighs the public interest in disclosure of the records.
- p. Records that are voluntarily submitted by a nonpublic entity shall be reviewed within ninety days of submission to determine if retention of the document is necessary in furtherance of a security interest. If retention is not necessary, the documents shall be returned to the nonpublic government body or destroyed
- q. Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network or telecommunications network, including the number of moneys paid by, or on behalf of, a public governmental body for such computer, computer system, computer network or telecommunications network shall be open.

- r. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body
1. All records that may be closed hereby are deemed closed records unless the governmental body votes to make them public. Before closing a meeting to the public, a majority of a quorum of the governmental body must vote to do so in a public roll call vote. The vote of each member of the governmental body on the question of closing a meeting or vote and the reason for closing the meeting by reference to a specific exception shall be announced at a public meeting and entered into the minutes.
 2. The governmental body shall give notice of the time, date and place of a closed meeting and the reason for holding it by reference to a specific exception. The notice shall be the same as in (4) below. No other business may be discussed in a closed meeting that does not directly relate to the specific reason announced to close the meeting to the public. Public governmental bodies holding a closed meeting must close only an existing portion of the meeting facility necessary to house the members of the public governmental body in the closed session, allowing members of the public to remain to attend any subsequent open session held by the public governmental body following the closed session.
 3. The governmental body shall give notice of the time, date, place and agenda of each meeting. The notice shall be placed on the appropriate bulletin board at Libraries at least 24 hours, exclusive of weekends and holidays, prior to the meeting. If an emergency makes it impossible to give 24 hours' notice, the reason must be reflected in the minutes. Notice also shall be given to any representatives of the news media who requests notice of a particular meeting. A tax levy hearing notice is required to be posted at least seven days prior to the hearing in three public places.
 4. Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. When it is necessary to hold a meeting on less than 24 hours' notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirement shall be stated in the minutes.
 5. A formally constituted subunit of a parent governmental body may conduct a meeting without notice during a lawful meeting of the parent governmental body, a recess in that meeting, or immediately following that meeting, if the meeting of the subunit is publicly announced at the

parent meeting and the subject of the meeting reasonably coincides with the subjects discussed or acted upon by the parent governmental body.

6. A public body shall allow for the recording by audiotape, videotape, or other electronic means of any open meeting. A public body may establish guidelines regarding the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any meeting, record, or vote closed pursuant to the provision of section 610.021 shall be permitted without permission of the public body. Any person who violates this provision shall be guilty of a class C misdemeanor.
7. Any member of a public governmental body who transmits any message relating to public business by electronic means shall also concurrently transmit that message to either the member's public office computer or the custodian of records in the same format. The provisions of this section shall only apply to messages sent to two or more members of that body so that, when counting the sender, a majority of the body's members are copied. Any such message received by the custodian or at the member's office computer shall be a public record subject to the exceptions above.
8. The Secretary of the Board (or other designee appointed by the Board of Trustees) shall be the custodian of records and will be responsible for maintenance and control of all records. The custodian shall respond to all public records requests as soon as possible but no later than the third business day following the date the request is received by the custodian. If additional delay is necessary, the custodian shall give an explanation for the delay and the date the record will be available for inspection.

If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requestor no later than the end of the third business day following the date the request for the statement is received.

The custodian shall charge \$0.10 per page (not to exceed \$0.10 for 8 ½ by 11 paper), the hourly rate for the Assistant Librarian and the actual cost of research time. The custodian shall receive (or may require) payment prior to duplicating copies.

Fees for providing access to public records maintained on computer facilities, recording, tapes or disks, videotapes or films, pictures, maps, slides, graphics, illustrations or similar audio or visual items or devices, staff time, which shall not exceed the average hourly rate of pay for the Assistant Librarian of the public governmental body required for making copies and programming, if necessary, and the cost of the disk, tape or other medium used for the duplication. Fees for maps, blueprints, or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming.

APPENDIX A: LIBRARY BILL OF RIGHTS

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

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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.

APPENDIX B: LIBRARY INCIDENT/ACCIDENT REPORT

Library Incident/Accident Report

Date/Time Occurred: _____ Date/Time Reported: _____

Type of incident: _____ Reported by: _____

Describe the incident/accident in the chronological order the event(s) occurred. Attach additional pages if necessary. _____

Name, address, and phone number of the patron(s) involved. If this was an incident, please provide a description of the perpetrator: _____

Names, addresses, and phone numbers (if possible) of any witnesses: _____

Was an outside agency called? If so:

Which agency? _____ Responding officer? _____

Was an arrest made? _____

Was any library property damaged? If so, please describe. _____

Staff member filing this report: _____

Provide any additional information on the back or on additional pages.

APPENDIX C: DISASTER PLAN

Library Director contact phone numbers:

Geneva Sharp Library, Stockton	417-276-3413
El Dorado Springs Branch, El Dorado Springs	417-876-4827
After hours and weekends Cell #	417-276-9982/417-276-8042
After hours and weekends Home #	417-276-9982/417-276-8042

Power Failure at Library

Action:

- Report the outage to the Director
- Lock the money in a safe place and lock the workroom door.
- If it lasts more than a few minutes, call the director and then evacuate the building.
- Lock the money in a safe place and lock the workroom door.
- Use a flashlight to patrol the building to evacuate all people. Flashlights are at the Circulation Desk, Staff room, Director's office.
- If severe storm is imminent, evacuate occupants to the bathrooms in Stockton and furnace room in El Dorado Springs.
- Be sure all doors are securely closed, locking the money in a safe place and locking the workroom door.

Flood/Water Leakage in the Library

Action:

- Staff should determine exact location and source of the problem.
- Call the director who will call the city at El Dorado Springs, 417-876-2521, or city at Stockton at 417-276-2510.
- Evacuate patrons and staff from wet areas to prevent patrons from walking through the water.
- If water is coming from above, get plastic sheeting and drape the collection.
- If water is coming from below, move collections to higher shelves or book trucks.
- When area safe, remove items in order of priority.

Bomb Threat at the Library:

- Take the threat seriously.

- Notify the Director.
- Call police station (GET NUMBER) at El Dorado Springs or 911 in Stockton.
- Sound fire alarm and evacuate staff and visitors from the building
- Leave bomb search and disposal to the police.

Explosion at the Library

- Call 911.
- Evacuate the building by sounding the fire alarm.
- Notify the Director.
- Stay with injured until help arrives.

Fire at the Library

- Sound alarm to evacuate the building. FAR END OF PARKING LOT
- Circulation staff will direct patrons to appropriate emergency exit.
- Call 911 in El Dorado Springs or in Stockton.
- If fire is small enough to be easily and immediately contained, use one of the fire extinguishers nearest your area. Only trained personnel should try to use the extinguishers.
- Notify the Director.

Earthquake that Affects the Library

Earthquake warnings are a rumbling sound reminiscent of the sound of a fast-moving train. The tremors will follow soon after.

- If time permits, evacuate all occupants to smaller rooms in Stockton and to the hallway in El Dorado Springs.
- Stand in doorways, crouch under sturdy tables—stay away from windows and out of large rooms in which ceiling will be more apt to give way.
- When tremors cease, attend to the injured—try to move them to safer treatment location. Seek medical assistance via 911.
- Notify Director.
- Evacuate building only when quakes are ended.

Tornado Warning for Immediate Area (Rev 6/16/17)

Take shelter in designated safe place PUT IN SAFE PLACESWhereas directed by library employees.

- Take cover immediately
- Follow directions of library employees
- Stay until tornado warning has expired MOVE ALSO TO PATRONS

APPENDIX D: KEY CONTROL PROCEDURE

All keys referred to in this policy are the property of the Cedar County Library District. It is the responsibility of the Cedar County Library Director to oversee the Library's key control plan. The following policies and procedures are to be followed.

Keys will not be given out to volunteers or groups who may utilize the library meeting rooms. After hours usage of the building will require the group to pay a fee to an employee with keys to be available to unlock and lock the building, in accordance with our Meeting Room Usage Policy.

Employees shall not loan, transfer, or give possession of keys to another person, nor may the employee modify or alter keys in any way. Further, employees are absolutely prohibited from duplicating keys. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

- If an employee suspects that their keys have been stolen, they shall immediately notify the Cedar County Library Director and their immediate supervisor.
- When keys are discovered missing, the Cedar County Library District Director shall have the responsibility for assessing the level of compromised security and must decide whether locks should be rekeyed to protect employees and property.

Upon termination of employment, all keys must be returned immediately to the Cedar County Library District Director or Branch Manager. Failure to return keys upon termination/separation may result in holding the employee responsible for the cost to re-key a room, office or building (s) if they do not return their key(s) prior to leaving the Cedar County Library District. Failure to return issued key(s) may result in a minimum of a \$100 fee per key.

The Branch Manager shall coordinate a physical inventory of issued keys annually. As part of the inventory process, key holders shall inspect their physical keys and record the key identification numbers of the physical keys on the Annual Key Inventory form. Employees should return unneeded keys to the Branch Manager.

APPENDIX E: PATRON REGISTRATION FORM

PRIMARY PATRON REGISTRATION

NAME _____
Last First Middle

Address _____

City _____ State _____ Zip Code _____ Date of Birth _____

Mailing Address *(if different)* _____

City _____ State _____ Zip Code _____

Preferred Library El Dorado Springs Stockton

Contact Information

Primary Phone _____ Alternate Phone _____

Email Address _____

Preferred Method of Contact: E-mail Text Message Voice-Mail

Signature _____

By signing this application, I agree to comply with all policies and regulations as noted on the reverse side of this form. For adults applying for minors, I acknowledge I am the legal guardian and responsible for all items checked out and all charges incurred on this account.

Staff Use Only Record ID# _____ Initials _____ Date _____

MINOR

NAME _____
Last First Middle

Date of Birth _____ Do you give permission for the minor to have internet access? Yes No

Staff Use Only Record ID# _____ Initials _____ Date _____

MINOR

NAME _____
Last First Middle

Date of Birth _____ Do you give permission for the minor to have internet access? Yes No

Staff Use Only Record ID# _____ Initials _____ Date _____

MINOR

NAME _____
Last First Middle

Date of Birth _____ Do you give permission for the minor to have internet access? Yes No

Staff Use Only Record ID# _____ Initials _____ Date _____

MINOR

NAME _____
Last First Middle

Date of Birth _____ Do you give permission for the minor to have internet access? Yes No

Staff Use Only Record ID# _____ Initials _____ Date _____



1. I will present my Library card or provide my barcode each time I borrow materials or make inquiries about my account or any associated accounts.
2. I am responsible for all use of this account and the associated accounts, including all materials checked out.
3. I understand this card and associated account cards allow access to all Library materials; this includes print and electronic resources.
4. I understand this account is not transferrable and I will not allow anyone else to use my card. The Library is not responsible if I do not safeguard my account, including my barcode number and PIN.
5. I am responsible for informing the Library of any change of address, phone, or e-mail. The Library is not responsible if I fail to receive notification because it does not have current contact information.
6. I will report the loss of my card immediately.
7. If I lose or destroy my card, I will pay for its replacement.

MINOR USE OF LIBRARY MATERIALS AND INTERNET

Library staff do not supervise children. Library staff do not know what you consider appropriate for your child and cannot be responsible for their selections. If you do not agree to full access to the collections, your child will not be issued a card. Parents/guardians may then check out items for their children on their cards. This statement is required by 15 CSR 30-200.015 Missouri State Regulations.

As the parent/legal guardian of my child, I grant access to the full collections of Cedar County Library District, including online materials. I am responsible for payment of all fines for materials borrowed on this card.

1. Library computers are filtered and CIPA compliant.
2. Filters may not block all sites and may block some useful sites.
3. I am responsible for monitoring my child's internet use.

WAIVER OF LIABILITY

Use of all Cedar County Library District facilities, property, items, materials, and information, by volunteers or staff is at your own risk. I do hereby release, for myself, my executors, administrators, agents, assigns, and dependents, the Cedar County Library District from all claims of damages, demands, and any actions whatsoever, including those based on negligence, in any manner arising out of my participation in Cedar County Library District. I understand that this release means that, among other things, I am giving up my right to sue for any such losses, damages, injury, or cost that I may incur.

I represent and certify that my true self is either 18 years old or, if I am under 18 years old on this date, my parents or legal guardian has read and signed this form. I have read this entire release, fully understand it, and I agree to be legally bound by it.

This user/use permit holder agrees to hold harmless the Cedar County Library Board for any injury or damages to the person or property of any person in the use of said premises or incurred during users/use permit holder's use of the said premises and to defend that users/use permit holder's expense, any legal action that may be brought against the Cedar County Library Board, the City of Stockton, the City of El Dorado Springs, or their agents, officers, board members or employees for the personal injury and/or property damage during the period of use.

Initials _____

APPENDIX E: ACCEPTABLE USE POLICY

Cedar County Library District Acceptable Use Policy

All electronic traffic originating from the Cedar County Library District (CCLD) connection shall be in accordance with these Acceptable Use Standards. *Failure to abide by these standards may result in the loss of internet, computer, and Library privileges.* The director of the CCLD can deny Internet access for any due cause.

Access

Wireless Internet (Wi-Fi) is provided throughout the library. The CCLD Internet and Wireless Acceptable Use Policy applies to all devices connected to the library network. The library is not responsible for any data loss or loss of privacy users may incur as a result of logging into or using our Wi-Fi network.

Acceptable Use

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is unacceptable to use the Library's computer systems and Internet resources for any purposes that violate the law or library policies.

Use of the Library's resources and services shall be guided by the following principles:

- Respect for the privacy of others.
- Legal protection provided by copyright and license to programs, data, and intellectual property.
- Security and function of systems, network devices, and Library services used by other patrons.
- Compliance with Library policies.

Unacceptable Use---It is not acceptable to use the CCLD computers for:

- Any purposes which violate U.S., state, or local laws.
- Transmitting threatening, obscene, or harassing materials, including the use of profanity or offensive language or any activity which is deliberately and maliciously offensive, libelous, or slanderous.
- Distribution of unsolicited advertising.
- Tampering with, destroying or damaging equipment, software, or data belonging to the library. Disconnecting library equipment, including monitors, network cables, and electrical cords. Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
- Making unauthorized entry into any systems accessible via Library computers.
- In accordance with the Library's "Rules of Conduct," use of another person's library card for Internet access is not allowed and will result in immediate suspension of library privileges.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems (e.g. computer "viruses" and "worms").
- Copying, file sharing, downloading, or distributing commercial software or other works or material (e.g. music, movies, or other audio or digital material) in violation of state, federal, or international copyright laws.
- Accessing or loading pornographic, obscene, or sexually explicit material. Viewing material that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing obscenity or child pornography. (Missouri Revised Statutes 573.010, Section 573.060).
- Other uses deemed inappropriate at the discretion of CCLD.

Illegal acts involving the CCLD computers may be subject to prosecution by local, state, or federal authorities.**Internet Safety Policy**

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. In compliance with the Children's Internet Protection Act (CIPA) and Missouri law, the Library enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain websites. In particular, the Library's filtering software protects against access to visual depictions that are obscene, child pornography, or harmful to minors or pornographic for minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. CCLD staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms or email that contain obscene or sexually explicit material or other material harmful to minors.

CCLD expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc., or accessing systems where such personal or business data are stored is not recommended. The Library's computing environment does not maintain sufficient safeguards to protect such activities.

Users of Library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or via media such as floppy, CDROM, or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the Library's computing resources.

Privacy

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, CCLD will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.

Disclaimer

CCLD does not assume responsibility for any damages, direct or indirect, arising from the use of the Library's technology resources, services, or Internet or wireless connections. Users agree to INDEMNIFY AND HOLD HARMLESS the Library and its board members, its employees, and agents and representatives from any loss of data, claim, demand, liability, cause of action, suit, judgment, damages, or expense (including attorney's fees), arising out of any use or misuse of the Library's technology resources, services, electronic devices, Internet, or wireless connection.

