

Section A 1

A1 General Operations

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

Individual board members may refuse to entertain criticism, and complaints of the library and its administration from members of the library staff. All such criticism will receive attention by board members only when submitted by staff members in writing to Library Director or president of the library board. The staff may request a hearing with the board.

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

The library shall serve as a clearing agency for all library publicity. Therefore, the Library Director shall be empowered to issue publicity items and stories to newspapers and other agencies of communication.

No board members shall release to the public, orally or in writing, information on library policies not previously agreed upon at board meetings.

A1.1 Mission Statement

The Daviess County Library provides, on equal terms, free service to all individuals living, paying taxes or attending school in Daviess County. It accepts as its basic objectives the provision and servicing of selected books and other materials which aid the individual in the pursuit of education, information or research, and in the creative use of leisure time.

A1.2 Library Motto

EPIC: Encourage reading - Provide resources - Inspire learning - Connect people

(Reviewed 18FEB2021)

Section A2

A2 Library Hours

Headquarters is open 38 hours per week, from 9:00am to 6:00pm, Tuesday, Wednesday, and Thursday; from 9:00am to 5:00pm, Friday; and from 9:00am to 12:00pm on Saturday. *

Jamesport Branch is open 15 hours per week, from 12:00pm to 6:00pm on Thursday, 12:00pm to 5:00pm on Friday; and 9:00am to 1:00pm on Saturday. The branch will close only* for holidays that occur on Thursday, Friday, and Saturday.

*Closures due to inclement weather may or may not follow county or school policies and remain at the discretion of the Library Director.

(Updated 18FEB2021)

A2.1 Holidays

The library will be closed on the following holidays, if the holidays occur during the library regular business schedule.

January 1st, New Year's Day

July 4th, Independence Day

November 11th, Veteran's Day

4th Thursday of November, Thanksgiving Day

December 25th, Christmas Day

(Updated 18NOV2021)

Section A3

A3 Accessibility

The library strives at all times to comply with government regulations in maintaining its buildings, materials, and services. Accessibility is in compliance with ADA standards. An audit is done periodically by qualifying agency.

(Updated 18FEB2021)

Section A 4

A4 Library Cards

Persons living in or owning property within Daviess County and 18 years or older may obtain a Daviess County Library card at no charge. Requirements to acquire a card are:

- Current photo ID including county address or current out-of-county photo ID in addition to official mail* recognizing county address ***Official mail** is mail sent from, or by, an authorized department of government, governmental agency or international organization and normally has some indication that it is official; a certifying cachet, return address or other means of identity, indicating its user.
- Driver's license number or social security number
- Date of birth
- Telephone &/or email contact
- 1 reference contact **unless** living in Daviess County less than 5 years, then a 2nd reference is required

Children living within or attending school within Daviess County are permitted to apply for a library card at the age of 5. A parent or guardian, who is eligible for a card at no charge (local county resident), must sign the application verifying date of birth and assume responsibility for the materials checked out and permission for internet access.

New cards will be maintained as "New Member" in ILS for 90 days, allowing 2 material items per card and full access to electronic materials. At the end of 90 days, if all physical materials have remained in good standing (ie., renewed and/or returned on time and in good condition) the card holder will be transitioned to "Regular Patron" and receive full privileges according to category of application. (Updated 02/2022)

An organization that does not pay library tax may obtain a card. The chief executive officer must sign the application and the organization will be financially responsible for any fees or replacement charges associated with that card. Schools are such organizations. These organizational cards are valid August through May and renewable annually by their administration.

Patrons are responsible for materials checked out on their library cards and any late fines or replacement charges. Lending a library card to another person is discouraged.

A patron who damages or loses library materials is required to reimburse the library for the replacement value of the items.

Patrons with overdue materials or fines are required to return them before additional items may be obtained. It is the patron's responsibility to return the materials on time. **Payments of**

no less than \$2.00 may be made for fines over \$10 in order to access computers. Exceptions allowed upon discretion of the Library Director.

The library assumes no responsibility for damage resulting from the use of library materials or equipment.

The Director may consult with the proper legal authority in regard to the prosecution of a patron with overdue materials pursuant to Sections 570.200 to 570.215 RSMo.

The Director may limit the number or value of items checked out by a patron should they repeatedly fail to return materials on a timely basis or return items in poor condition.

If a library card is lost, the library should be notified immediately. There is a \$1.00 fee to replace a lost card.

(Updated 04.2019)

A4.1 Out of county Cards

Persons not living in Daviess County may purchase a library card at an annual cost of \$20 per card.

Out of county card holders have all the privileges of county residents.

A4.2 Teachers living out of county

Teachers who live out of county but teach in a Daviess County school may apply for one personal library card in their name for the duration of their teaching term. No fee applies.

A4.3 Temporary Cards

A temporary card may be issued to an individual residing in Daviess County who cannot provide proof of permanent residency.

The cardholder shall provide photo identification. Acceptable identification may include, but is not limited to, a valid driver's license or other picture identification.

Restrictions:

- Cards allow access to public computers and digital materials, only.
- Card shall be issued for a period up to 60 days.
- Card may not be renewed or extended. Limit one card per person.

Requirements to acquire a card are:

- Current photo ID
- Driver's license number or social security number
- Date of birth
- Telephone &/or email contact

Section A 5

A5 Loans

All materials- except DVD/VHS, electronics, and equipment- have a 14-day loan period. Books and audiobooks are the only renewable media and may be renewed up to three (3) times. Renewals may be done online or by contacting the library. Loans are limited to six (6) items of each type of media, with a maximum loan limit of 20 items total, providing there are no fines or overdue items on their card. The due date on loaned items can be extended in certain circumstances (i.e. travel, medical) as long as the items are not on reserve/hold for other patrons or best-sellers. This extension should be requested at initial checkout or by phone before items are due.

If the library does not have the material needed by the patron, they may use ILL (inter-library loan) service. Fines for ILL are assessed at \$1.00 per day overdue. Lending period is at discretion of lending library. Patrons may order up to two ILLs at one time. If a patron has a repeated history of not returning their ILLs on time, it is at the Library Director’s discretion as to whether and for how long to suspend that patron’s ILL privileges.

A5.1 Loan Groups

Regular patrons and special groups- which include but are not limited to- schools, home schools, outreach and deposits have varying loan periods and restrictions.

Group	Limit	Loan Period	Items	Grace Period	Renewal Time	# of items available for renewal	# of items able for hold/reserve	Hold Length	Fines
Regular Patron	6/each type 24 total	14 days books & audiobooks/ 7 days DVDs	General Collection	6 days	14 days	3		7 days	\$0.01/day per book, audiobook, magazine; \$1/day per DVD
Schools	50	28 days	General Collection	No grace	14 days	25	25	14 days	\$0
Homeschool	25	28 days	General Collection	6 days	14 days	25	25	14 days	\$0.01/day per item
Outreach	25	28 days books & audiobooks	General Collection	6 days	14 days	25	25	14 days	\$/01/day per item

A5.1.1 Home Schooling Verification

Home school adults must verify that they are home schooling under Section 167.031 RSMo.

A5.1.2 Home Schooling Verification form

_____ verify that I am home schooling
(print name)

See Sections 167.031 and 167.042 RSMo.

(Date)

(Signature)

A5.2 Renewals

Current periodicals and materials on reserve may not be renewed. Videos which are loaned for 7 days may not be renewed. All circulating materials are usually limited to six items per check out. Exception to this policy is at the discretion of the library director.

A5.3 Fines

Fines are assessed at \$.01 per day overdue. Fines for DVDs are assessed at \$1.00 per day overdue. Fines for ILL are assessed at \$1.00 per day overdue. Library staff will attempt to recover overdue materials by phone, letter or visit. Patrons have 60 days from date of initial checkout to return the item after which time, library staff will declare the item lost and appropriate fines shall be assigned (see A5.4 Lost and damaged materials).

A5.4 Lost and Damaged Materials

The library charges retail price for all lost bar-coded materials as well as bar-coded materials that have been significantly damaged and deemed in need of replacement by library staff. (Library cost of item, plus \$5 for processing materials, plus labor = Retail cost)

1. Price of lost or damaged item is checked by viewing the catalogued purchase price of item, which is available in the Mandarin bibliographic record. Patron is charged the purchase price of the item as listed in the Mandarin bibliographic record unless point #2 below applies;
2. If no price or price is less than the below minimum, patron is charged:

Hardback Books \$20.00

DVD/Video \$20.00

Paperback \$10.00

Magazines \$3.00

Easy BB (Board Books) \$10.00

3. Patrons have 60 days from date of initial checkout to return the item after which time, library staff will declare the item lost and expect patron to pay for lost item.
4. Fines based on standard allowed check-out times as well as renewal allowances for the various item types apply. However, if item is declared lost and has been paid for, then all applied fines incurred by patron for that item will be forgiven.
5. If materials are lost by fire, flood, other natural disaster, or extenuating personal circumstances all fines and lost charges may be forgiven at the discretion of library director.

A5.4.1 Chapter 570.210 RSMo (Library Theft)

Library theft, penalty

570.210.

1. A person commits the crime of library theft if with the purpose to deprive, such person:

- (1) Knowingly removes any library material from the premises of a library without authorization; or
- (2) Borrows or attempts to borrow any library material from a library by use of a library card:
 - (a) Without the consent of the person to whom it was issued; or
 - (b) Knowing that the library card is revoked, cancelled or expired; or
 - (c) Knowing that the library card is falsely made, counterfeit or materially altered; or
- (3) Borrows library material from any library pursuant to an agreement or procedure established by the library which requires the return of such library material and, with the purpose to deprive the library of the library material, fails to return the library material to the library; or
- (4) Knowingly writes on, injures, defaces, tears, cuts, mutilates, or destroys a book, document, or other library material belonging to, on loan to, or otherwise in the custody of a library.

2. It shall be prima facie evidence of the person's purpose to deprive the library of the library materials if, within ten days after notice in writing deposited as certified mail from the library demanding the return of such library material, such person without good cause shown fails to return the library material. A person is presumed to have received the notice required by this subsection if the library mails such notice to the last address provided to the library by such person. Payment to the library, in an amount equal to the fair market value of an item of no historical significance shall be considered returning the item for purposes of this subsection.

3. The crime of library theft is a class C misdemeanor if the value of the library materials is less than five hundred dollars. The crime of library theft is a class C felony if the value of the library material is between five hundred dollars and twenty-five thousand dollars. The crime of library

theft is a class B felony if the value of the library material is greater than twenty-five thousand dollars.

A5.4.2 Health and Cleanliness of Collection

For the protection of all library users, the Daviess County Library must ensure a healthy and clean environment and collection. To accomplish this end, it may be necessary for the Library to restrict a patron's ability to borrow materials and/or visit the Library when such use compromises the health and cleanliness of Library facilities or collections.

Situations where library privileges may be suspended include, but are not limited to:

- Evidence that items loaned to a patron were returned containing insects that are known to be damaging to library materials, e.g. roaches and silverfish
- Evidence that items checked out by a patron were returned containing insects that can result in pest infestations in library facilities, e.g. bed bugs, fleas, or roaches.
- Evidence that pests that may result in infestations in library facilities are present on the person or possessions of a Library visitor.

If it is necessary for either facility or borrowing privileges to be suspended, the Library Director will notify the suspended patron by letter. Patrons seeking a reinstatement of their library privileges will need to provide the Director with documentation that the pest problem has been adequately addressed. Examples of this documentation include, but are not limited to:

- Receipts for treatment/inspection from a licensed pest control company
- A written statement from the owner or property manager of a multi-family rental residence verifying treatment

Updated 11.2019

Section A6

A6. Fees for Copy and Fax

All charges are per page and must be on library paper only. There will be no exceptions. Patrons pay for every page they print, unless library is at fault.

COPY CHARGES

Black & White

8 ½ X 11 – Public copy machine, computer,
Reader printer 20¢

8 ½ x 14 & larger 25¢

8 ½ x 11 – Resume paper, colored paper,
card stock 50¢

Color copies

8 ½ x 11 \$1.00

8 ½ x 14 \$1.25

11 x 17 \$1.50

8 ½ x 11 (resume paper, colored paper, card stock) \$1.25

FAX CHARGES

Outgoing \$2.00

no charge for cover page

Incoming \$2.00

1 page free per week

LAMINATING CHARGES

11 x 17 \$2.00

8 ½ x 11 \$1.50

3 ½ x 5 ½, 2 ¼ x 3 ¾ \$1.00

SCANNING

Available only on public access computers at no charge

A6.1 Non Print Replacement Cost

Damaged cases for Non Print materials

- Video Case \$1.50
- CD or DVD Case \$4.00
- Leap Pad Bags \$4.00
- Sleeves \$0.35

Lost cases for Non Print materials

- CD or DVD, barcode, title page \$5.00
- Sleeves \$0.35

Section A 7

A7 Patron Behavior

Daviess County Library strives to provide the highest level of service to all library patrons. In order to foster an environment in which all patrons are able to use the library's resources, services and programs as effectively as possible, we require that all patrons comply with the following rules of conduct.

- Talking on cell phones is allowed in the library foyer but is prohibited inside the library. Texting is allowed.
- Patrons may not behave in a disorderly or disruptive manner. The use of profane or threatening language or other harassment of library users or library staff will not be permitted.
- Weapons are prohibited on library property.
- Smoking and the use of smokeless tobacco is not permitted on library property.
- Selling, soliciting, panhandling, or loitering on library premises is not permitted.
- Petitioning inside library buildings is prohibited. The circulation of petitions outside library facilities may not impede the free access of the public to Library buildings and resources.
- Patrons are expected to abide by established time limitations for the use of public access computers and other equipment and must observe the library's internet use policy.
- Patrons should leave the library promptly at closing time.
- Parents are responsible for the behavior of their children while they are on library property.
- Patrons of any age with cognitive, physical or emotional impairments who require supervision should be accompanied by a parent or caregiver at all times.
- The teen and children's areas of library facilities are designed for children, teens, their families and caregivers. Use of these areas by adults who are not parents, guardians, teachers or caregivers may be restricted to ensure that children, teens and their families have adequate access to the resources provided specifically for them.
- Animals are not permitted on library property except service animals or when used in conjunction with library programs.
- Vandalism of library facilities, equipment or materials will be prosecuted.
- Library materials must be properly checked out before being removed from the building.
- Any patron neglecting personal hygiene so that it is offensive and constitutes a nuisance to other patrons may be asked to leave library property.
- Bathing, shaving, or washing clothes in public restrooms is not permitted.
- The use of skateboards, roller blades or scooters is not permitted on Library property. Bicycles are not permitted inside the library.
- Engaging in any illegal activity or behavior will be reported to proper authorities.

Library staff reserves the right to expel any person whose behavior is judged to be disruptive or inappropriate to the Library environment or prevents effective use of the Library by other customers.

Persons who fail to observe this code will be asked to leave the building or will be subject to arrest.

(Revised and Approved, 2/27/2014)

A7.1 Behavior Report

Date: _____

TO: _____

When it is brought to my attention that a patron is disrupting library activities or disturbing other patrons in the library, it is my responsibility to make the patron aware of the problem and hopeful correct the situation.

It has been reported by library users on different occasions that you have violated one the following issues addressed in our Behavior Policy.

- Using cell phone in library
- Disorderly or disruptive manner
- Neglecting personal hygiene
- Not responsible for behavior of your children

We respect you and your patronage at the library and want to continue to serve you. We hope you respect the concerns voiced by other patrons and will help us to correct this situation.

Library Director
Davie County Library

A7.2 Unattended Children

Davie County Library welcomes children to use its facilities and services. The responsibility for the care, safety, and behavior of children using the library rests with the parent/guardian or caregiver. The library staff shall not be liable for children left unattended in or on its property. Library staff members cannot supervise children nor act as a substitute for daycare.

Children under the age of 10 must be directly supervised by a parent/guardian, unless prior arrangements are made with the Library Director. Direct supervision means that the child is within the sight range of the responsible caregiver at all times.

All unattended children over the age of 10 should have the telephone number of someone who can assist them in an emergency. The library staff cannot take responsibility for the care of a child. Children of any age using inappropriate behavior will be informed of library rules. If inappropriate behavior continues, the child shall be asked to leave the library.

If a child is found without a parent/guardian or caregiver, or is disruptive or distressed, library staff will:

- a) attempt to comfort the child, if needed.
- b) locate the parent/guardian or caregiver in the library.
- c) make every effort to contact the parent or caregiver who is not present to come and pick up the child.
- d) call local police if the parent/guardian or caregiver cannot be located or has not retrieved the child within 30 minutes of being contacted.
- e) file an Incident Report
- f) never transport any child from the library to another location.

A7.3 Incident Report

To be filled out by library staff

Date & time of incident _____

Full names of those involved _____

Address(s) _____

Telephone number(s) _____

Nature of the injury _____

Location of the incident _____

Brief description of the circumstances _____

Name, address and phone contact of witnesses:

Name of staff personnel making this report _____

A7.4 Supervised Family Visit Policy

- All members of the visit will be expected to conform to the same rules of conduct as all other patrons. **See Library Policy-Section A7—Patron Behavior and Section A7.2—Unattended Children**
- Inappropriate behavior will NOT be tolerated. This includes but is not limited to: Running in the library; use of voices/devices that disturb others; expression of anger/aggression; playing chase, tag, etc.
- If a separate meeting room is needed the Conference Room may be reserved or community Room rented, respectively, according to policy. **See Library Policy-Section A13—Library Spaces; Section A13.1—Community room; and Section A13.2—Conference Room**

(Adopted 20SEP2018)

Section A 8

A8 Privacy of Library Records

The rights of an individual to use the library shall not be denied or abridged because of age, race, religion, national origins, or social or political views.

All records of the Daviess County Library which, by themselves or when examined with other public records, would reveal the identity of the library patrons checking out or requesting an item from the library, or using equipment belonging to the library, shall be kept confidential regardless of source of inquiry. The following rules shall govern public access to all other records of the Daviess County Library.

1. The Library Director is designated as the official custodian of the library's public records.
2. Access to the records shall be granted only under the supervision of the Library Director, Library Board President, or a staff member specifically authorized by the Director.
3. Library User Records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law, or in response to a request of the person identified in that record, or request by a parent or legal guardian of a minor upon approval by library director.
4. The library staff may require photo or other identification to verify the identity of the person making the request, and/or legal proof of guardianship before releasing the information
5. Upon receipt of such process, order or subpoena, consultation may be made with an attorney to determine if there is a showing of good cause for its issuance and the paperwork is in good form.
6. If the process, order or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (the legal process requiring the production of Library User Records shall ordinarily be in the form of subpoena duces tecum (bring your records), requiring the librarian to attend court or the taking of their deposition and may require them to bring along certain designated Records)

A8.1 Sections 182.815 & 182.817 RSMo

Disclosure of library records, definitions.

182.815. As used in this section and section 182.817, the following terms shall mean:

(1) "Library", any library established by the state or any political subdivision of the state, or combination thereof, by any community college district, or by any college or university, and any private library open to the public;

(2) "Library material", any book, document, film, record, art work, or other library property which a patron may use, borrow or request;

(3) "Library record", any document, record, or other method of storing information retained, received or generated by a library that identifies a person or persons as having requested, used, or borrowed library material, and all other records identifying the names of library users. The term "library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library material in general.

Disclosure of library records not required--exceptions.

182.817.

Notwithstanding the provisions of any other law to the contrary, no library or employee or agent of a library shall be required to release or disclose a library record or portion of a library record to any person or persons except:

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

(2) In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime.

A8.3 Record Retention

The Daviess County Library adopts as its Records Retention Policy the specific time frames and categories set forth in the General Records Retention Schedule and the Public Libraries Records Retention Schedule approved by the Missouri Local Records Board, published by the Office of the Secretary of State, State of Missouri, and attached to this policy except as such schedules are amended hereinafter.

The Custodian shall be the Library Director. All requests to view public records shall be answered in compliance with the requirements of the Missouri Sunshine Law (Chapter 610 RSMo, 2000 as amended).

A8.3.1 Record Retention Schedule

General Records Retention Schedule:

<http://www.sos.mo.gov/archives/localrecs/schedules/pdf/General.pdf>

Public Libraries Records Retention Schedule:

<http://www.sos.mo.gov/archives/localrecs/schedules/pdf/Library.pdf>

Guidelines for Managing E-mail Records:

<http://sos.mo.gov/records/recmgmt/E-MailGuidelines.pdf>

SECTION A9

A9.1--CASSIE INTERNET AGREEMENT

The Daviess County Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a worldwide community with a highly diverse user population and it is your responsibility to use this resource wisely. Public computers can be viewed by anyone. There are no barriers that separate you and your viewing from other library users.

Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. A parent or guardian must provide approval before a child under the age of 18 will be allowed to use the Internet computers. Parents are advised to supervise their children's Internet sessions and must be in attendance if child is under 14.

To be more specific:

- Not all sources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.
- You may access materials or information that you find offensive, inappropriate, or controversial. Material that is pornographic (section 573.010 RSMo) and can be viewed by minors ("minor" as term is defined in section 573.010, RSMo) is forbidden.

You may not be able to always go to the places on the Internet you want to visit. There are many reasons, among them:

- there are too many Internet visitors and the host computer has closed or limited access from the "outside world"
- the database or resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access
- the host computer has changed its address or has closed down
- the Library's Internet connection may be periodically and temporarily inoperable due to technical difficulties

STAFF ASSISTANCE

We will be glad to assist you in accessing the Internet and we will provide you with reference materials to aid you in your search. Library staff cannot provide in-depth training concerning Internet computer jargon, search strategies or personal computer use. Because of library scheduling, Internet-trained staff may not always be available.

A9.2—Guest Internet Policy

- You agree to take proper care of all hardware, software, documentation and all other equipment that are the property of Daviess County Library. You will not change the software settings, Window setups, or move or delete icons, etc.
- You may not install or use your own software programs on the Internet Access computer. Personal storage (discs, memory sticks) can be used on the computers but the library reserves the right to scan these for virus.
- The library does have anti-virus software on all computers that should protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus-checking software on your home computer. The Daviess County Library is not responsible for damage to a patron's memory stick or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.
- No personal files may be saved on the library's equipment.
- Information you print may be picked up at the circulation desk at a cost of **20 cents per page, black and white or ONE DOLLAR per page, color**. *We recommend that you are aware of the number of pages (print preview) before you hit the print key.* **You are responsible for all pages printed while you are using the computer.**
- Failure to observe any part of the above agreement may result in a suspension of your right to use the library's computers.
- In no event shall the Daviess County Library be liable for actual, incidental, or consequential damages arising from the use of any equipment or software.
- You agree to observe all copyright laws. You agree not to duplicate any computer software or documentation provided by the Library that is not public domain.

Section A10

A10 – Social Media Policy

Statement of Purpose

The Daviess County Library provides social networking opportunities that offer an extension of library services and resources to connect users to information, education and recreation. These online tools enable library users to share information and opinions about library issues and subjects with library staff and other patrons. The library supports the idea of creating an environment for the purpose of bringing library users together.

Privacy Advisory

Posted content by library staff and users on social networks can be seen by the local library community and web users everywhere, making all comments public record. Daviess County Library reserves the right to modify or remove content that is slanderous, abusive, inappropriate or private information about individuals without their consent. To protect their privacy, social network users should not post personal information such as full name, age, school, address, phone number or library card number.

Rules for Commenting

Daviess County Library staff monitors comments and may remove comments including but not limited to:

- Plagiarized material
- Copyright violations
- Off-topic comments
- Inappropriate, sexually explicit, obscene, hateful or racist comments
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Comments or hyperlinks not directly related to the discussion
- Commercial promotion, advertisement, or spam
- Organized political activity
- Private or personal information, including name, age, phone number, address, and the like.
- Photos or images which fall into any of the above categories

Posted comments signify such poster's agreement to follow these rules. Users found in violation may be prohibited from future postings.

No Liability Clause

Individuals take sole responsibility in using social networking sites. The library is not responsible or liable for any social networking user on any message board, forum or any other area within the service. Posting content means that the user agrees to hold harmless and indemnify Daviess County Library and its officers and employees from and against all claims, judgments, costs (including attorney's fees), damages and liabilities resulting from or in relation to the user's comments, postings or opinions in any way. Any Daviess County Library link to an external website is not a sponsorship, authorization, affiliation or endorsement of that web site, including the products or services and owners of the website.

(Adopted, March 29, 2011)

Section A11

A11 – Test Proctoring

The Library will proctor exams for students on a one-to-one basis.

The student is responsible for making all arrangements to have exam materials sent to the library location, for calling to confirm the arrival of the materials, and for scheduling an appointment to take the exam with staff at the library. All tests must be taken during the library's regular business hours.

Students who are not a resident of Daviess County and who do not have a Daviess County Library card will be charged a fee of \$20 per exam proctored. This fee must be paid prior to the exam being given.

Events are often scheduled within the building that may not be conducive with exam taking. The staff will work with the student to find the best place and time to schedule the testing. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements

The Library will do its best to ensure an honest testing of the student's knowledge of the material. The testing institution must be aware that library patrons are the staff's first responsibility and will monitor the testing student to the best of their ability while assisting our patrons.

(Adopted June 27, 2013)

Section A12

A12 Telephone Policy

Library telephone may be used by patrons. The call must be to a local number, unless the number is listed as a contact number in their patron information (ie. Cell phone numbers), the call must be brief, and the user must remain near the circulation desk while using.

A12.1 Cell Phones and other devices

Cell phones, listening devices and beepers may be brought into the library, but no talking on cell phones is permitted. Texting is allowed.

1. Posted signs are at entrance and throughout library request no talking on cell phones.
2. If a patron's cell phone or pager rings/beeps loudly, ask them to turn the device off or turn the ringer volume down.
3. If patron makes or receives a phone call while in the library, hand them the notice which says *"Be courteous! Take your cell phone out to the lobby if you need to make or receive a call"*.
4. If patron continues their conversation without moving, go back and ask them to take their phone to the lobby or outside.
5. If patron still doesn't go, notify the Library Director and file an Incident Report.
6. Patrons may use their cell phone in conjunction with a computer in the lab for necessary purposes that require both computer and cell phone usage. If the lab is being used for other purposes, the patron should be asked to return when usage is available.

(Updated 03.2019)

Section A13

A13 Library Spaces

Throughout the library are several spaces to accommodate the varying needs of library patrons.

- A conference room is available for group meeting
- A quiet area is dedicated to individual study
- Booths and seating throughout the library offers areas to small groups or individuals

The Daviess County Library Community Room is located in the basement of the library. It is a separate entity of the library and is available for rent.

A13.1 Community Room

Reservations are made by contacting the library at 663-3222. The rental charge is \$40 per day. There is also a \$40 clean-up fee, refundable if cleaning is completed as described. Renter must be 21 years old and is responsible for setting up, taking down, and cleaning of tables and chairs.

The room capacity is 125 people and is ADA compliant. No standing reservations may be made. (Example: Cannot reserve the first Monday of every month for an event) No overnight functions.

Equipment & Furniture

Banquet 2-tier serving table, with skirt
7-six-foot folding tables
2-eight-foot folding tables
4-five-foot folding tables
6-four-foot folding tables
100 folding chairs
1 60 cup coffee maker
2 30-cup coffee makers
1 12-cup coffee maker
2 Punch bowls
25 clear plates and 34 cups
39 dinner plates with 16 matching mugs
Various table covering (plastic and cloth)

Equipment available upon request (Reservations must be made for these items)

Projectors
Screens

Food: Light refreshments only

(Example: Cold cuts, salads, desserts)

No cooking (includes crock pots and warming trays)
No hot catered meals
No alcoholic beverages
No smoking

A13.1.1 Community Room Agreement

We agree to pay \$40 per day rental fee. We will make a separate \$40 clean-up deposit, which will be refunded if all items on the checklist are completed. We are responsible for setting up, taking down and cleaning all tables and chairs used.

We agree

- to serve only light refreshments, no cooking allowed
- no hot foods, alcoholic beverages, or smoking
- no overnight functions
- not to use tape on the walls or hang items from the ceiling

Due to unusual plumbing in the basement, the restroom toilets will immediately malfunction if anything other than toilet tissue is placed in them. The library has posted signs in each restroom. We are aware of this and will inform our users.

We will return keys and clean-up lists in the book drop or front desk of the library immediately after vacating the community room. In case of an emergency, we will contact library staff. After hours we may call Elizabeth Plotner at 660-663-5645 or 660-605-2656 (cell) or Pam Parton at 663-5381.

Date of Event _____

Approximate Time if known _____

Rental Check # _____ Amount \$ _____

Deposit Check # _____ Amount \$ _____

(If a deposit check is not picked up 30 days after the event, it will be shredded. In the event of cash, the amount will be deposited into the general fund.)

Equipment Needed _____

- By signing this contract, I acknowledge that the Daviess County Library recommends physical distancing and the wearing of masks (per CDC guidelines) when using this venue. The library cleans and sanitizes the space following each rental but no quarantine time is allotted. I understand and assume all risk and I will not hold the library accountable for any exposure to COVID-19 strains or any other viral infections.

Signature

Telephone

Refund Date & Amount: _____

(updated 03.2021)

A13.2 Conference Room

A conference room, which accommodates about 25 people, is available for public use. Located on the main floor of the library, this room is ideal for small conferences, meetings, or gatherings. There is no rental or clean up fees and only light refreshments may be served. Reservations need to be made with library staff and the room may only be used during library business hours. No standing reservations are accepted. Meetings are for civic and/or non-profit purposes. When using this room, the library board requests that those who are physically able to park their cars in the west parking lot.

Section A14

A14 Display Case

One large display case (6 ft x 12ft), which is located adjacent to the Conference Room at the Library, is available for library or community use. Displays from individuals, groups, and organizations are welcome. All displays must be approved by the Library Director or delegated representative. A display can remain in the case for as long as a month, depending on schedule vacancies. To schedule a display, contact the library at 660-663-3222 and talk to any staff person.

The display is protected by locked glass sliding doors. However, the Library assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the library are done so at the owner's risk. Permission to a group or individual to use the display case does not constitute the library's endorsement of the policies or beliefs represented in the display.

The use of the library display case is a privilege, not a right, and is subject to the Library's sole and exclusive discretion. Accordingly, the library reserves the right to deny the use of the display case to any group or individual.

Adopted by Daviess County Library Board

May 23, 2013

A14.1 Community Bulletin Board

The Daviess County Library provides bulletin board and display area free of charge for announcements and notices of local community activities and events, and government and nonprofit services of educational, cultural, commercial or community interest.

Any question related to whether specific items are in compliance with this policy shall be referred to the Director for decision.

Section A15

A15 Youth Club

The Daviess County Library sponsors a teen youth club. The purpose of this group is to encourage participants to use library resources. The library hosts meetings and plans fun activities for the participants who in turn advocate library use and volunteer at library functions. The teen youth club provides a fun way for participants to develop skills, and help shape the future of the library.

Young adults are welcome to participate in the teen youth group depending on their age. The only requirement is a valid DCL library card. Youth may come to the club meetings as often or as little as they like, and are always encouraged to bring their friends.

Teen Youth Club

- Age Range: 12-19
- Meeting schedule set by library staff
- Projects completed: state winners of the 2013 SRP video competition, teen mystery week, gingerbread house competition, and other video projects.
- Projects planned: library book sale, assisting with summer reading programs, helping with story time, fun games, make videos, solve mysteries, parties, etc.

APPENDIX/FORMS FOLLOW:

A5.1.1 Home Schooling Verification

Home school adults must verify that they are home schooling under Section 167.031 RSMo.

A5.1.2 Home Schooling Verification form

_____ verify that I am home schooling
(print name)

See Sections 167.031 and 167.042 RSMo.

(Date)

(Signature)

A7.1 Behavior Report

Date: _____

TO: _____

When it is brought to my attention that a patron is disrupting library activities or disturbing other patrons in the library, it is my responsibility to make the patron aware of the problem and hopeful correct the situation.

It has been reported by library users on different occasions that you have violated one the following issues addressed in our Behavior Policy.

- Using cell phone in library

- Disorderly or disruptive manner

- Neglecting personal hygiene

- Not responsible for behavior of your children

We respect you and your patronage at the library and want to continue to serve you. We hope you respect the concerns voiced by other patrons and will help us to correct this situation.

Library Director
Daviness County Library

A7.3 Incident Report

To be filled out by library staff

Date & time of incident _____

Full names of those involved _____

Address(s) _____

Telephone number(s) _____

Nature of the injury _____

Location of the incident _____

Brief description of the circumstances _____

Name, address and phone contact of witnesses:

Name of staff personnel making this report _____

A13.1 Community Room

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Screens

Food: Light refreshments only

(Example: Cold cuts, salads, desserts)
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No alcoholic beverages
No smoking

A13.1.1 Community Room Agreement

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- no hot foods, alcoholic beverages, or smoking
- no overnight functions
- not to use tape on the walls or hang items from the ceiling

Due to unusual plumbing in the basement, the restroom toilets will immediately malfunction if anything other than toilet tissue is placed in them. The library has posted signs in each restroom. We are aware of this and will inform our users.

We will return keys and clean-up lists in the book drop or front desk of the library immediately after vacating the community room. In case of an emergency, we will contact library staff. After hours we may call Elizabeth Plotner at 660-663-5645 or 660-605-2656 (cell) or Pam Parton at 663-5381.

Date of Event _____

Approximate Time if known _____

Rental Check # _____ Amount \$ _____

Deposit Check # _____ Amount \$ _____

(If a deposit check is not picked up 30 days after the event, it will be shredded. In the event of cash, the amount will be deposited into the general fund.)

Equipment Needed _____

- By signing this contract, I acknowledge that the Daviess County Library recommends physical distancing and the wearing of masks (per CDC guidelines) when using this venue. The library cleans and sanitizes the space following each rental but no quarantine time is allotted. I understand and assume all risk and I will not hold the library accountable for any exposure to COVID-19 strains or any other viral infections.

Signature

Telephone

Refund Date & Amount: _____

(updated 03.2021)

Section B 1

B1 Collection Development

To implement the general objectives of the library, major emphasis is placed on educational and information materials. Selection is based on the particular needs of the community; typical of individual needs and personal development, wholesome family living, economical competence, satisfactory social relationships, citizenship responsibilities, and creative use of leisure time. The library especially endeavors to make easily accessible to groups materials that will contribute toward the betterment of community living and relationship, and general cultural development.

The Daviess County Library does not promote particular beliefs or views, neither does it endorse any particular item contained in its collection. Resources are provided so that an individual may examine issues freely and make his or her own decisions and the library makes no judgment as to the suitability of the materials, information or services for any of its patrons. Access is provided to all materials and services with the expectation that individuals or parents are the best judge of suitability for themselves or their children.

The necessity for careful evaluation and selection of materials is keenly recognized. Those responsible for selection shall maintain an adequate balance between basic, permanent value materials, timely material presenting varied points of view on current issues and problems and purely recreational materials.

The library will provide, as far as possible, materials on all sides of controversial issues, materials that give evidence of a sincere desire to be factual, and that show results of careful study. Materials which serve the purposes of the library, meet required standards of quality, and relate to an existing need or interest, will not be removed from the collection because of pressure by groups or individuals.

Materials are selected to meet the interest of the local community with emphasis on those of literary and informational value. The following criteria apply:

- Reputation and significance of the author
- Importance of subject matter to the collection
- Timeliness or permanence of the books
- Authoritativeness and/or intent of the author
- Reputation and standard of publisher
- Budgetary considerations
- Readability and popular appeal
- The merit of the material – its format, educational significance and the quality of writing
- The scarcity of material on the subject and availability of material elsewhere in the region
- The physical limitations of the facilities

The library does not, of course, feel obligated to answer every question if too obscure or specialized. In certain cases, the most satisfactory service to a reader is referral to another source.

Items regarded as special materials, which are not intended for the general public, are not purchased. These items include textbooks, professional support materials or technical manuals. In response to advances in technology and the changing needs of the community, the Daviess County Library offers access to the Internet. The Library does not monitor and has no control over information access through the Internet and cannot be held responsible for its contents. (See Internet Policies)

Adult Collection

In **adult** fiction selection no arbitrary single standard of literacy quality has been set up. An attempt is made to satisfy a public varying greatly in format, education, social background, and taste. Under these circumstances fiction selection does not mean choosing only the most distinguished title, but also the most competent, pleasing and successful titles in all important categories of fiction writing. Non-fiction items are selected in an attempt to educate and inform readers. Items of lasting interest are preferred, but it is recognized that stimulating titles of current interest are appropriate purchases. Titles in the adult collections are selected for the use of mature readers.

Young Adults

The ultimate aim of library work with **young adults** is to contribute to the development of well-rounded citizens. To this end, readable adult titles are selected that are keyed to the young adult's needs and interests, as well as books that will tend to open up new interests. Titles written especially for the young are naturally included in the collections. Since readers of teenage vary in ability and background, the titles selected for them will of necessity vary in content and reading difficulty, but all materials are purchased in the hope that they will lead to continued reading in adult fields on as high a level as possible for each individual.

Children/Junior

The library's objective in providing reading materials for **children** is to guide the child's love of reading toward the enjoyment and appreciation of good books, which in turn may help him to an understanding of himself as an individual and as a member of society. In selecting titles for children, the library tries to anticipate and to meet the diverse skills and interests of readers at all ages from the beginner to the child ready for adult materials.

B1.1 Branch Collection

Materials owned by the Daviess County Library will be shared with the Branch Library. Materials located at the Branch will rotated on a schedule set by the Library Director, with the Branch Director responsible for distribution. Other materials as requested by library users and at the discretion of the Branch Director will be rotated according to demand.

B1.1.1 Schedule of Branch Collection Rotation

January	J&Y-Nonfiction 100-500 J&Y-Nonfiction 600-900
February	E-Nonfiction 100-500 E-Nonfiction 600-900
March	J &Y- Fiction J&Y - Fiction
April	E-Fiction E-Fiction
May	Adult Nonfiction 100-500 Adult Nonfiction 100-500
June	Adult Nonfiction 600-900 Adult Nonfiction 600-900
July	Adult Fiction A-F Adult Fiction G-K
August	Adult Fiction L-Q Adult Fiction R-Z
September	J-Biographies E-Biographies
October	Adult Biographies
November	Christmas
December	Westerns (genre collection)

Section B 2

B2 Weeding

Materials that no longer meet the stated objectives of the library (including those that have become damaged or obsolete) will be systematically withdrawn on a continual basis according to the accepted practices described in the publication, The CREW Method. Disposition and replacement of library materials so weeded will be at the discretion of the library director. (See Crew Manual for process) Weeding is a continuing process and requires judgment, practical experience, and the use of bibliographic tools, and other aids in order to keep the collection alive and up to date, and to stay within the space budget. Ultimate responsibility for selection, weeding and discarding, as for all library activities, rests in the library director, who operates within the framework of policies determined by the Library Board. Suggestions from readers are welcome, and are given serious consideration after book selection tools are searched. Staff members are free to make suggestions.

B2.1 Sale of materials

The Daviess County Library reserves the right to dispose of withdrawn surplus and unneeded materials using the following procedures:

- Friends of the Library may, at the option of the library board, be offered the materials.
- Materials not wanted by the Friends of the Library may be disposed of with the board's approval.

Section B 3

B3.1 Gifts

Many of the furnishing, such as pictures, chairs, tables, and other accessories in the library have been purchased with money given to the library by individuals, families, clubs, businesses, and numerous organizations and groups.

Pursuant to Section 182.070 RSMo:

182.070. General powers of district — seal. — The county library district, as a body corporate, by and through the county library board of trustees, may sue and be sued, complain and defend, and make and use a common seal, purchase or lease grounds, purchase, lease, occupy or erect an appropriate building for the use of the county library and branches thereof out of current funds if such funds are available above those necessary for normal operations or, as provided in section 182.105, and sell, convey, lease, exchange, transfer and otherwise dispose of all or any part of its real or personal property, or any interest therein, or other assets wherever situated for and on behalf of the county library and branches thereof, receive gifts of real and personal property for the use and benefit of the county library and branch libraries thereof, the same when accepted to be held and controlled by the board of trustees, according to the terms of the deed, gift, devise or bequest of such property.

(RSMo 1939 § 14769, A.L. 1955 p. 547, A.L. 1995 S.B. 14)

Prior revision: 1929 § 13465

Contributions may be received by either the library director or any current board trustee. An acknowledgement/" Thank you" will be mailed by library director within a timely fashion (approximately one week), with a follow-up letter containing specific designation of funds no later than second board meeting following receipt of gift.

Financial gifts which are intended for the purchase of specific items, subject areas or are in other ways designated should be negotiated through the library director.

B3.2 Memorial Books

Memorials materials are items purchased by individuals in memory or honor of someone or thing. The library director will work with the donor to assure the best selection is made for both the library and donee.

B3.3 Donated Materials

The policies that apply to selection of materials for purchasing also apply to materials that are donated to the library. Once an item has been donated, the director shall determine whether it will be added to the collection, used in deposit collection, or donated to the Friends of the Library for book sale.

Section B 4

B4 Challenged Materials

It is recognized that an individual or organization may object to an item that has been selected for the library. It is the policy of the Daviess County Library that it maintains materials that are significant regardless of the opinion, origin, or background of the author. The director shall review the item and determine if it should remain in the collection. If the complainant does not agree with the decision of the Director, a formal complaint may be filed with and reviewed by the Board, whose decision is final. During the review process the challenged materials will not be removed from the shelves. (See "Request for Reconsideration or Review of Library Materials" B4.1.1)

B4.1 Request for Reconsideration

A REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL is available for those requesting an item be removed from the library shelves. A complaint must be filed on this form then discussed in detail by the library director and the library board before any decision can be made.

B4.1.1 Form for Request for Reconsideration or Review

To the person requesting reconsideration: Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Author _____

Title _____

Publisher _____ Copyright

Date _____

Request initiated by:

Name: _____

Address: _____

Phone: _____

Email: _____

Complainant represents:

- Self Organization Other

Organization (name; address;
phone) _____

Other(name; address;
phone) _____

1. To what in the library materials do you object?
2. What do you feel might be the result of reading this library material?
3. For what age group would you recommend this library material?

4. What do you believe is the theme of this work?

5. Did you read the entire library material?

6. Are you aware of the evaluation of the material by reviewers or critics?

Section B 5

B5 ALA statement

The Daviess County Library and its Board of Trustees endorse the following statements issued by the American Library Association. It is recognized that this statement is compatible with the goals and objectives of the Daviess County Library and that it serves as an added guidance in the use and development of the collection and other resources.

B5.1 Freedom to Read

Freedom to Read

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

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

c. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

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

e. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

f. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachment upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

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

B5.2 Library Bill of Rights

Library Bill of Rights

- a. 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.
- b. 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.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
 1. Libraries which make exhibit spaces and meeting room 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.

Section B 6

B6--Procurement Policy

Purchases of items made on behalf of Daviess County Library are exempt from Missouri sales tax. Missouri Tax Exemption ID is 12498815.

In general, the Library will not bid for purchases under \$5,000, but may obtain comparison pricing through direct contact, advertisements, catalogs, or web pages. Purchases with an anticipated bid over \$5,000 shall be bid.

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 has a responsibility to its residents to insure that the maximum value is obtained for each public dollar spent. Preference in purchasing and awarding bids will be given to businesses in Daviess Counties when possible. * (*clarified 07.2018: The consensus was that this should be the policy when within reason and when the local business will price match.)

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.

(Adopted, July 2013)

APPENDIXES/FORMS FOLLOW:

B4.1.1 Form for Request for Reconsideration or Review

To the person requesting reconsideration: Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library's materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Author _____

Title _____

Publisher _____

Copyright Date _____

Request initiated by:

Name: _____

Address: _____

Phone: _____

Email: _____

Complainant represents:

- Self
- Organization

- Other

Organization:

(name; address; phone)_____

Other:

(name; address; phone)_____

Please answer the following questions clearly and concisely:

- To what in the library materials do you object?

- What do you feel might be the result of reading this library material?

- For what age group would you recommend this library material?

- What do you believe is the theme of this work?

- Did you read the entire library material?

- Are you aware of the evaluation of the material by reviewers or critics?