

Farmington Public Library

Policy Manual

**Manual and Appendices adopted
May 18, 2016
Farmington Public Library Advisory Board
Allyson Hensley, President**

1.0 BACKGROUND

1.1 HISTORY OF THE LIBRARY

Farmington Public Library has its roots in an “evening of music and reading” organized by the United Daughters of the Confederacy in 1915. “Reading Rooms” were first located in the Tetley Building, moved to the Farmington High School and then moved back to the Tetley Building. The Library officially opened in May 1916 with a collection of 150 books, which grew to 1,600 books by 1917.

In April 1920, the Library was moved for the fourth time to the Farmer’s Bank Building. Plans were being made for the fifth move to a new building, Long Memorial Hall, which was built as a tribute to William Dubart Long, a pioneer of Farmington. When the building was nearly complete, a fire delayed the formal dedication, which finally took place October 31, 1924.

In 1977, a proposal for a new library was presented to the City Council. From a dedicated group of Friends of the Library, members of the library board, and a committed librarian, the final plan for a new facility took shape. The City allocated an amount for actual construction and architects’ fees, and the planning and steering committee began a fund-raising campaign to furnish the building. The library moved to 108 W. Harrison Street in August 1980. This building was dedicated to the memory of Witten H. Ledbetter, devoted friend of the library, skillful journalist and dedicated mayor of Farmington.

The Farmington Public Library has grown from “Reading Rooms” to its current building of 23,000 square feet at 101 North A Street; from a book collection of 150 in 1916, to a collection of more than 44,000 holdings; from a beginning membership of 200 in 1916 to more than 13,000 patrons and members as May 2016.

Services have gradually expanded to include not only books, but magazines, newspapers, large print books, audio books on CD, DVDs, Blu-Ray discs, and eBooks. Further expansion of services includes:

- installation of public access computers
- participation in the interlibrary loan program
- participation in Missouri’s Summer Reading Program for children
- children’s story hours
- copying and fax services
- microfilm readers in the genealogy department
- computerized catalog and circulation system
- equipment for the visually impaired
- “books on wheels” service for the homebound

1.2 COMMUNITY PROFILE

The Library serves a community of over 16,000 citizens. According to the 2010 U. S. Census, a large percentage (89.2%) of the community is Caucasian/White. African Americans make up 7.1% of the community, while other minority groups make up 2.6% of the population.

82.9% of the population is a high school graduate or higher, and 16.5% has a bachelor's degree or higher. 19% of the population is under 18 years old, and 15.1% is over 65.

Due to the overwhelming support of the community and financial health of the City of Farmington, the library opened a new 23,000 square foot building on September 23, 2015.

2.0 FARMINGTON PUBLIC LIBRARY MISSION STATEMENT

The Farmington Public Library is dedicated to serving the community as an informational center. It provides printed, electronic, and digitally formatted materials for educational, cultural, and recreational use by its patrons.

The library assists students of all ages in meeting educational objectives during their course of study. Students include those in elementary and secondary schools, colleges and technical schools, as well as those persons involved in training programs, adult basic education, and continuing education courses.

The library provides on-site and telephone reference information services to aid users in locating needed information. These services include participation in an interlibrary loan and cooperative reference service to meet the patrons' needs for information not available locally.

The library provides a relaxed atmosphere for reading and studying, creating a social place for both the adults and young people of our area.

3.0 PATRON POLICIES

- 3.1 ELIGIBILITY - Anyone five (5) years and older is eligible for a library card.
 - 3.1.1 For residents inside Farmington city limits and for students within the Farmington R-7 school District, there is no charge for a card. Students may attend public or parochial schools, or may be home schooled. Cards expire three years from registration date.
 - 3.1.2 Residents outside Farmington city limits may purchase memberships for \$15 per year, per family. Non-residents who own property inside the city limits on which they pay taxes will receive their card at no charge.
 - 3.1.3 Non-resident senior citizens (age 60 or over) may receive a card at no charge. Senior citizen cards expire three years from registration date.
- 3.2 REGISTRATION - Individuals must fill out an application at the library. Children ages 5-16 must have their cards signed by a parent or legal guardian before being issued a library card. The library charges \$1 for replacement cards.
- 3.3 RESPONSIBILITIES OF BORROWERS
 - 3.3.1 The borrower is responsible for the care and timely return of borrowed materials.
 - 3.3.2 Parents are responsible for the materials their children have checked out until the children reach the age of 18. Fines and replacement costs are covered in Section 4.0 – Circulation Policies.
 - 3.3.3 Cards must be shown each time a patron checks out materials or when accessing the Internet.
 - 3.3.4 Patrons who fail to return library materials after receiving overdue notices are subject to action from City Court as outlined in Chapter 130 of the Farmington City Code.
- 3.4 PATRON BEHAVIOR - patrons are expected to exhibit behaviors appropriate for public places. Full procedure for dealing with problem behaviors is detailed in section 9.0.

4.0 CIRCULATION POLICIES

4.1 LENGTH OF LOANS

- 4.1.1 Books, magazines, and books on cassette and CD are loaned out for two (2) weeks.
- 4.1.2 Videos (DVD and Blu-ray discs) are loaned out for three (3) nights.

4.2 RENEWALS

- 4.2.1 Books may be renewed for one (1) additional 2-week period. Renewal requests may be made over the telephone, over the internet via the OPAC, or in person.
- 4.2.2 At the time of a phone renewal, the patron will be notified of any overdue materials and fines. The patron will be required to clear all fines before checking out new materials.

4.3 LOST OR DAMAGED MATERIALS

- 4.3.1 Materials lost or damaged beyond repair will need to be paid for by the patron, at current replacement cost, before being allowed to check out other materials.
- 4.3.2 Damaged materials (which can be mended) will have a monetary fine to be determined by the director.
- 4.3.3 If a patron has paid for a lost book and later finds the original, he/she can return the book within one year of the due date, in satisfactory condition along with the payment receipt and receive a refund of which \$5.00 will be withheld for processing fees.
- 4.3.4 If a patron is found to have damaged materials and failed to compensate the library for its losses, that patron shall lose all privileges until such time payment is complete. Notwithstanding payment for damages, should the amount of damages have been in excess of \$100, library privileges may be limited for a period not to exceed six months. The patron may be further limited in the number and type of items they are allowed to borrow at the sole discretion of the Library Director. Any appeal of the decision of the Library Director will be submitted to the Library Advisory Board for final resolution.

4.4 NUMBER OF ITEMS LOANED

- 4.4.1 Each patron will be allowed to have a total of ten (10) books checked out at any given time. Families may check out a maximum of five (5) videos.
- 4.4.2 Children whose parents are not present may only check out five (5) books.
- 4.4.3 Patrons with the approval of the Library Director may borrow more than their allotted ten (10) books. Examples include but not limited to: teachers, daycare workers, and baby-sitters. A message will be attached to the patron's number giving permission from the Library Director.
- 4.4.4 Any overdue materials must be returned and fines paid before a patron will be allowed to check out more materials.
- 4.4.5 Patrons who have a fine of \$15.00 or less, but are paying on that

fine, are limited to two (2) books until the fine is paid. See Section 4.7.

4.5 BEST SELLERS

4.5.1 The library will not reserve any book that is currently on a bestseller list. The books will be first come, first served and displayed on the new book shelves for a total of 12 weeks from the day the book is placed into circulation. After that time, the book will go off, "Best Seller" status and may be reserved. Patrons may check out a total of two (2) new books (red dot or Best Seller) at one time.

4.5.2 The library will use a combination "Best Seller" list from *The New York Times*, *U.S.A. Today*, *St. Louis Post Dispatch*, and *Publisher's Weekly*.

4.6 PATRON RESERVES

4.6.1 The library will reserve any material, except Best Sellers, to patrons with clear records.

4.6.2 When the reserved book comes in, the patron will be called. If the reserve book is not picked up within two (2) days, the patron will be called again. If the book is not picked up within two (2) days of the second notification, the book will be passed on to the next patron on the reserve list or returned to the shelf.

4.6.3 If the book has been passed on to the next patron, the patron who was passed over will be contacted upon the book's return.

4.6.4 Under no circumstances will patrons be told where they stand on the reserve list.

4.7 FINES AND OVER DUES

4.7.1 A fine of \$.15 per day is charged on overdue print and audio materials.

4.7.2 Hardback books have a maximum fine limit of \$8 per book.

4.7.3 Paperbacks will not accrue fines.

4.7.4 Videos accrue fines at \$1 per day, not to exceed \$8. The exception will be the Missouri Conservation videos and miscellaneous other public relations and public service videos which have free rental, and will have no overdue fine.

4.7.5 Once a patron's fines exceed \$15, privileges are suspended. When the fine is paid down to \$15, the patron will be allowed to check out two (2) materials at a time. Regular privileges are restored when the fines are paid in full. Patrons with fines of \$5.00 or more will not be allowed Internet access.

4.8 INTERLIBRARY LOAN (ILL)

4.8.1 The Farmington Public Library (FPL) will do everything possible to see that patrons' needs are met. The library belongs to a statewide Interlibrary Loan network and will order materials from participating libraries.

4.8.2 Interlibrary Loan services are available to patrons in good standing (no fines, no overdue books, updated membership, etc.).

4.8.3 The patron will pay the postage cost of this transaction one way, if

not delivered through the courier system.

4.8.4 If the patron loses or damages the Interlibrary Loan material, the cost of the items or items will become the responsibility of the patron. This is necessary to keep FPL in good standing with the lending library.

4.9 CONFIDENTIALITY OF PATRON RECORDS (See Section 6.3)

4.9.1 No staff member of FPL will divulge the circulation record of any patron unless ordered by a court of competent jurisdiction, and only after the Library Director has been so directed by city counsel.

4.9.2 No staff member shall divulge the whereabouts of any patron, nor answer questions regarding whether a patron has been in the building. If a patron receives a call on a library line, and the patron is in the building, staff may summon that person to the phone.

5.0 LIBRARY HOURS AND SERVICES

5.1 HOURS OF OPERATION

5.1.1 The library will be open a total of 58 hours per week as follows:

Monday	10:00 a.m. - 9:00 p.m.
Tuesday	10:00 a.m. - 9:00 p.m.
Wednesday	10:00 a.m. - 9:00 p.m.
Thursday	10:00 a.m. - 9:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.

5.2 The library will be closed on the following holidays:

New Year's Eve	Veteran's Day
New Year's Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

The library will also be closed for a week in August for fall cleaning.

5.3 SERVICES

5.3.1 Print-outs and copies:

8x11	\$.15 one-side
	\$.30 front/back

8x14	\$.20 one-side
	\$.40 front/back

11x17	\$.25 one-side
	\$.50 front/back

5.3.2 Microfilm copies: 8x11 \$.15 each

5.3.3 Requests for genealogical research: Short request for genealogical research will be handled as the reference librarian has time, at a cost of \$2.50 for each look-up, with a maximum of three (3) individual names per request. Patrons and members of the library are not required to pay the fee.

5.3.4 A fax machine is provided for public use. A staff member will fax material for the following fees, regardless of inbound or outbound:

- Inside the US, \$2.00 first page, \$.50 each additional page
- Outside the US, \$4.00 first page; \$1 each additional page

- Patrons receiving a fax from the Kansas City Reference Desk will incur no charge, as this is an extension of reference service.

5.3.5 Equipment in the library, including public access computers, copier, typewriter, etc. may be used by any patron. Library staff reserves the right to determine if a patron is abusing equipment, and may at that time inform the patron to either use the equipment correctly or lose user privileges. An adult must supervise any child under the age of 16 using the microfilm reader/printer.

5.3.6 All library patrons (including students and genealogists) shall be treated with equal consideration. The amount of telephone assistance given to a patron depends on staff and time limitations.

- Answers to medical and legal questions shall include only spelling, brief dictionary definitions, and factual information.
- No opinion, interpretation, or diagnostic advice will be given.
- Staff may provide brief factual information over the telephone, but patrons must come to the library to consult lengthy articles and/or charts. This includes students trying to do their homework over the telephone. Only 2 brief questions are answered over the telephone.
- Telephone directory information of personal or individual phone numbers will not be given over the telephone. Telephone numbers of businesses or organizations may be provided over the telephone.

5.4 PUBLIC ACCESS COMPUTERS – FPL offers access to the Internet, online databases, and our computerized catalog. Users residing within St. Francois and adjacent counties should have and present a library card to use these resources. FPL offers, for a \$1.00 fee, a one hour guest pass for non-members. Guests must complete an application and agree to abide by the Internet Access Policy. (*See complete Internet Access Policy located in Section 11.0*)

6.0 BOARD POLICY STATEMENTS

6.1 STATEMENT OF PROFESSIONAL ETHICS

Taken from the American Library Association's CODE OF ETHICS:

"Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The Principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and useful organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.”

6.2 COLLECTION DEVELOPMENT POLICY

PURPOSE AND GOALS:

The overall purpose of the library is to serve all of the citizens of the city by offering the services, resources and facilities to fulfill their informational, educational and recreational needs and interests. The term “citizens” encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition.

The library realizes that the community is composed of persons who have different interests and educational backgrounds. In order to meet the variety of needs of those persons, the library must build a collection that contains books and materials suitable to such a diverse group, within the limitations of budget, space, and availability of materials.

The library shall strive toward the following goals:

- To assemble, preserve, and administer books and related educational, informational, and recreational materials, within the framework of its budget, to promote an enlightened citizenship and enrich personal lives.
- To serve the community as a center of reliable information.
- To accumulate the best in literary, fictional, recreational, and informational children’s books, for the use and benefit of the public.
- To initiate activities which will encourage the most effective use of these selected materials.
- To cooperate with educational, civic, and cultural groups and organizations whose aims are compatible with those of the library.
- To provide opportunity and encouragement to men, women, and young people, to educate and entertain themselves continuously.
- To facilitate universal, life-long education for the general reader.

RESPONSIBILITY AND AUTHORITY:

Final responsibility and authority for materials selection rests with the Library Director, who operates within a framework of policies adopted by the Library Advisory Board.

The staff of the library will be active in materials selection, using their knowledge of the collection and the needs of the community and their critical judgment of materials available.

The Farmington Library Staff will use the following periodicals to select materials:

Library Journal
Booklist
Growing Minds
Publisher's Weekly
Book Alert

The staff will also be open to suggestions from the library patrons.

The collection will be periodically examined and weeded to maintain a balanced, timely, and attractive book stock. The staff will follow the American Library Association "Crews Method of Weeding" to remove outdated materials from the shelves.

CRITERIA FOR SELECTION OF MATERIALS:

In general, the basic principles listed below will guide the selection of materials.

Materials should possess qualities of:

- Contemporary significance or permanent value
- Accuracy and objectivity of approach
- Authority of the author in the field
- Clear presentation & readability
- Social significance

Specifically, materials considered for inclusion in the library's collection must meet one or more of the following standards:

- Importance of subject matter collection
- Permanence
- Timely value
- Purpose or intent of the material
- Historical value
- Readability
- Popularity
- Local interest
- Reputation and professional standing of publisher
- Price
- Format
- Availability of material
- Reputation and significance of author, illustrator, editor, artist, performer, etc.

In addition to the above standards, periodicals will be evaluated according to the following criteria:

- Frequency of use
- Interest, as indicated by patron request

- Reputation and quality of publication
- New titles on subjects of current interest

The presence of materials in the library must not be construed as a personal endorsement of their contents by any member of the staff, the Library Advisory Board, or the City Council. The library has a responsibility to collect materials expressing a variety of views and opinions, even though some patrons may find some materials personally unacceptable.

All libraries stand strongly for the freedom of thought, the freedom of intellectual activity, and the freedom of communication. Therefore, it is the goal in selecting materials to provide patrons with all sides of an issue, not just one opinion. For this reason, this library subscribes to the philosophy, policies, and spirit set forth by the American Library Association's "Library Bill of Rights," "The Freedom to Read," and "Freedom to View," statements. (The full text of these 3 documents is listed in the Appendix.)

The Library recognizes that many materials are controversial and that any given item may offend some patrons. Responsibility for what children read rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interest in the community.

YOUNG ADULT:

The library seeks to contribute to the understanding of the problems of development within this group especially as regards to their physical, mental, and emotional well being. The levels of competence and library skills vary greatly within this group. The collection is fluid, flexible, current and attractive and contains a large collection of paperbacks with an expected high turnover rate. Important topics and favorite authors are selected specifically for this group. Although the goals of the institution stand also for this group, demand is seen as an important reason for inclusion.

Specific criteria are:

- materials covering a wide range of subjects, some controversial;
- materials encouraging reading for pleasure and, subsequently nurturing a habit of life-long recreational reading;
- materials portraying young adults in an honest, non-sentimental, non-authoritative way;
- materials recognizing special characteristics of this age group and the need to identify with others, peer pressure in the areas of behavior and conduct, and a search for self-identity, self-worth, and independence from family.

NEWSPAPERS:

The Farmington Public Library subscribes to three major newspapers and several local area papers, which cover basic general topics. We will accept gift subscriptions to newspapers which cover general information only. Free newspapers received in the mail will be discarded if they do not meet the Collection Development Policy.

MAGAZINES:

The Farmington Public Library subscribes to a large number of magazines covering various topics. We will accept gift subscriptions to magazines that meet the Collection Development Policy.

VIDEOS:

The Farmington Public Library currently purchases videos for instructional and educational viewing. The collection will be no larger than the current shelving will hold. We will accept videos as gifts if they are in their original commercial packaging only and they meet the Collection Development Policy.

AUDIO BOOKS:

The Farmington Public Library purchases audio books for education and recreational listening. Periodic weeding will be done to the collection according to the Collection Development Policy.

PAPERBACKS:

The paperback collection will be no larger than what can be contained on the existing paperback shelves. The collection will be maintained by periodic weeding, purchasing, and donations.

GENEALOGY:

The genealogy collection will be expanded when materials and monies are available. We will accept gifts covering genealogy information, family histories, local records, etc. Books containing out-of-state information will also be purchased when funds are available.

MEMORIALS:

The Farmington Public Library accepts materials for honoraries and memorials as long as they meet the Collection Development Policy. Patrons may wish to have staff purchase the material which reflects the interest of the honoree. Notification of the memorial/honorarium will be made to the family.

6.3 CONFIDENTIALITY OF RECORDS

The Farmington Public Library abides by the American Library Association Code of Ethics, Article III, adopted in 1981, which reads as follows: "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

A. It shall be the policy of the Farmington Public Library that any information requested or materials read by any patron will be kept in the strictest confidence.

B. Any personal information regarding our patrons or the patrons' records will be treated as confidential and released only upon a court order.

C. It will be left to the Librarian's discretion to disclose the records of minor children to their parents or guardians.

6.4 GENEALOGY ROOM ACCESS POLICY

The Farmington Public Library strives to select materials for the Genealogy Department that are accurate, have social significance, and permanent value. With this in mind, the library restricts access to the holdings of the genealogy and history collection.

The genealogy and history collection is located in the lower level of the Farmington Public Library. Due to the irreplaceable nature of many of the items in this collection, the room is monitored by security cameras and locked when staff or volunteer support staff is not present.

Patrons wishing to use the materials in this section must register. Patrons may sign in at the genealogy desk with their library card or a driver's license and complete the information in the guest book. When staff is not present, the room is locked and patrons must register at the circulation desk in the main library. Large bags, briefcases, purses, coats and so on will not be allowed in the room. We recommend that patrons leave other personal items in their vehicles. The library will store items behind the front circulation desk, but will not be responsible for items lost or misplaced.

Genealogy material may be copied for the appropriate fee, but may not be checked out or removed from the library.

Children are allowed into this room if accompanied by parents or guardians who are responsible for the actions of their children with the books and equipment.

The microfilm collection and equipment are considered a part of the genealogy department and patrons wishing to use this collection must register in the same manner.

6.5 REQUESTS FOR RECONSIDERATION OF MATERIAL

The library recognizes that many materials (books, videos, tapes, etc.) are controversial and that any given item may offend some patrons. Responsibility for children's reading and viewing rests with their parents or legal guardians. Selection will not be inhibited by the possibility that the materials may inadvertently come into children's possession. Selection will be made on the merits of the work, in relation to building the collection and community interests.

If, however, a patron objects to material held by the library, he/she may submit a "Request for Reconsideration of a Book or Other Library Materials" form. In no instance will material be removed on demand. In order to have the request considered, the patron must:

- Be a registered borrower of the library.
- File a completed "Request for Reconsideration of a Book or Other Library Materials" form with the Library Director (See Appendix)
- Supply his/her full name and address. Anonymous complaints will not be considered.

After receiving the completed form, the Library Director will review the reasons for the complaint and the material in question and will attempt to answer the complaint to the patron's satisfaction. If the patron is not satisfied with the librarian's action, he/she may request that the Library Advisory Board review the material.

The Library Advisory Board will then review the concern and material in question, and make a decision concerning its status. The Library Director will then notify the patron by mail, advising him/her of the Library Advisory Board's decision, which may result in materials being reclassified to another area of the library.

6.6 Gifts

6.6.1 The library gratefully accepts gift books and other materials that are in good condition and can be of value to the library collection.

6.6.2 Gift material will become a part of the library's collection according to its Collection Development Policy. Disposition of gift materials not meeting these criteria shall be at the Library Director's discretion.

6.6.3 The library does not accept responsibility for assigning a dollar value to such materials, as it is not in the retail market.

7.0 DISPLAYS AND EXHIBITS

- 7.1 The library welcomes non-commercial displays and other materials of general interest to the community. However, it is the library's policy not to advertise commercial endeavors unless specifically related to the goals of the library and are subject to board approval.
- 7.2 All permanent or semi-permanent exhibits offered for display in the library must be approved by the director. Temporary displays (up to two months' duration) may be scheduled at the director's discretion.
- 7.3 All materials in the library will be given reasonable care and protection within the limits of the general operation of the library, but the library and the city do not assume responsibility for damage or loss suffered on the premises, nor the costs of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit.
- 7.4 Placement of exhibits must be mutually agreeable to both the director and the exhibitor, and should in no way interfere with normal library operations.
- 7.5 Bulletin boards
 - 7.5.1 Display space is provided in the library for information and publicity purposes. Primary space is reserved for library news. Secondary space, if available, is used for community news pertaining to non-profit organizations.
 - 7.5.2 Community material must be left with the staff member in charge; otherwise, it is subject to discard. Brochures, posters, and advertising materials of the following type will not be accepted, posted, or distributed:
 - those promoting the sale of a commercial product or service
 - political campaign posters and petitions for voters' signatures, or material of a religious, political or offensive nature
 - 7.5.3 Any material accepted is displayed for a maximum of one month, after which time it is discarded.
 - 7.5.4 No material is accepted contingent upon its return at the end of the display period. The date the item was posted is placed in the lower right hand corner of the announcement. (In case of brochures or pamphlets for handout, one of the pieces is kept in a nearby location with the date shown at the bottom for reference as to when a material was accepted for display.) Announcements of a series of events, scheduled over several months, are accepted and posted, dependent on space. This is also the rule for bookmarks, and flyers promoting non-profit organizations. No one organization shall be allowed to monopolize available display space.
 - 7.5.5 Display areas will be kept neat, attractive and in good taste, avoiding visual clutter.

8.0 EMERGENCY PROCEDURES

The Farmington Public Library (FPL) staff is concerned for the safety and well-being of our patrons. The staff will attempt to see that everyone is protected in every type of emergency. The staff shall not be concerned about closing windows, shutting down computers, etc. The senior staff member on duty will be responsible for overseeing all emergency procedures. The staff of FPL will not be responsible for anyone who fails to follow emergency instructions:

8.1 FIRE

- A staff member will immediately call the Fire Department, 911.
- Another staff member will ask patrons to quickly gather their belongings and exit the library in an orderly manner.
- Once outside everyone must keep a safe distance from the library.

8.2 TORNADO

At the sign of impending severe weather or the sounding of the emergency siren, the staff will escort the patrons to the basement, gathering in the hall until the severe weather has passed.

8.3 EARTHQUAKE

When the first tremors begin, the staff will escort all patrons outside into the street or parking lot, making sure to stay away from surrounding buildings and power lines.

8.4 BOMB THREAT

- Staff member receiving the call will keep the caller on the line (if possible) and alert another staff member who will call 911 to report the threat.
- Staff member will attempt to obtain the following information from the caller:
 1. Location of the device
 2. Time it will go off
 3. What it looks like
 4. Why the caller chose the library
- Staff member will not hang up the telephone, even if the caller hangs up. Leaving the telephone off the hook allows a better chance of tracing the call.
- Staff will remain as calm as possible and ask patrons to evacuate the building in an orderly manner and move at least a block away. Staff is to wait for emergency personnel outside, away from building. When they arrive, staff members are to provide any information they were able to obtain from caller.
- Neither staff nor patrons will re-enter the building until emergency personnel say it is safe to do so.
- Staff members will complete an Incident Report and return it to

the Library Director.

9.0 PROBLEM BEHAVIOR

Problem behavior can be defined as any behavior that unreasonably infringes on the rights of others to use the library or disregards library policy. Such behavior can include, but is not limited to, public displays of affection, offensive or abusive behavior toward staff or other patrons, and obvious displays of drug use or mental/ emotional illness.

The way in which the staff approaches the situation is dependent on the type of behavior. Staff members are expected to deal with problem behavior in the same manner that they would like to be approached. Handling problem behavior may necessitate a team approach and other staff involved as necessary.

For the team approach to work, all members of the staff must know what their responsibilities are when a problem situation arises. The following guidelines will help the staff to know what is expected of them.

9.1 A staff member observing someone exhibiting problem behavior should approach the individual in question and explain that the behavior is inappropriate and is infringing on the rights of others to use the library or disregarding library policy.

9.2 Any staff member judging a behavior too serious to handle alone should call for backup from co-workers and, if necessary, from the police.

9.3 A patron is warned one time about problem behavior. If a staff member has to approach the patron a second time, the patron may be asked to leave the library.

9.4 Any patron who blatantly disregards library policy or is abusive to staff or other patrons will immediately lose all library privileges pending a personal meeting with the library director, and, if necessary the affected parties. The director shall have the right to determine whether privileges will be reinstated.

9.5 If an individual does not stop the inappropriate behavior upon any warning including a first warning, or does not leave the building when instructed, the staff member shall call the police immediately and provide the following information:

- The staff member's name
- That staff is calling from the library
- A brief description of the incident, stating that help is needed

9.6 The staff member will record the time of the call. When the police arrive, the staff member who called the police and those who witnessed the

incident will answer any questions the officer(s) may have.

9.7 As soon as the incident is over, the staff member in charge shall complete an Incident Report and submit it to the Director; noting which staff was involved, time of incident, description of incident, and any action taken, including witnesses and name of police officer.

10.0 UNATTENDED CHILDREN

The Farmington Public Library encourages the use of the library by our young patrons, but we will not be responsible for unattended children during or after library hours. It is not appropriate for library staff to baby-sit for minor children left unattended. Thus the following policy regarding unattended children will apply.

- 10.1 Personal injury, property damage (furniture, books, etc.), or disruptive behavior of an unattended child is the parent or guardian's responsibility.
- 10.2 After library hours:
 - Unattended children left after regular library hours will be allowed by the staff to call a parent or guardian or arrange for another ride if unable to reach the parent or guardian. Said children shall be allowed to wait in the vestibule in inclement weather until the staff has closed the library.
 - If the child has not been picked up by the time the staff is ready to depart, the staff will call the police department and have the child taken to the police station to wait for the arrival of a parent or guardian.

11.0 Appendices

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LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. 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.
3. 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.
4. 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.
5. 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.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the duality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

FREEDOM TO VIEW

1. The “Freedom to View,” along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:
2. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be of circulation is essential to insure the constitutional guarantee of freedom of expression.
3. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

Failure to Return Library Materials

Date:

Name:

RE: OVERDUE LIBRARY BOOKS

(Name of recipient)

The City of Farmington has an ordinance making it unlawful to fail to return overdue books to the public library. It is my intention to prosecute all library patrons who are currently violating this ordinance or who do so in the future.

It has come to my attention that you have checked out from the public library _____ material(s), and failed to return them despite repeated reminders from the library staff to do so.

The library staff has requested that I give you one last opportunity to voluntarily return the material(s) and pay the library fine. The maximum fine per book is \$8.00. I have agreed to give you two (2) weeks to return the material(s) or if lost, pay for replacement.

If you do not take advantage of this offer and return the material(s) within two (2) weeks from the date of this letter, I will file City charges against you. In that event, you will not only have to return the item(s) but you will also have to pay court costs and a much larger fine than the library would charge you.

I strongly urge you to return all materials immediately. These items should be available for all to enjoy.

Very truly yours,

Kevan Karraker
Farmington City Attorney

Request for Reconsideration of a Book or Other Library Material

Author: _____ Type of Material: _____

Title: _____ Publisher: _____

Request initiated by: _____ Phone: _____

Address: _____

1. To what do you object? (Please be specific and cite pages)

2. Did you read, see, listen or otherwise use the material in its entirety? Yes No

3. Are you aware of the judgment of this work by qualified critics? Yes No

If yes, please identify source: _____

4. What do you feel might be the result of reading, hearing, or seeing this material?

5. What do you believe to be the theme of this book or material?

6. Do you represent:

_____ Yourself
_____ Organization (Name) _____
_____ Other Group (Name) _____

7. What would you recommend the library do with this material?

Signature _____ Date _____

Library Director _____ Date _____

The Library appreciates your interest and wants you to know all questions must be answered and the request must be signed in order to be forwarded to the Library Director.

INTERNET ACCESS POLICY

GENERAL INFORMATION – Farmington Public Library (FPL) provides Internet and online database access. Public access computers are available during regular business hours.

Users residing within St. Francois and adjacent counties must have and present a library card to use this resource. FPL also offers one hour per day guest use for non-residents (travelers and visitors living outside St. Francois and adjacent counties). All users must sign in to use a computer.

FPL, through board action, has agreed to abide by regulations set forth in the Children's Internet Protection Act (CIPA), and the library's computers have filters which do not allow unlimited access to the Internet.

Users may surf the Internet for research or entertainment purposes, and may access email accounts. All users need to be aware of the following stipulations:

- Patrons and members may check out terminals for one-hour sessions; after logging off, they must wait one hour before logging back on. Guests (non-residents) may use terminals one hour per day, and must fill out a guest application and pay a fee of \$1.00.
- Users may print information for \$.15 per sheet.
- Computer access is on a first-come, first-served basis.
- Headphones are available for checkout.
- Patrons can inquire regarding the purchase of storage media.
- Patrons with fines of \$5.00 or more are not allowed Internet access.
- In an effort to prevent the spread of computer viruses, users may not use their own software.
- Under CIPA regulations, it is a violation of federal law to access and/or download pornographic or sexually explicit materials in a public venue. Farmington Public Library staff will be compelled to notify authorities of any violation of CIPA regulations.
- Despite filtering, Farmington Public Library cannot completely protect users from information they may find offensive. Users may occasionally access sexually explicit materials or other informational resources which users may find controversial or inappropriate.
- Internet resources are provided equally to all library users. Parents or guardians, not library staff, are responsible for the Internet information selected and/or accessed by their children. Parents or guardians for students under the age of 18 must provide written approval for their children's Internet access, and parents are strongly cautioned to supervise their children's Internet sessions.
- As the computers are in a public space, staff reserves the right to monitor the computers and their use. Physical abuse of the hardware or inappropriate access will result in the loss of the user's computer privileges for two (2) weeks after the first warning, and permanent loss of computer privileges if a second warning is required.

- The use storage media is allowed at the owner's risk. FPL does not assume responsibility for the loss of data.
- For security, idle logoff occurs after three (3) minutes of non use; and all information is deleted at logoff. FPL does not assume responsibility for loss of data.

Library staff is available on a limited basis to assist users in basic aspects of computer use, including word processing and Internet or database searches. FPL requests that users immediately report to staff any problems they are experiencing at their terminals.