

The Alice M. Farr Library Policy Manual

The Alice M. Farr Library is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy manual outlines the use of the library, services, and operations. The Alice M. Farr Library abides by the Nebraska Revised Statute 51-211, paragraph 4, which states that “[n]o service shall be denied to any person because of race, sex, religion, age, color, national origin, ancestry, physical handicap, or marital status.”

MISSION STATEMENT

The mission of the Alice M. Farr Library is to strengthen our community by fostering lifelong learning through information, programs, and services designed to inspire ideas and spark imagination.

VISION

The Alice M. Farr Library fulfills its mission through commitments to:

- A. Provide a friendly, knowledgeable staff to assist with patron information needs.
- B. Provide current and accurate materials in all formats to reflect the needs and interests of its users.
- C. Provide access to resources beyond our collection through Interlibrary Loans and Libby.
- D. Maintain adequately equipped, accessible facilities for the community to meet and exchange ideas.
- E. Provide opportunities for continual learning.
- F. Encourage exploration and creativity through programs and resources.
- G. Create a welcoming environment for all to enjoy.

The Alice M. Farr Library will uphold the public’s freedom of access to knowledge and recognizes our responsibility to provide a full range of public library services.

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BULLETIN BOARD USE

The public bulletin board is located just beyond the bathrooms in the hall leading to the parking lot. This bulletin board is provided as a source of information about civic, charitable, educational, cultural, or recreational activities, events, or resources.

- A. All items must be approved by a library staff member before posting.
 - 1. Priority for posting on the bulletin board will be given to the Alice M. Farr Library, the Alice M. Farr Library Board, the Friends of the Library, the Library Foundation, and the City of Aurora.
 - 2. Posted materials may include promotion of civic, charitable, educational, cultural, or recreational events and resources. Nonpartisan election information may also be included.
 - 3. Materials may not include political campaigning, promotion of partisan political issues, commercial advertising, personal notices of items for sale, or personal fundraising.
- B. Items will be displayed for a limited period of time, not to exceed thirty (30) days. Materials will be removed and disposed of by library staff. Items will not be returned to the sponsoring organization.
- C. The Alice M. Farr Library reserves the right to remove any item posted to the bulletin board.
- D. The Alice M. Farr Library assumes no responsibility for the preservation or protection of materials posted to the bulletin board.
- E. The Alice M. Farr Library reserves the right to not post any and all material. The final decision on an item in question shall belong to the Library Director.
- F. Permission to post materials on the public bulletin board does not constitute library endorsement of the sponsoring organization's activities or the information contained within.

CIRCULATION OF LIBRARY MATERIALS

CARDS AND REGISTRATION

To receive a library card, patrons need to provide full name, address, phone number, and email address. Applicants must provide a photo ID and proof of address. Patrons residing in the City of Aurora will have free access to all our collections. Those living outside of the city limits will be charged a yearly fee of \$5.00 for a library card.

By signing the application, patrons are responsible for all library materials borrowed on their card and agree to pay any charges when materials are damaged, lost, or returned late; and to notify the library immediately upon change of address or loss of library card. Patrons agree that they may not be able to check out any library materials without their library card.

Library accounts are reviewed annually for current contact information. Accounts that remain expired for more than five (5) years may be purged from the library patron database.

Institutional cards may be created for childcare centers, residential centers, and other educational entities and must include management or administrative contact information.

CHECKOUT AND RENEWAL

In order to provide quality service and access to as many library patrons as possible, most library materials may be checked out for two (2) weeks with up to two (2) renewals. DVDs may be checked out for three (3) days.

Items may not be renewed if they have outstanding holds from other patrons. Renewals are not guaranteed and some items may not be renewable. Library materials may be renewed in-person, by phone, by email, or through the patron's online library account.

A library patron's record becomes blocked when the total charges are \$10.00 or more.

Blocked records must be cleared before a patron is able to resume checkouts, ILL Requests, placing library items on hold, and online access.

Interlibrary Loans: Alice M. Farr Library participates in Interlibrary Loan material sharing. Patrons may request to borrow items from other participating libraries. Loan periods and renewals of interlibrary loan items are dependent upon the lending library. There will be a \$5 fee assessed when requesting a book to cover the cost of return shipping.

OVERDUE MATERIALS AND FEES

Patrons are responsible for any and all items checked out on their library card, which includes replacement costs for lost or damaged items. Parents or legal guardians are responsible for all assessed library fees and replacement costs for minor children.

Overdue fees are calculated as follows:

- Books, Audio Books, Games, etc are 2 cents per day
- Movies/DVDs are 10 cents per day

Library material check-outs, ILL requests, Reserve/Hold requests, and online access will be suspended when patrons' assessed fees are more than \$10.00 and the account is blocked. Once the overdue items are returned or replacement fees are paid, the account will be cleared and returned to good standing.

Lost items must be returned or paid for before patrons can check out any new materials. Items returned in damaged condition are assessed a damage fee depending on the extent of the damage up to the current full-price replacement cost. Lost items, including those reported as lost by patrons or items more than 20 days overdue, are also assessed their current full-price replacement cost.

For items that are damaged beyond repair, missing essential pieces, or are lost, patrons are charged the full replacement cost of the item. Refunds are not issued.

The Alice M. Farr Library reserves the right to revoke or limit borrowing privileges due to the misuse or mishandling of library materials.

Non-Sufficient Funds (NSF): As a department of the City of Aurora, the Alice M. Farr Library follows financial procedures in accordance with City operating regulations. Patrons making payment with checks returned for nonsufficient funds shall be assessed fees by the City of Aurora. The Library also makes use of collection agencies doing business with the City of Aurora.

WAIVING CHARGES OF LOST ITEMS

Charges on patron records may be waived by the library director or designee. Examples may include:

- A. Error on the library's part.
- B. Natural or climatological conditions or disasters.
- C. Other exceptional circumstances, such as stolen items when a police report has been filed.

CODE OF CONDUCT POLICY

The Alice M. Farr Library is committed to preserving a safe and welcoming environment. Library visitors are expected to comply with the following code of conduct. Section 51- 212 of the Nebraska Statutes specifically gives public libraries the power to exclude from the library persons who violate or refuse to comply with the library's rules and regulations. In addition, there are federal, state, and local statutes prohibiting some of the conduct addressed in this policy.

LEVELS OF ENFORCEMENT

Without limitation, various prohibited activities and behaviors are delineated below. The Library Staff are authorized to enforce this code and will do so in a reasonable, courteous but firm manner in one of two ways.

- A. Progressive Enforcement. Certain activities and behaviors will be subject to progressive enforcement as follows*:
 - 1. First infraction will result in a warning that loss of library privileges may result.
 - 2. Second infraction will result in expulsion from all library grounds for the remainder of the day.
 - 3. Third infraction will result in suspension from all library grounds for one week.
 - 4. Fourth infraction will result in suspension from all library grounds for one month.
 - 5. Fifth infraction, and every infraction thereafter, will result in suspension for six months.

*The Library Director reserves the right to immediately impose a more serious level of enforcement if the situation warrants.

- B. Certain activities and behaviors that constitute an immediate threat to the welfare of library staff and patrons may dictate contact with and enforcement by the Aurora Police Department. For these, Library Director is authorized to immediately impose a suspension of one month, one year, or permanent ban of an individual from all library grounds.

INFRACTIONS INVOLVING MINORS

Staff will attempt to contact parents/guardians of minors. After the third infraction, a parent/guardian must be contacted before the minor is able to return.

PROHIBITED CONDUCT

In order by level of enforcement, various actions and behaviors include but are not limited to the following:

Disruptive talking or other noise inconsistent with the intended use of the area	Engaging in any activity in violation of Federal, State, local or other applicable law
Running, pushing, shoving, or throwing	Fighting, physical threats, or abuse to self or others
Abusive or foul language	Threatening language
Misuse of Library furnishings, equipment, or materials	Destructive abuse of Library furnishings, equipment, or materials
Sleeping on floor or furniture	Suspicion of being under the influence of alcohol/illegal drugs or selling, using, or possessing same
Eating or drinking prohibited items, except in designated areas and through designated means of disposal	Intentionally causing a false fire alarm
Entering the library barefooted or without a shirt, or being otherwise attired so as to be disruptive to the library environment	Carrying firearms and dangerous weapons of any type, except the carrying of a concealed handgun in compliance with the Concealed Handgun Permit Act.
Excessive public display of affection	Engaging in sexual activity, offensive touching, or indecent exposure
Congregating or otherwise hindering passage in aisles, exits, entrances, or high traffic areas	Photographing or filming others without their consent or as authorized
Abuse of computer procedures and privileges	Destructive or illegal use of computers and/or Internet
Littering, bringing in articles with a foul odor, or items that cannot be placed immediately beside oneself and would impede the use of the library by others	Stalking or intimidation
Staring or uninvited conversations to the point of annoyance	Panhandling
Offensive bodily hygiene so as to constitute a nuisance to others	Being in the library without permission of an authorized library employee before or after library operating hours
Roller skating or skateboarding on library property	Trespassing after previous suspension or ban

Using audible devices without headphones or with headphones set at a volume that disturbs others	Smoking or using tobacco products including e-cigarettes inside the library
Using cell phones and other communication devices in a manner that disturbs others	Theft and/or attempted theft of Library property or the property of patrons and staff
Neglecting to provide proper supervision of children	Trespassing in nonpublic areas
Bringing pets or animals, other than service animals, into the library, except as authorized	.
Use of restrooms for bathing or laundry purposes	.

REPORTED CONDUCT

Any patron who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by library staff or if necessary, so the police can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information or the need to be available for interviews with the Aurora Police Department.

NOTICE OF APPEAL

Notice of suspension shall be delivered to that person by phone call, email, in person, or by United States Mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by phone call, email, in person, or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass.

Appeals of six-month suspensions or less may be made to the Library Director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.

In cases involving suspension for one year or permanent ban, the affected person has the right to request reinstatement by the Library Board. Upon receiving a request for reinstatement at a regular meeting, the board shall establish a date for a hearing on the matter. Notice of such hearing shall be delivered to that person by phone call, email, in person, or by United States Mail. The hearing shall be conducted informally. The affected person and Library Director shall present oral or written statements or reasons supporting or opposing the request for reinstatement. Statements by each participant shall be limited to a total time of ten minutes or less. Upon conclusion of the hearing the Library Board may

reverse, modify, impose temporary restrictions, or affirm the original decision. Notice of the determination of the Library Board shall be given to the affected person, by phone call, email, in person, or by United States Mail.

COLLECTION DEVELOPMENT POLICY

The Alice M. Farr Library provides access to information and materials in a variety of formats which serve our community to meet their information, recreation, and continuing education needs or interests.

The collection development policy is a guide for librarians in selecting materials to inform the public about the principles behind collection development decisions. Collection development is the ongoing process for adding materials to the collection, retaining materials in the collection, and choosing materials for library programs, promotions, and professional development in an effort to increase the quality, accessibility, and quantity of the entire collection.

MATERIALS SELECTION GUIDELINES

- A. The library recognizes that any given item or subject may offend some people and because the library follows the accepted principles of intellectual freedom and the right to access information, we will not remove specific titles solely because individuals or groups may find them objectionable.
- B. Selection of books and/or materials is based on interest, information, and enlightenment of all people of the communities served and to represent a wide variety of viewpoints. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- C. Items must align with the library's mission statement and chosen roles for service.
- D. Selection considerations include cost, space limitations, availability from approved vendors, current holdings, demand, and quality of the item (physical and content).
- E. Selection will not attempt to duplicate the resources of larger research institutions. Merits of a work must be in relation to the needs and interests of the community.
- F. As a general rule, the library will acquire works of interest to the layperson.
- G. Items considered for selection are evaluated as a whole, not based on a particular section or sections.
- H. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- I. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the City of Aurora.
- J. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.
- K. As new media formats or delivery methods become widely available, older formats may become obsolete and may be withdrawn from the collection.

ACCESS

- A. Library staff will not act in place of a parent or legal guardian. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library. Responsibility for children rests solely with their parents or legal guardians.

- B. While an individual or group is free to reject material, library staff will not restrict access to or censor materials for the rest of the community.

SELECTION OF RESPONSIBILITY

- A. Responsibility for collection development lies with librarians who apply professional knowledge, experience, and the criteria of this policy to making selection decisions for the library.
- B. Formats may include, but not be limited to, fiction and non-fiction print materials for all ages, magazines, newspapers, DVDs, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

COLLECTION MAINTENANCE

- A. To ensure that the library collection remains up-to-date and relevant to the community's needs, it is the responsibility of the librarians to reevaluate, on a regular basis, materials held in the collection.
- B. Librarians may remove materials from the collection based on the following criteria:
 - a. Circulation Statistics
 - b. Condition of the Item
 - c. Whether the item has a new edition or a better source
 - d. Space
 - e. The needs of the community
 - f. Whether the material is easily found or borrowed from other sources.

While the Library strives to make available copies of standard or important works, these works are not automatically replaced upon withdrawal. Replacement of specific items is made when the item continues to meet the selection criteria outlined above.

GIFTS & DONATIONS

- A. Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the library for inclusion into the library collection must meet the same selection criteria as purchased materials. The library staff further reserves the right to decline gifts and decide when a gift added to the collection will be withdrawn.
- B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the library budget. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need.
- C. Monetary gifts and donations may also be made to the Friends of the Library or the Aurora Library Foundation.
- D. Gifts are tax-deductible when made to the Aurora Library Foundation, but library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- E. Materials may be donated only in formats that are also available in the library.

- F. Materials not added to the collection may be accepted on the behalf of the Friends of Alice M. Farr Library to be used for book sales, proceeds of which help supplement the library's operational budget.
- G. Gifts and donated materials become property of the library. Donated items are not guaranteed to be added into the library's collection. Items that are not added to the collection may be disposed of, recycled, or included with book sale items at the discretion of library staff.

COMPUTER & EQUIPMENT USE

The Alice M. Farr Library is committed to digital equity. The Alice M. Farr Library provides computer and internet access to the public with the understanding that access to digital resources is crucial to a more functional and well-informed community. By using library-provided technology with internet access or using library wi-fi, patrons agree to abide by all rules and regulations set in this policy.

Procedures for handling computer use behavior and other prohibited conduct have been established, including calling local law enforcement when necessary. Failure to comply with this code of conduct may result in the loss of access to the library-provided technology or the entire facility at the discretion of the Library Director or their designee.

RESPONSIBILITIES

Library computers may be used during normal library hours on a first-come, first-served basis. The library has established time limitations and usage schedules for internet and computer use, in order to give all users equal opportunity to these resources.

- A. Headphones should be used if audio is being listened to or played. Headphones are available at the circulation desk.
- B. Users may print documents from library computers or personal devices for a fee.
- C. Users experiencing any computer or printing issues should report these to library staff immediately.
- D. In the case of a violation involving criminal behavior, the Aurora Police Department will be contacted.
- E. Users are cautioned not to reveal personal information while using the internet.
- F. Not all sources on the internet provide accurate, authoritative, factual, or complete information. The user is responsible for verifying the accuracy of any materials.

POLICIES

- A. Using the library's computers to violate any federal law, state statutes, or city ordinances is prohibited, including those regarding obscenity, child pornography, and delivery of harmful content to minors.
- B. All internet traffic from library computers and wi-fi is filtered to block access to material that may be harmful to minors. However, no internet filter is perfect. If content is incorrectly blocked or allowed, a request to have it blocked or allowed may be submitted to the Library Director.
- C. The library assumes no responsibility for personally monitoring any minor's internet use. Such responsibility remains with the parent(s) or legal guardian(s).
- D. The library's computers are in public spaces used by library patrons of all ages, backgrounds, sensitivities, and values.

- E. These statements of acceptable use apply to any internet and computer use within the library or on library property, including use of public computers, use of the library's wireless internet, or use of personal devices on library property.
- F. Patrons are expected to treat all library property with respect and care, including the computers. Not only is physical vandalism and destruction of library computers unacceptable, tampering with or misusing files and other digital aspects of the computer may also result in loss of library privileges and other consequences.
- G. All Alice M. Farr Library computers are subject to monitoring to assure proper functioning of the systems and equipment, to provide security, to prevent unauthorized use, and to investigate violations of law.

FOOD AND BEVERAGE POLICY

Consumption of food in the Library is restricted to the Lobby and meeting rooms. Beverages are allowed throughout the Library only if they are in spill-proof, re-sealable containers such as bottles with screw tops or cups with lids. Food and beverages provided during Library programs are allowed in program areas. Patrons are expected to take responsibility for maintaining a sanitary and pleasant environment by cleaning up after themselves. Please properly dispose of waste or remove it from the building. Patrons who cannot adequately remove a food or beverage spill should report it to Library staff so that prompt action can be taken to minimize the damages. Unattended food and beverages may be removed and discarded. The consumption of alcoholic beverages is prohibited within all areas of the Library.

LIBRARY HOURS

The Alice M. Farr Library will be open the following hours totaling 51 hours per week:

Monday: 10:00 am – 8:00 pm

Tuesday: 10:00 am - 8:00 pm

Wednesday: 10:00 am – 8:00 pm

Thursday: 10:00 am - 8:00 pm

Friday: 10:00 am – 5:00 pm

Saturday: 10:00 am – 2:00 pm

The library will be closed on the following holidays:

New Year's Day

President's Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Veterans Day

Thanksgiving and the following Friday

Christmas Eve Day

Christmas Day

MAKERSPACE POLICY

The Alice M. Farr Library (AMFL) Makerspace is designed to be a collaborative space equipped with a variety of tools, equipment, materials, computers, and other resources where individuals can gain and practice skills that they could not obtain otherwise. This space is where a community of creative-minded people (makers) can make all kinds of things (AKA a Makerspace). Makerspaces are hubs for creativity and entrepreneurship. They can be the launch pad of new ideas and inventions. AMFL's equipment is intended to further our overall goal of promoting a lifetime of learning and literacy. The focus of this space is to create, invent, tinker, explore, and discover.

Guidelines for Use

- A. AMFL staff reserve the right to refuse the creation of any object. The public will not be permitted to use AMFL's equipment to create or manipulate objects that are:
 1. Weaponry or parts of weaponry of any kind.
 2. Prohibited by local, state, or federal law.
 3. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 4. Deemed to be offensive or inappropriate in a public setting, as determined by staff.
 5. In violation of another's intellectual property rights; for example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection. Makers will follow all applicable intellectual property laws, including copyright laws.
- B. Use of the Makerspace requires an AMFL card in good standing. Minor children must have their own card, or the parent or guardian must have a card; all in good standing.
- C. The library reserves the right to deny Makerspace access if a patron violates any part of the library's policies, or for any other misuse of the space, as determined by library staff. AMFL reserves the right to remove from the Makerspace any persons who are in violation of the AMFL Makerspace policies.
- D. Hours of operation will be posted and subject to change depending on availability of qualified/trained staff, programming needs, etc.
- E. To reserve equipment, interested parties can contact the library to set up a mutually agreeable time with the library staff. Reservations are held for 15 minutes. After that, the time may be reassigned to another person.
- F. Commercial or large-scale production use of the Makerspace equipment is not allowed. In practical terms: do not use the equipment to create more than 5 copies of a project (that you intend to sell, distribute, or use).

- G. Makers must sign a waiver and must follow all equipment safety procedures and protocols, the manufacturer's instruction manual, and posted safety notices. By using the Makerspace and signing the Makerspace Waiver, the patron acknowledges the inherent risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics, construction, fabrication, software design, and other technology-related activities and/or use of the Alice M. Farr Library's Makerspace may result in injury, illness, death, or damage to the patron or patron's personal property.
- H. All children under the age of 18 must have a waiver signed by the child and the parent or guardian before using the Makerspace. Children 11 years of age and under must be supervised by a parent or guardian while in the Makerspace. Children aged 12-17 may use the Makerspace independently after a parent or guardian signs the waiver with them.
- I. Makers must report all injuries or accidents to a staff member at the time of the incident.
- J. Makers will remain in the Makerspace while equipment is in use.
- K. AMFL and AMFL staff members are not responsible (or liable) for lost or damaged files, data, software errors, and/or hardware errors. Patrons are responsible for having their own method of external storage (USB Flash Drive, Cloud Storage, etc.) for digital creations. All files created are automatically erased once computers are rebooted. The library is not responsible for equipment or files (digital or print) left behind by patrons.
- L. Makers will not modify hardware or software or install new programs on Makerspace computers.
- M. Makers are responsible for the cost of repairs, replacement, or damage that occurs during use of the equipment.
- N. Makers are responsible for paying for all use and material costs associated with the use of the Makerspace, even if the project attempt fails or is not complete.
- O. Patrons are not allowed to have food, gum, or uncovered drinks in the Makerspace.
- P. Materials supplied by the Makerspace user must be approved by a librarian prior to use. Some equipment requires library supplied materials. Check with librarian for current costs/fees of library-supplied materials. Library supplied materials must be paid for before use in the Makerspace. The library is not responsible for the quality of the print and/or any defects in the quality of the print. No refunds will be issued.
- Q. The Alice M. Farr Library is not responsible for any projects or materials left behind, including unattended 3D printing projects. Library staff may terminate 3D prints that lack approval for extended runtimes or show signs of potential failure.

MAKERSPACE/EQUIPMENT USAGE WAIVER

1. I have read and agree to comply with all policies of the Alice M. Farr Library, including Computer/Technology Use, Copyright Infringement, Code of Conduct, Safety Policies and Instructions, and Makerspace Policies and Procedures.
2. I accept full responsibility for the space, equipment, and furniture I use.
3. I agree to immediately report any accident, malfunction, or breakdown of equipment or facilities to library staff.
4. I agree that I am responsible for the cost of repairs, replacement, or cleaning if I damage any equipment or resources during my use.
5. I agree to follow all posted operation instructions, safety instructions, and verbal safety requests from library staff at all times while using any library equipment.
6. I agree to make full payment for all charges incurred during my use of any library equipment.
7. I agree that the Alice M. Farr Library reserves the right to halt, delete, or disallow the creation of items that violate any library policy. Final determination will be made by the library staff.
8. I agree I am using/borrowing the equipment and that its condition is acceptable to me.
9. I understand and acknowledge that the use of the equipment may involve a risk of severe injury.
10. I agree to refrain from using the equipment in a manner inconsistent with its intended purpose.
11. I will remain in the Makerspace at all times during my session unless noted otherwise by a Library Staff member (i.e., going to the restroom).

LIABILITY WAIVER

In consideration of my use of the Makerspace equipment, I waive and release the Alice M. Farr Library and the City of Aurora, Nebraska and their employees and agents from any and all claims, expenses, damages, and liability arising from, or in any way related to my use of the Makerspace and the Makerspace equipment, provided that this waiver of liability does not apply to any acts of gross negligence or willful misconduct by the parties released. I have read and fully agree to the terms of this Waiver of Liability.

Date

Printed Name

Signature

Signature of Parent or Guardian (If under 18) Date

MEETING ROOM USE

- A. The library meeting rooms are intended for use in support of library programs and services. Library activities and programs have priority for meeting room use. When meeting rooms are not in use for library events or programs, rooms are available to use for general, non-commercial, informational, educational, cultural, and civic needs. Activities may include discussion groups, panels, lectures, conferences, or seminars.
- B. Commercial use of the meeting rooms are prohibited, unless the program is sponsored by the library. This includes solicitations, fund-raising activities, and/or sales. Use of the rooms by lawyers for depositions is also not allowed.
- C. All meetings must be completed fifteen (15) minutes before the library closes.
- D. Advance reservations for meeting room use may be made over the phone or at the circulation desk.
- E. If the meeting room has not been previously reserved and is not in use by the library, it can be reserved at the circulation desk.
- F. The meeting room is available free of charge. However, if a group or individual damages any library property or does not leave the room in good condition, a fee may be assessed to the person who made the reservation. The group or individual may also lose meeting room privileges.
- G. Use of the meeting room does not constitute sponsorship or endorsement by the library of the group's policies, views, or beliefs.
- H. Meetings may not disrupt the use of the library by others. Persons attending the meetings are subject to all library policies.
- I. All youth meetings must have a sponsor age eighteen (18) or older.
- J. Children age ten (10) and younger cannot be left unattended in the library while parents or guardians attend meetings.

PATRON SUGGESTIONS AND CONCERNS

Patrons are vital partners in the provision of excellent library services. Patrons should have the opportunity to offer suggestions or express concerns about services, procedures, and policies in a manner that will ensure that these concerns can be fully and effectively addressed by the library staff and/or board. The Library welcomes suggestions and concerns from patrons.

In addition, library staff members will explain services, procedures, and policies to inquiring patrons.

All suggestions or concerns received from patrons will be delivered by library staff to the director, and as appropriate, from the director to the Library board.

To ensure the effective operations of the Library, patrons may express their suggestions and concerns, but will not be allowed to exhibit disruptive or abusive behavior to library staff or other patrons, or be destructive of library property, as provided in the Library's Code of Conduct.

Requests for the Library to acquire materials or requests for removal of specific items may be made as provided in the Collection Development (Materials Selection) policy.

Alice M. Farr Library

Liability Waiver Agreement PAWS for Reading Program

I hereby acknowledge participation in the Alice M. Farr Library PAWS for Reading Therapy Dog program and agree, along with any children listed in this waiver, to obey all instructions and policies given by the handler, as well as the instructions given by the library staff, library board members, and volunteers. I voluntarily agree to participate in this event and accept all risks in doing so. I agree to assume all risk, medical costs, and other liability that may arise from an injury as a result of participating in the PAWS for Reading program.

I agree on behalf of myself and the child(ren) listed, successors, and assignees to hereby release and agree to hold harmless the Alice M. Farr Library and the City of Aurora, NE (and the respective employees, board members, and volunteers) from any and all claims, damages, and/or injuries including attorney's fees arising out participation in the PAWS for Reading program.

I understand that by participating in this program that I am to treat the therapy dog and the handler with respect at all times. ***Mistreatment of the therapy dog in any manner will result in being asked to leave the library for the remainder of that day and the individual will no longer be allowed to be part of this program at any point in the future.***

This waiver is intended to be a legally binding contract. I have read each and every provision, understand the meaning, and agree to abide by the terms and conditions of this document. I agree that this waiver shall be construed as broadly as permitted by the law of the State of Nebraska, and that if any part hereof is declared invalid, the remainder shall remain in full force and effect.

I hereby consent to and authorize the use of any photographs/videos that have been taken of those listed below may be used for any purpose without any compensation to any party listed on this form. All images are owned by the Alice M. Farr Library and the library reserves the right to use these images to promote the library and their programs. I agree that I am 18 years of age or older and have read and understand the terms of this release.

Names of children covered by this waiver:

Signature of Participant / Signature of Parent or Guardian (for participants 18 and younger)

Date

PERSONNEL POLICY

The personnel policy outlining conditions of employment of the library staff operates according to the personnel policies of the City of Aurora and makes those policies available to all library employees. A copy of the City of Aurora Personnel Policies is available to the public upon request.

PRIVACY OF PATRON RECORDS

Information related to a patron's use of the Alice M. Farr Library is confidential and can be disclosed to non-library staff only under certain circumstances.

- A. Library records that contain information about patrons, the materials they have used, Internet usage, or the information they have sought are private and must be treated as confidential information. Access and disclosure of these records to non-library personnel are acceptable in these circumstances:
 - 1. For internal purposes (such as the recovery of lost or stolen library materials and/or fines; library staff reporting a crime involving the library to law enforcement, imminent danger to self or others) the Library Director may grant access or disclose materials to recovery agencies or any federal, state or municipal government agency, including representatives of law enforcement agencies and prosecuting attorneys.
 - 2. In all other situations, a valid subpoena or court order is required to disclose or release library records.
 - 3. Library staff may be prohibited by law from disclosing to the patron whose records were accessed, released, or subpoenaed.
- B. Photos, videos, and recordings that appear on the library's website and social media may be gathered by library staff from public programs, events, and library spaces. To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
- C. Under no circumstances may the public take photographs or audio/videotape without the express permission of any library patrons who would be the primary subject within the composition.

PUBLIC RELATIONS POLICY

LIBRARY SPOKESPERSON

To provide the most current and consistent information about the Library, all contact with the news media or other official statements about the Library will be done by the Grand Island Public Library Director. At times, the individual occupying such position may refer the media to a different person.

NEWSGATHERING IN THE LIBRARY

The Library welcomes members of the media who are doing stories or projects that directly involve the Library or its programs. Members of the media who wish to conduct newsgathering at the Library must make themselves known to either Library Director or to the staff member in charge in the Library Director's absence.

PHOTOGRAPHY, VIDEO, OR AUDIO RECORDING AT THE LIBRARY

PHOTOGRAPHY OR RECORDING BY THE LIBRARY

The Alice M. Farr Library staff has the right to photograph, film, and record Library events and patrons for promotional use. Visitors to the Library or participants in any Library event being captured on film, photograph, or otherwise recorded will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed, or recorded, unless they otherwise clearly indicate to the contrary to Library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject or their parent or legal guardian.

PHOTOGRAPHY OR RECORDING BY MEMBERS OF THE PUBLIC OR THE MEDIA While the Library is a public place, it is considered a "limited public forum" under federal law. The Alice M. Farr Library may reasonably restrict the exercise of free speech rights in its buildings, particularly when the conduct would be disruptive to or interfere with patrons or staff, would be inconsistent with the Library's mission, or would interfere with a person's right to privacy as provided by Neb. Rev. Stat. §20-201. Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on Library property.

Photography, video, or audio recording by visitors to the Library are generally permitted if it is strictly for personal use. Photography, video, or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Library Director. To ensure that such activity would not be disruptive to or interfere with the Library staff or

patrons, or be inconsistent with the Library's mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a Library facility as a setting for photography, video, or audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests and to monitor the recording. To protect the rights of individual patrons; to prevent disruptions, interference with staff or patrons; or to prevent conduct inconsistent with the Library's mission, photographing, video recording, or audio recording on Library property are restricted as follows:

1. Under no circumstances may the public or members of the media take photographs or record video or audio without the express permission of any Library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.

2. At all times, anyone in the Library is subject to the provisions of all Library policies, including the Code of Conduct policy and may not disturb the normal operations of the Library or interfere with anyone's enjoyment of the Library. The person taking the video, photography, or audio recording must honor the request of anyone in the Library who does not wish to be videoed, photographed, or recorded.

3. Unless the person taking the video, photograph, or audio recording is related to the minor or permission has been granted by the parent or legal guardian taking the video, photography, or audio recording of a minor is strictly prohibited.

4. Taking photographs or records is not allowed in non-public areas (restrooms and staff-only areas) unless consent is given by the Library Director.

5. Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron or staff member's right to privacy, results in disruptions of normal Library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways or doors.

6. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to work safely and effectively.

Taking photographs and recordings of the exterior building and grounds does not require permission, but the activity may not impede the ingress or egress to or from the Library building or property. Groups meeting in the Library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the

group, may not take place in other areas of the Library, and must comply with the Library's stipulations regarding commercial photography and recording.

Members of the public who take photographs or recordings are solely liable for injuries to persons or property that result from their activities on Library property.

REQUEST FOR MATERIAL RECONSIDERATION

The choice of library materials by a library patron is an individual matter. While individuals may reject materials for themselves, they may not restrict access to those materials and resources for other library patrons.

The library recognizes that certain materials may be controversial and that any given item may offend some library users. The policies below have been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

- A. Formal requests for review of library materials or resources must be submitted in writing to the Library Director using the Material Reconsideration Form. This form is available upon request.
- B. The patron must certify that they have read, viewed, or listened to the entirety of the item before requesting a review form.
- C. The review form must be completed in full by an Alice M. Farr Library cardholder. Any requests not completed fully or submitted by a non-card holder will be dismissed.
- D. Receipt of the completed form will be acknowledged in writing within ten (10) business days by the Library Director.
- E. The library material or resource under review will remain available to all library patrons during the review.
- F. The Library Director will work with staff members to address the review request to determine if the item complies with the Alice M. Farr Library's collection development policy.
- G. The patron initiating the review request will be notified in writing from the Library Director of the decision within two (2) months of receipt of the completed request form.
- H. A person who feels that they have received an unsatisfactory decision may appeal to the Library Board by notifying the Library Director in writing within 30 days of the notice of the decision.
- I. The Library Board will then render a decision within 60 days of receipt of appeal.

Alice M. Farr Library Request for Material Consideration Form

The Alice M. Farr Library Board has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization _____

1. Resource on which you are commenting:

____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording ____ Newspaper ____ Other

Title _____ Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

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

6. What action are you requesting?

The Library Director will confirm receipt in 10 days.

SECURITY CAMERA AND SECURITY- RELATED RECORDING POLICY

The Alice M. Farr Library strives to offer a welcoming environment and provide a comfortable and safe experience allowing users to access library facilities and collections for their intended purposes. Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of library Code of Conduct Policy. Cameras will be used within accepted legal and community practices regarding privacy and in a professional and ethical manner. Signs will be posted at library entrances informing the public that security cameras are in use.

STUDY ROOM USE

- A. The Alice M. Farr Library has two study rooms which are available during normal library business hours for use by those who require a quiet atmosphere for study or discussions. Each study room has a desk, a chair, a power outlet, and access to the library's wireless internet. Study rooms are available for free.
- B. Study rooms are available on a first-come, first-served basis.
- C. Drinks and snacks are permitted in the study rooms.
- D. Study rooms may not be used to distribute/solicit orders or to sell goods/services, with the exception of tutors who may be compensated for academic tutoring.
- E. No items may be attached to the walls or windows of the study rooms.
- F. Furniture may not be moved into the study rooms without approval from library staff.
- G. The library is not responsible for materials left in a study room or anywhere in the library.
- H. Patrons using the study rooms are expected to leave the rooms clean and in good condition.
- I. There is no guarantee of silent or sound-proof study rooms, due to their proximity to one another and to the Makerspace. Users of each study room are asked to be respectful of other patrons and maintain a reasonable noise level.

TALKING BOOKS & BRAILLE SERVICES

The Nebraska Talking Books and Braille Service (TBBS) at the Nebraska Library Commission provides free audiobooks, audio magazines, and braille materials to Nebraskans with a visual or physical condition, or a reading disability which limits use of regular print.

For more information and an application, contact library staff for assistance.

UNATTENDED CHILD POLICY

The Alice M. Farr Library welcomes children and their families to use its facility and services and makes every effort to create a safe environment. However, the responsibility for supervising minor children at the library rests solely with the parents, guardians, or assigned chaperones of those children at all times, not with library staff. The child attendance and supervision policies are as follows:

- A. Children 11 years of age and older may use the library unattended.
- B. All children under 11 years of age and children of any age having special needs related to physical or mental ability requiring special accommodations shall be attended and adequately supervised at all times by a parent, guardian, or individual 11 years of age or older who is authorized to be responsible for the care of children (hereinafter chaperone) using the library or attending scheduled library programs. A responsible person in charge of such children (as described above) must stay inside the library and within eyesight to supervise the children at all times.
- C. In the event that any child (as described above) appears to be left unattended or lost, staff will immediately attempt to locate the child's parent, guardian, or chaperone on the library premises. Violations of the Unattended Child Policy will result in progressive enforcement steps outlined in the Code of Conduct Policy. If the parent, guardian, or chaperone is not located on the premises within a reasonable period of time, library staff shall contact the Aurora Police Department for assistance.
- D. Library staff cannot assume the responsibility for supervising a child's behavior and assuring a child's safety while at the library. It is the responsibility of each minor child's parent, guardian, or chaperone to monitor the child's behavior and safety at all times.

Aurora Police Department primary phone number 402-694-5815