

LIBRARY POLICY

REVISED: October 2019

CONTENTS

| | |
|---|----|
| History | 3 |
| Mission Statement, and objectives | 5 |
| Trustees and Employee Ethics Policy | 6 |
| Library Services | |
| Library Hours and Holidays | 7 |
| Friends Policy | 7 |
| Library User Records; Confidentiality | 8 |
| Library Card Registration | 9 |
| Kansas Library eCard | 10 |
| Circulation Policy | 11 |
| Fax and Copier Policy | 12 |
| Equipment Policy | 13 |
| Bulletin Board Policy | 14 |
| Programing Policy | 14 |
| Interlibrary Loan (ILL) Policy | 15 |
| Computer Policy | 16 |
| Internet Access Policy | 17 |
| Wireless Internet Policy | 17 |
| Internet Safety Policy | 19 |
| Cell Phone Policy | 20 |
| ADA Compliance Policy Statement | 20 |
| Marketing and Public Relations Policy | 21 |
| Library Behavior Policy | 22 |
| Patron Grievance Policy | 25 |
| Patron Grievance Procedure | 25 |
| Material Selection Policy | 26 |
| Children's Collection | 28 |
| Policy Review and Revision | 28 |
| The Freedom to read | 29 |
| Library Bill of Rights | 30 |
| Book Donation Policy | 31 |
| Local Authors | 31 |
| Weeding Policy | 32 |
| Reconsideration of Library Materials policy | 32 |
| Request for Reconsideration of Library Materials form | 33 |

| | |
|--|----|
| Community Room/Kansas Room Policy | 34 |
| Community Room/Kansas Room Application | 35 |
| Expansion Fund Policy | 36 |
| Policy Regarding Property Belonging to Third Parties | 36 |
| Concealed Weapons Policy | 36 |
| Inclement Weather Policy | 36 |
| Library Service during Emergencies Policy | 37 |
| Tornado Procedures | 37 |
| Disaster and Contingency Plan Policy | 38 |

J.H. ROBBINS MEMORIAL LIBRARY HISTORY

1910 - Mrs. Eva Robbins approached the Ellsworth City Council with a proposition to build a city library in memory of her late husband, J. H. Robbins. She would build the building for a cost of \$5,000 and the city would provide the lot and \$100 per year for maintenance, repairs and improvements. The city council agreed to the proposal and it was found that lots 14, 15, & 16 in block 19 were available. This was the site of the first Catholic Church in Ellsworth. Public subscriptions were taken and \$1229.95 was raised to purchase the land and build the library.

1913 - The new library was erected and opened in October. The first board meeting in the new building was held on October 13, 1913. The first librarian was Mrs. Chas. Evans. To start the library the Ladies Library Association formally gave the new library 1398 books, \$15.00 for new books and \$155.91 to apply on the salary of the librarian. The new library consisted of one small room above with a librarian's office, stock room and reading room and a basement with furnace and one small toilet facility.

1956 - The Library Board approached an architect to draw up plans for an addition, as the current building was too small. Mr. John Seitz, local architect was asked to draw up the plans.

1957 - The architect came back with drawings and a price estimate of \$28,260 for the addition and renovation. The library had \$12,000 available for the project and asked the city council to have a bond issue to raise the additional \$15,000 needed. The bond issue passed and construction began. A portion of the money used to remodel was received from the Eva Robbins estate following her death.

1958 - On March 18, 1958, the Library Board met for the first time in the new addition. Items purchased and paid for at this time included steel stacks for \$1608. Two tables and 12 chairs for \$613 and the librarian's desk for \$225.

1988 - The Library looked into making the library handicapped accessible for the public and decided that we would have to use a lot of the current library to make this possible. The current library was already overcrowded. It was decided by the board to add on to the present library. Fundraising began in 1988 and continued for the next several years.

1993 - Construction began in 1993. The architect for the project was Fred Abercrombie and Schipper's Construction did the work.

1994 - The New Addition and renovation of the old library was completed on June 1, 1994 and the building was turned over to the Library Board. Cost of the project was approximately \$600,000. Shelving cost \$20,000. Furniture, which included tables and chairs, was almost \$10,000. Landscaping costs were around \$10,000 also.

1997 - The Library started a fund raising project to put an elevator in for the lower level of the library. The library circulation and cataloguing department were automated. The library received several donations from the public. We were able to purchase a children's amphitheater, sound system, record player, many books, cassettes and videos along with some lighting for the basement.

1998 - The library continues raising funds for the elevator project.

1999 - The library purchased a new copier, acquired an additional computer and continued fund raising for the elevator.

2000 - The library installed a wireless Internet Connection and continued fund raising efforts to put an elevator in to the basement.

2002 – Ruth Vodraska, long time librarian, died October 28, 2002. Linda Homolka is promoted to Librarian.

2005 – The Library basement was remodeled to include a meeting room, kitchen, storage, 2 bathrooms and elevator. These improvements were made possible by the Horst/Reiter Foundation with matching grant of \$30,000 from Gifts and Memorial Fund. Horst/Reiter Foundation provided the furnishings also.

2007 – New Micro Film Reader/Printer was purchased on April 16, 2007

2008 – Horst Reiter Foundation furnished funds to repair West wall and front door

2013 – The Library Celebrated its 100th Anniversary. The new library was erected and opened in October, of 1913. The first board meeting in the new building was held on October 13, 1913. The first librarian was Mrs. Chas. Evans. To start the library the Ladies Library Association formally gave the new library 1398 books, \$15.00 for new books and \$155.91 to apply on the salary of the librarian. The new library consisted of one small room above with a librarian's office, stock room and reading room and a basement with furnace and one small toilet facility

2018 – Linda Homolka Librarian of 34 years, 17 as children's librarian and 17 as director retired in May. Colleen Sippel was hired for the director's position after being children's librarian for 16 years. The library was painted upstairs and the stacks in the adult section were moved and a seating area for the adults was made.



Library Mission, Vision, & Core Values

Library Mission Statement

The J.H. Robbins Memorial Library is a strong community partner providing programs and services that bring people together, foster creativity, and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future.

Our Vision

To be the welcoming heart of our community where all come to learn, discover, create, and connect.

Our Core Values

J.H. Robbins Memorial Library will guide accomplishment of our Mission & Vision by:

1. Being a warm and welcoming place for community members to gather.
2. Being actively engaged in the life of the community.
3. Employing a collaborative, creative, and positive staff focused on library users' interests and needs.
4. Being good stewards of the library's financial and material resources.
5. Ensuring ready, equal, and equitable access to library materials.
6. Protecting confidentiality of library patron records.
7. Championing everyone's right to intellectual freedom.

TRUSTEES AND EMPLOYEE ETHICS POLICY

J.H. Robbins Memorial Library is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the J.H. Robbins Memorial Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the J.H. Robbins Memorial Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the J.H. Robbins Memorial Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the J.H. Robbins Memorial Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Therefore:

To preserve and uphold the J.H. Robbins Memorial Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a "Conflict of Interest" statement and an "Ethics Statement" at the beginning of each calendar year (and at the commencement of his/her service) during their tenure with the J.H. Robbins Memorial Library.

Compliance:

If any Board member or the executive director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the executive committee to discuss the issue. The executive committee will make a recommendation to the full Board based on their findings. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the executive director who will make a determination as to discipline or termination based on his or her findings.

LIBRARY SERVICES POLICY

LIBRARY HOURS AND HOLIDAYS

1. Library hours are subject to board approval and may be changed at the discretion of the library board. Currently, the library hours are as follows:

| | |
|--------------------|-------------------------|
| Monday thru Friday | 10:00 A.M. to 6:00 P.M. |
| Saturday | 10:00 A.M. to 2:00 P.M. |
| Sunday | CLOSED |

2. The library will be closed in observance of the following holidays: New Years Eve at 2pm, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and day after, Christmas Eve at 2:00pm, Christmas Day and the day after. These will be paid holidays for full-time staff. Also for staff that is scheduled to work that day. If the holiday falls on a Sunday, the Monday following will be considered as the paid holiday and the library will be closed.

FRIENDS POLICY

The library will welcome the establishment of any friends group or other organization established in support of the library.

LIBRARY USER RECORDS; CONFIDENTIALITY

Section1. Kansas Open Records Act Compliance

- Originals of board minutes, library accounts, library resolutions, etc. are kept in the library.
- These originals cannot leave the library without written permission of the custodian of these documents. The librarian is the “Custodian” of the original documents.
- Anyone can request access to these records any time the library is open.
- The original records will be provided as soon as possible.
- If a record cannot be provided immediately, the name and location of the custodian should be given to the requestor and the request passed to the custodian.
- The custodian should provide the records no later than the third business day.
- If the custodian still cannot provide the record immediately, a detailed explanation for the delay and provide the time and place the record will be available.
- When copies of documents are required, the library can charge for copies. Charges must not exceed the regular cost of printing or photocopying.

Section 2: Records exempt from the Kansas Open Records Act

- Library patron and circulation records that pertain to identifiable individuals.
- An individual’s email address, cell phone number and other contact information which has been given to the public agency for the purpose of public agency notifications of communications which are widely distributed to the public.
- Public records containing information of a personal nature where public disclosure thereof would constitute a clearly unwarranted invasion of a person privacy.

A library card for J.H. Robbins Memorial Library will be issued to anyone who is kindergarten or older.

In order to obtain a library card you will need to fill out and submit a library card application.

Applicants will ***need to produce proof of address*** from one of the following sources:

- A valid driver's license
- A current identification card
- A bill from a utility company or retailer addressed to the person and dated in the last three months

A child under the age of 14 years must have the library card application form signed by a parent or legal guardian who agrees to assume responsibility for monitoring the materials borrowed by the child, as well as the cost of any lost or damaged materials.

Where can I use my Library Card?

Your Ellsworth Public Library card can now be used at CKLS libraries in the following cities:

Agra, Alton, Bennington, Bison, Burdett, Burr Oak, Cawker City, Claflin, Clyde, Courtland, Cuba, Delphos, Downs, Ellinwood, Ellis, Formoso, Gaylord, Glasco, Glen Elder, Great Bend, Gypsum, Hoisington, Hunter, Jamestown, Jewell, Kanopolis, Kensington, Kirwin, Lacrosse, Larned, Lebanon, Lincoln, Logan, Long Island, Lucas, Luray, Mankato, McCracken, Minneapolis, Natoma, Osborne, Otis, Palco, Phillipsburg, Plainville, Prairie View, Randall, Republic, Russell, Rush Center, Scandia, Smith Center, Stockton, Sylvan Grove, Tipton and Wilson.

Items can now be checked out from and returned to any of the above libraries. All you have to do is choose a home library!

The Kansas Library eCard (former known as the Kansas Library Card) is your entry to statewide online library resources, including high quality information and research databases. Use it to:

- Access the listing of databases - please realize that many people can now access the database list without the need to log in
- Register for resources that require a personal account to function (such as services through Digital Book eLending).

The J. H. Robbins Memorial Library will issue the Kansas Library Card to those who meet the following criteria:

1. Applicants must present a current, accurate identification such as a driver's license plus a verified address and phone number.
2. The library will provide you with a paper card, which will have your KSLC number. Your birthdate in MMDDYYYY format will be the password, and it will expire 3 years after creation.

CURCULATION POLICY

All libraries that are members of the Central Kansas Library System have agreed to allow anyone in the system to use their library without charge. Charges made by other libraries will be passed on to the user. Residents in the city of Ellsworth and the county of Ellsworth are entitled to a free library card by completing a written form, by an adult (18 years or older). Each card will be limited to no more than 3 movies **or games** at one time.

1. Books checkout for three (3) weeks with the following exceptions: ~~new books~~, videos, magazines, and cake pans, which check out for one (1) week. Renewals may be placed by speaking to library staff in person, via the telephone, email or online through Pathfinder (patron side of our library catalog).
2. Patrons can place on hold library materials by automated notification, in person, telephone, email or online. Patron will be notified by phone, and the material is held for ~~seven (7)~~ **ten (10)** days. If patron cannot be reached or does not pick material up within ~~7 days~~ **10 days** the next patron on the holds list will be contacted, the material is re-shelved or returned to the lending library.
3. We no longer charge fines so the patron is told they can make a donation to our "Donation Jar". ~~to help with Lost or damaged materials are paid for in full by the patron.~~ The donations help with purchasing new items for the library. Lost or damaged materials are to be paid for in full by the patron.
4. There will be no favors to patrons by purchasing books or other material for an individual's private use, but with board approval may purchase items for non-profit groups and/or organizations so long as prompt payment of the article is made by the requesting organization.
5. Patrons are notified of overdue library materials in the following manner:
 - ~~A first notice will be a call requesting the return of the material.~~
 - ~~After 10 days a second notice will be sent requesting the return of the material.~~
 - ~~After 10 additional days, a final notice will be sent informing the offending patron that it is against the law to keep library books and not return them (KSA 21-3702).~~
 - ~~The library board will then ask the city attorney to send a letter to the offending patron requesting the return of overdue material.~~
 - A first notice will be a call requesting the return of the material when they are at 7 days overdue.
 - Second notice will be a call when they are 1 month overdue requesting the return of the materials.
 - If items have not been returned at 3 months their account will be put on restricted until items have been returned or paid for in full
 - If at 1 year the items are still not returned the items will be deleted and a note will be put on their account for the full cost of the items.

- If after a year they bring in the items or pay for them in full then they are able to check out items again. But starting with only 3 items at a time for the first time. If the items are brought back in a timely manner all restrictions are lifted.

6. The library will house a free paperback book exchange. Patrons may bring in and or take books from this these books are the property of the person who takes them and do not have to be returned to the library.
7. The library staff will not loan general or Kansas Reference material to the public if they are marked Reference Only.
8. The library staff will make special arrangements to deliver books to people who are homebound within the Ellsworth city limits and will also maintain sub libraries at other living centers where individuals find it difficult to come to the library, providing the center is willing to house the books properly, be responsible for them and provide someone to act as librarian while the books are in the sub library.
9. The library will provide a book return to accommodate patrons who need to return books when the library is closed.
10. The library has the right to refuse a patron service if they have failed to return material in the past and/or make restitution for lost or damaged material. Library patrons will be asked to pay replacement costs on any articles that are lost or damaged while in their care.
11. Members of the library board are not given any special consideration or privileges. They will be treated the same as all other patrons.

EQUIPMENT POLICY

Fax and copier

1. The library has a fax machine available for the public. The fax number is 785-472-4191. The cost of sending a fax is \$1.00 up to the first five (5) pages and a total of \$5.00 for any additional pages.
2. A copier is available for public use; the charge is \$.20 per page for black and white. \$.50 for half sheet of color and \$1.00 for full sheet of color.

Gaming Systems

As a community hub, the library offers gaming to promote 21st century learning with new technologies. Through gaming, the library seeks to meet the recreational and entertainment needs of its patrons, promote social interaction, and offer programming for all ages. Gaming makes the library enticing to all ages which encourages use of the library, develops a love of books and reading, and exposes the public to the variety of services available at the library.

Children must be at least 6 years old to use the gaming system in the children's department and may only play games rated "E for Everyone". Any damages that occur to the library's space and equipment and to the gaming systems and all associated components, software and accessories will be the responsibility of the patron or patrons using the area at the time the damage occurs. A letter explaining the damage charges may be sent to the patron's home address. This will be handled on a case-by-case basis.

Library staff are responsible for selecting gaming software for the gaming systems. The software collection will be diverse to meet the interests and skills of all ages. Games selected will be rated "E for Everyone" or "T for Teen". Suggestions for software to be added to the collection may be made; the final decision rests with the library director. The same policy applies to donations of gaming software.

Other Equipment

The library provides the following equipment for public use in the library:
Microfilm Reader, DVD player and projector.

BULLETIN BOARD POLICY

J.H. Robbins Memorial Library provides a community bulletin board to display information pertinent to the Ellsworth community. The library board of J.H. Robbins Memorial Library adopts the following policy for bulletin board displays:

- This policy applies to the bulletin boards in the entryway of the library. Interior displays in the library are exclusively for library programs.
- Priority placement will be given to community organizations and clubs, educational institutions, volunteer opportunities, government agencies, and non-profit organizations.
- Notices that are not date-sensitive will be left for up to 6 weeks, space permitting. Postings will be marked with the date they are displayed.
- Preference will be given to postings 11" x 8.5" or smaller, to allow space for as many postings as possible.
- By providing a community bulletin board, the library does not imply endorsement of events or services posted.

PROGRAMMING POLICY

Library programming promotes reading readiness and literacy, helps young people discover the pleasures of reading and learning, enhances the ability of all users to fully benefit from Library services, and develops awareness of the library's capabilities.

In addition to the benefits of specific programs, Library programming provides an opportunity for publicity and thus increases community visibility, and encourages association with other community organizations.

Library initiated programs are provided as a community resource, under the same policies of free and open access to information and ideas for all users that govern access to library materials.

Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants. Library initiated programs are offered free of charge and are open to all, without regard to origin, ages, background, or views. Some programming that is developed by the library is most appropriate for individuals of certain ages; this may be noted in promotional materials.

Programming shall be provided so that individuals with disabilities as defined in the Americans with Disabilities Act can participate in and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the library. Requests for interpretative services or other accommodations should be made at least one week in advance of the scheduled event.

INTERLIBRARY LOAN (ILL) POLICY

1. J.H. Robbins Memorial Library is a small library with limited financial means. In an effort to accommodate the diverse needs of all registered patrons, the library will make full use of the Interlibrary Loan (ILL) System and all resources from the Central Kansas Library System. Through ILL the library has access to books from libraries in Kansas and throughout the United States. While this service is not designated to substitute for our own collection it does provide the means to allow our patron's access to material that for budget restraints or usage we do not purchase for our own collection.
2. The library shall cooperate in reciprocal lending of materials to other libraries. The library will lend any of its regularly circulating collection to other libraries.
3. If a patron loses or damages materials borrowed from another library, he/she is responsible for the cost of the materials (to be determined by the lending library).
4. Library staff will make every attempt to locate materials requested by patrons through ILL. If the staff is not able to locate the materials, we will then contact CKLS.

COMPUTER POLICY

1. The computers designated for public use will be available on a first come/first serve basis. A patron's use of the computer can be pre-empted by the library staff to perform library functions. The patron may be asked to sign a computer Use Agreement during each session through the sign in software.
2. A nominal charge will be made for the use of computer paper. (Currently \$.20 per sheet). \$.50 for $\frac{1}{2}$ a page of color or \$1.00 a page for a full of color.
3. No additional equipment will be attached to a computer without the library director's expressed permission.
4. At the sole discretion of the library director, a patron's use of the computer can be stopped to protect the equipment or assure its proper use, or assure its availability to the community.
5. The computers and software programs will not be checked out of the library.
6. All computers will be under the direct supervision of the library staff and can only be used by the public when deemed appropriate by the library director.
7. Patrons may not load any other software on the computers other than what is originally there.
8. Patrons may not download any document, software, graphics files or other information from the Internet or other sources onto the computer hard disk drive.
9. Instruction offered: use of microfilm: accessing and saving files, internet, email, word processing, computer basics, online databases and resources and digital library collections.
10. The library is using Time Limit Manager on all patron desktop computers. **This Limits Computer Session Time to an hour.** When used with Deepfreeze all traces of user activity (cookies, history, mischief) are thoroughly cleared at the end of each session providing a clean computer for the next user.

INTERNET ACCESS POLICY

The Internet is a global entity with a highly diverse content and user population. Library patrons should use it with this understanding. By law, we are required to establish certain restrictions, such as content filters, to inhibit access to inappropriate material including pornography, hate material, and whatever else is included by Federal or State law. It is against Library policy to seek, view, or download such material. It is the policy of the library that all Internet access be done on systems located in plain sight.

All Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their child's Internet sessions and should advise the library that they do not want their children to use the Internet unless they are present to supervise.

The J.H. Robbins Memorial Library is not responsible for the content, quality, or accuracy of the information obtained from the Internet. Computers are filtered but no filter is fool proof and can fail. It should not be the only source of discretion. It is the responsibility of the user to select or reject online information.

Promotion to minors of obscenity harmful to minors K.S.A. 21-6402

WIRELESS INTERNET POLICY

The library provides free access to a wireless Internet signal (wireless).

1. The library understands that current signal strength is adequate for patrons to access the wireless outside library walls. The library is not responsible for the actions of persons using the wireless in outside library areas.
2. Patrons are expected to know how to operate and troubleshoot their own technology receiving the library wireless signal. Employees are not trained in various computer hardware and/or software and are not expected to provide one-on-one training or troubleshooting.
3. Supervision of minors using the wireless is the responsibility of the parent or guardian; the library is not responsible for objectionable content or information minors may access using the wireless. All information accessed while using the wireless is considered public information.
4. Library employees, trustees, and volunteers will respect a patron's right to privacy and not monitor a patron's use of the wireless, unless that patron has:
Behaved in a manner that makes library personnel suspicious of illegal activity or,

makes librarians and surrounding public uncomfortable or been previously warned to stop. Library employees or trustees have the right at any time to question unusual patron behavior related to using the wireless signal.

5. While J.H. Robbins Memorial Library does not monitor or censor information available via the wireless signal, the library expects patrons not to access obscene or illegal web sites or their content. The library does not accept responsibility for offensive material that patrons find if they view obscene or illegal web sites or content on their own wireless devices. However, if a patron offends other library users by accessing and making visually available objectionable or obscene material the offending patron will be asked to leave the building.
 - Patrons shall not abuse library equipment, hardware, or property while accessing the wireless. Abuse also includes:
 - Accessing Internet sites that take an unusually large part of the bandwidth signal. Tampering with wireless security, encryption, or settings should patrons gain the knowledge to do so.
 - Accessing and/or tampering with hardware necessary to transmit the wireless signal.
6. Patrons shall recognize intellectual property rights and will not use the wireless to knowingly copy or download copyright protected information to their personal internet-connected machine.
7. Unacceptable behavior by patrons will result in forfeiture of library wireless use privileges for a length of time to be determined by the director, and may also result in forfeiture of any library computer use. Illegal acts involving Port Library computing resources (including the wireless) may also be subject to protection by local, state, or federal authorities.

INTERNET SAFETY POLICY

Introduction

Public access to the Internet and online services are an integral part of J.H. Robbins Memorial Library programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act (CIPA), as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

Purpose

The Kansas Children's Internet Protection Act (KS-CIPA) requires that any public library that provides public access to a computer shall implement and enforce technology protection measures to:

- Ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene
- Ensure that no person has access to visual depictions that are child pornography or obscene

Exceptions

An employee of a public library may disable a technology protection measure if:

- Requested to do so by a library patron who is not a minor, **and**
- The technology protection measure is disabled only to enable access for legitimate research or other lawful purpose

Standards, Rules & Regulations

The state librarian shall establish standards and promulgate rules and regulations for the enforcement of the provisions of this act. Such standards and rules and regulations shall be distributed to the public libraries in this state, posted in a conspicuous place in such public libraries, and made available to the public.

Policy

The governing body of each public library shall adopt a policy to implement and enforce the provisions of this act in accordance with the standards and rules and regulations published by the state librarian. Such policy shall be reviewed at least once every three years by such governing body and shall:

- State that the purpose of the policy is to restrict access to those materials that are child pornography, harmful to minors, or obscene
- Provide how such public library will meet the requirements of this act

- Require such public library to inform its patrons of the standards and rules and regulations that library employees follow to enforce the provisions of the act
- Require such public library to inform its patrons that procedures for the submission of complaints about the standards and rules and regulations, the enforcement thereof, or observed patron behavior, have been adopted and are available for review

Any public library that is in compliance with the provisions of this act shall not be liable for any damages arising out of or related to a minor gaining access to visual depictions that are child pornography, harmful to minors, or obscene through the use of a computer that is owned or controlled by the library.

CELL PHONE POLICY

Use of personal cell phones, Bluetooth devices and other means of personal communication inside the library building pose no problem when done in a considerate manner. However, should a patron's call become disruptive to the desired library environment, they will be asked to continue the call in the entry way of the library or outside. Disruptive calls are determined by complaints from other patrons or staff regarding calls.

ADA COMPLIANCE POLICY STATEMENT

J.H. Robbins Memorial Library adheres to the Americans with Disabilities Act that assures equal access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities, and the library welcomes input from persons with disabilities about ways the library can serve them.

Questions about ADA compliance and complaints or suggestions about accessibility of library facilities, activities, and programs should be addressed to the Library Director.

MARKETING AND PUBLIC RELATIONS POLICY

Public relations goals of the library are:

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

1. The library director and library staff are constantly aware that the library exists solely to serve the needs of patrons and the community

A. The Board recognizes that public relations involve every person who has connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

B. The members of the Library Board are primarily responsible for representing the library to the public and should regularly renew their efforts in this area.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

D. The library director promotes good public relations to increase public awareness of library services through marketing, presentations, events and programming. The library director is an advocate for the library.

E. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

F. It is the policy of the library to make periodic contacts with the various organizations in the community in order to acquaint them with library services available, to solicit their suggestions for improved services, and to ask their help in obtaining volunteers to assist in library programs.

LIBRARY BEHAVIOR POLICY

The Board of Library Trustees have established a Library Behavior Policy to protect the safety and rights of the public and library staff while promoting the use and enjoyment of the library. Rules of Conduct have been established to ensure the public can conduct library business without interference and that materials, equipment and the facility are protected from damage and loss.

The Board of Trustees hopes that the children who use the library will find it a warm and inviting place to develop a love of books and reading. Many programs are offered to make the library enticing to children, but when children are left unattended for several hours, they often become disruptive. The Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users. In order to better serve all our patrons, and ensure the safety of patrons of all ages, the following rules have been established for use of the library by unattended children.

Rules of Conduct

Disruptive behavior that is prohibited in the library or on the library grounds includes, but is not limited to:

- Running, shouting and/or roughhousing
- Cursing, obscene or abusive language
- Throwing objects of any kind
- Eating or drinking anything around the computers
- Vandalizing library property or facilities
- Fighting or challenging to fight
- Any misconduct or inappropriate behavior that disturbs others or hinders them in their use of the library or library materials

1. No entering the library with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
2. No skates, roller blades, cleats or other footwear that would be destructive to the building or grounds.
3. Audible devices are permitted to be used only with headphones and at a volume that does not disturb others.
4. No use of tobacco, vaping or e-cigarettes inside the library or within 25ft of entryways.
5. No possession or use of alcohol, controlled substances.
6. No animals except for assistive animal, educational exhibits or reading animals.
7. No canvassing, petitioning, selling, soliciting or distribution of materials to the general public.
8. No disruptive behavior, including shouting, profanity, abusive language, pushing, running or rambunctious activity. No behavior which is destructive, disorderly or violent.
9. No verbally or physically threatening or harassing other patrons, volunteers or staff, including stalking, staring, lurking, offensive touching and obscene acts such as sex act and indecent exposure.

10. Leave bathrooms in clean, usable condition.
11. No loitering near or blocking of entrances or exits.
12. Parents are responsible for their children while their children are on library property.
13. No use of library materials or facilities in a manner which, in the opinion of the staff, is likely to result in damage or harm.
14. Lost or abandoned bags and other articles may be opened by staff or authorized personnel to determine ownership.
15. Patrons whose behavior or actions disrupt other patrons in the library will be asked to stop; if behavior continues a patron will be asked to leave
16. Children aged kindergarten and up may be left unattended
 - Children may be left alone for a period of time deemed necessary to research an assignment, complete a homework task, attend a library program or select books and enjoy in the library.
 - Children will be expected to display appropriate behavior conducive to maintaining a peaceful atmosphere in the building or on the library grounds for all patrons.
 - Both guardians and children should be aware that the library cannot be used as an alternative to after-school care, and that the library does not provide supervision to children left unattended. If the adult feels it is unsafe for the child to leave the building without adult supervision, the child should not be in the library unattended.
 - Even in their absence, guardians are responsible for the conduct and safety of their children on library premises. Children are expected to adhere to the same standards of conduct as adults.
 - Children who are not using the library appropriately or who require excessive staff attention will have a guardian called to pick them up immediately. If a child is asked to leave the library, they will not be allowed to come back to the library without until a guardian has talked with the library director and the guardian has signed and returned a copy of the library's Appropriate Behavior Policy.
 - Library staff cannot be responsible for the safety or well-being of children left unattended.
 - Children left unattended should know how to reach a parent or guardian, and parents should be aware of the closing time of the library.

Consequences

1. If a Rule of Conduct is violated, library privileges may be suspended or revoked until The patron or guardian of said child has talked with the library director and the patron or guardian has signed and returned a copy of the library's Behavior Policy.

2. The library is not responsible for personal belongings left unattended.
3. Any purposeful damage and/or theft will be reported to the police.
4. The library reserve the right to limit time spent using equipment and/or facilities.

Procedures

1. Staff will give two verbal warning covering inappropriate behavior to offenders.
 - a. With the first warning staff will explain the rules and suggest alternative behavior.
 - b. With the second warning staff will state that the patron will be required to leave if the behavior continues.
2. If inappropriate behavior continues after the steps above are taken, the patron will be asked to leave the library for the rest of the day and the staff will complete an Incident Report.
 - a. Children who are in need of a ride home will be allowed call for a ride and wait in the library provided they are orderly. Staff may contact the child's parent or guardian directly.
3. A patron who has ignored verbal warning or been involved in a dangerous situation will receive a warning letter to explain how the Library Behavior Policy has been violated and the action which will be taken if inappropriate behavior continues. If the patron is a child, the letter will be sent to the parent or legal guardian.
4. A patron who has repeatedly ignored verbal warnings and a warning letter, posed a threat to the safety of others, or committed a crime at the library may be removed from the library property for a specific time, up to 90 days. Such a patron will be sent a letter of dis-invitation. If the patron is a child, the letter will be sent to the parent or legal guardian.
5. If the staff judges that a situation is dangerous or an emergency, they will call 911 immediately.

PATRON GRIEVANCE POLICY

This policy addresses patron complaints regarding Library services, materials, procedure or policies. Complaints or concerns about accessibility to library services and facilities with person with disabilities are directed to the Library Director.

It is the goal of the board and the staff of the library to provide the best possible Library service to the residents of Ellsworth County. Library policies and procedures have been developed to provide fair and efficient service to all individuals. Persons who have experienced difficulties with service or wish to question a library policy are always welcome to discuss those concerns with the Director. The Director will try to resolve

those issues as quickly and fairly as possible. If an informal meeting with the Director does not settle the complaint, a patron may request to enter the library's formal grievance procedure.

PATRON GRIEVANCE PROCEDURE

1. A patron who wishes to file a formal grievance about a library policy or procedure, a service, or a staff member's conduct should submit a complaint in writing to the Director. The written complaint should include date of the complaint, the name, address and telephone number of the individual making the complaint; and a detailed discussion of the issue. If the complaint deals with a specific incident, it should also include the date of the incident and the time it occurred. The Director will respond in writing within fourteen (14) working days of the complaint.
2. If the complaint is not resolved to the individual's satisfaction, the individual may request that the issue be brought before the Library Board. Request for Board consideration will be in writing and be presented no longer than 90 days after the decision by the Director. If the Board chooses to review the issue, it will be placed on the agenda of the next library Board meeting.
3. The issue will be discussed at the open public meeting of the Library Board. If the Board finds that it has ample information to make a decision, the Board will render a decision at the time. Summaries of all discussion at open Board meetings will be recorded in the minutes as part of the public record. Board minutes are open to the public after they have been approved by the Board.
4. The Board may determine that added information, testimony, or expert advice is needed to render a fair decision. In that case, the board may choose to postpone the decision to the following meeting. In no event will the final decision be rendered any later than 90 days after the complaint to the board is received; unless and outside mediator is used.
5. The decision of the Board is final.
6. The library will maintain an accurate record of the action taken at each level of the complaint process.

MATERIAL SELECTION POLICY

The purpose of the J.H. Robbins Memorial Library Collection Development Policy is to guide the library staff and to inform the public about the principles upon which the selections are made. A policy cannot replace the judgement of professional librarians, but the statement of goals and indications of boundaries will assist them in choosing from a vast array of available materials.

The J. H. Robbins Memorial Library is organized under the laws of Kansas and is authorized under KSA 12-1219 etc. seq.

...To acquire by purchase, gift, or exchange, books, magazines, papers, printed materials, slide pictures, films, projections equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services:

The library will follow the laws of the State of Kansas in implementing this materials Selection and Collection Policy.

It is the goal of the J. H. Robbins Memorial Library to obtain the maximum use of its collection by the greatest number of persons.

1. The library director is responsible for the selection of all materials subject to the guidelines set forth in this section.
2. The library director welcomes suggestions from the public for material to be included in the collection. The selection ultimately will be made by using the criteria in the book selection policy.
3. The library adheres to and wholly supports the Freedom to Read Statement (see page 29) and the Library Bill of Rights (see page 30) both of which are to be considered as part of this book selection policy.
4. The library service area is made up of people of all age groups, educational abilities and interests. Therefore, it is the policy of the library to select books for its collection for many types and levels of readers.
5. The library director will collect as much information as is available about the history of the city and county of Ellsworth. A special effort will be made to provide microfilm copies of the local newspapers for research projects such as genealogy. The library will maintain a copy of the cemetery records of Ellsworth County in the library for reference work.
6. The library will subscribe to the local newspapers and at least one daily newspaper. Daily newspapers will be kept for one week and cannot be checked out during that time. They will then be discarded or recycled. The library will retain copies of the local newspaper for a 6-month period. The library will purchase the Ellsworth weekly newspaper on microfilm for the use of the patrons when they become available through the Kansas Historical Society. (Currently the Ellsworth papers are microfilmed from 1881 to 6/30/2016)
The library houses some of the Kanopolis papers on microfilm also.
7. The chief points considered in selection of materials for the library are:
 - a. Permanence or timely value
 - b. Accuracy of information

- c. Authoritativeness and effectiveness of presentation
- d. Literary quality
- e. Social significance and objectivity
- f. Balance and subject need
- g. Present and future needs of the community
- h. Price and availability
- i. Physical format

8. Contemporary and popular authors are included, as well as those who have demonstrated enduring worth. Titles are selected on the basis of the content as a whole and without regard to the personal history of the author.
9. The library asserts its right and duty to keep on its shelves a representative selection of books/materials on all subjects of interest to its patrons and not prohibited specifically by law, including material on all sides of controversial issues. The library will not emphasize one subject at the expense of another or one side of a subject without regard to the other side. It will attempt to provide material on all sides and subjects within the limitations of space and budget.
10. The library will not indicate, through use of labels or other devices, particular philosophies or moral situations expressed in a book. To do so is to establish a judgment in the reader's mind before the reader has had the opportunity to examine the book personally.
11. The library collection covers a general range of subjects; however, there may be moderate emphasis placed on the local history collection.

CHILDREN'S COLLECTION

The Children's room serves children from birth through 8th grade.

In general, the same collection goals apply with a special emphasis on materials, which appeals to the imagination and stimulate mental growth and development. Some items may be included that are not considered appropriate by all adults for all children. While some materials may be too mature for one child, other children may be ready for them. Only the child and their parents can decide what materials shall be used by that child, and neither the library staff nor other Library users shall make these decisions for other people's children.

POLICY REVIEW AND REVISION

This Collection Development Policy will be reviewed periodically by collection development staff and the Board of Trustees.

THE FREEDOM TO READ

5. 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 that 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.
6. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history 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 prejudgetment 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 quality and diversity of thought and expression. By the exercise of the affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

LIBRARY BILL OF RIGHTS

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

1. Books and other library resources shall 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 person 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 view.
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.

BOOK DONATION POLICY

The library encourages gift hardback and paperback books, in good condition for all ages, Magazines (less than 1 year old), audios, DVDS and BluRay from the people of the community. It retains the right to use these gifts in the best interest of the library. If the gift item cannot be used in the regular collection, the library will dispose of the item as it sees fit. Receipts will be given to donors upon request for tax purposes but the donor must get his/her own appraisal of the gift item, as the library cannot appraise the donation.

Below is a list of items we do not accept:

- Any item that is dirty, musty, mildewed, or otherwise in poor condition
- Encyclopedias of any kind or on any subject, regardless of the date of publication
- Textbooks of any kind or school workbooks
- Reader's Digest Condensed books, regardless of the date of publication
- Workbooks
- Items oriented toward business or academic use, rather than layperson
- Videocassettes
- Books on cassette
- Music CDs not in their original cases
- Magazines older than 1 year or dated materials, i.e. TV guide
- Any stationary items, craft projects, etc.

Donations are tax-deductible. Receipts acknowledging your donation are available at the Circulation Desk. We are not able to assign a dollar amount or value to your donation. If accepted, your donation may be added to the library collection, placed in the library's book sale, or offered to other local libraries and/or agencies. Due to the large volume of donations, we receive, we regret that we are unable to return donated items that the library cannot use.

LOCAL AUTHORS

Books by local authors that are donated may be considered for inclusion in the library's collection, but will be subject to the same selection criteria as books the library purchases, as well as the guidelines for gifts. Materials that are not selected will be for use in our book sales.

WEEDING POLICY

The library shall use a method called weeding. Weeding is the systematic removal of resources from a library based on selected criteria. ... Weeding is a vital process for an active collection because it ensures the collection stays current, relevant, and in good condition.

Any material may be discarded if such materials do not meet stated goals and are in one or more of the following categories:

- Materials in which there is no longer an interest
- Materials that are more than five years old and have not circulated for five consecutive years
- Duplicate materials
- Materials with mold, mildew or water damage.

In choosing to weed any particular materials, the Library Director must take all of these factors into consideration and must decide for each material on an individual basis. The Director may consult with CKLS on questionable materials or have CKLS come and do the weeding for the library. All discarded material shall be sold, donated to appropriate institutions or recycled. Every attempt will be made to meet the CKLS standard of 3% withdrawal each year.

RECONSIDERATION OF LIBRARY MATERIALS POLICY

The Board of Library Trustees and J.H. Robbins Memorial Library fully endorse the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Anyone wishing to recall a book from our shelves is required to fill out a recall form explaining why they feel that the material is objectionable and why they think it should be removed from the library. No complaint regarding library material will be addressed if the person who asked for the recall of the material has failed to read the book in its entirety. Reading only selected passages in a book is not adequate when a person is asking for an entire book to be recalled.

The library board will appoint a committee of three of its members to review the book in question. The library board will make the final decision regarding the book in question, taking into account the patron's complaint and the findings of the review board.

J.H. ROBBINS MEMORIAL LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Format: Book _____ Periodical _____ Other _____

Date of complaint _____

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____

Address _____

City _____ State _____ Zip _____

Complainant represents: Self _____ Organization (name) _____

To what in the material do you object? Please be specific. Give pages or time stamp:

What do you think might be the result of using this material? _____

For what age group would you recommend this material? _____

Is there anything of merit about this material? _____

Did you read/listen to/watch/use all that comprises this material? If not, what did you read/listen to/ watch or use? _____

Are you aware of the judgment of this material by critics? _____

What do you believe is the theme of this material? _____

What would you like the Port Library to do about this material? _____

In its place, what materials of equal quality and merit would you recommend that would convey the same picture and perspective of our civilization? _____

Signature of complainant

Date

This matter will initially be considered by the J.H. Robbins Memorial Library Board of Trustees and the Director. Additional comments may be written on the reverse if needed.

COMMUNITY ROOM/KANSAS ROOM

Features available

- Elevator (we ask that you do not let children play on the elevator)
- Kitchen (2 microwaves, stove, refrigerator, sink)
- Projector (must be by request)
- 10 - 8ft Tables, 56 chairs and 40 folding chairs
- Extended hours use outside library hours

\$25 Rental Rate for individuals (i.e. parties, showers, etc.) Or businesses (i.e. vendor space, meetings or trainings)

Payment in full is required before the event date.

Non-profit organizations or club meetings such as: Outward Bound, Investment, Cattlewomen, LWML, Smoky Hill, Drovers, DARR, Class Meetings, Extension (4H), Sororities & Etc. are exempt from the payment of the community room.

Exceptions:

1. If there is a meal, \$25 rent will be required.
2. If there is a request to rent the room at the same time. We will give you the option of paying to keep the basement or relocating to the room upstairs at no cost.

General Guidelines

- Decorations should be hung and used in a way that does not permanently damage the facility (no pins, tacks or nails or if using tape, it should be painters' tape).
- Clean-up is the responsibility of those renting the facility.
- Disruptive individuals may be asked to leave the premises, especially during business hours.
- Alcohol, and drugs are prohibited on the library premises.
- All doors should be locked and keys returned by placing them in the key box inside library door beside the men's restroom.
- Smoking, vaping and other tobacco use is prohibited inside of the library.
- Renter agrees they will not exceed the room capacity which is 99 people in the community room and 20 in Kansas Room.
-

J.H. ROBBINS MEMORIAL LIBRARY
COMMUNITY/KANSAS ROOM APPLICATION

Meeting Date Requested _____

Organization /Name _____

Address: _____ Phone # _____

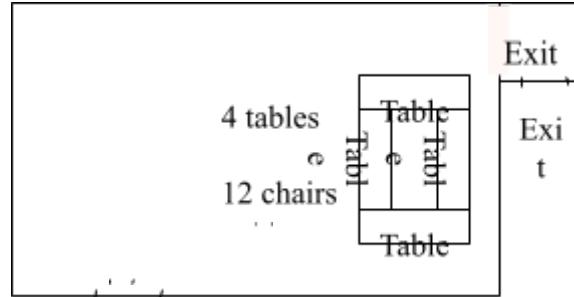
Contact Name: _____

Reason for gathering _____

Hours needed (including setup/cleanup) _____ to _____

Projected attendance (99 max at one time) _____

Please place tables and chairs
in this arrangement before you leave.



Thank you!

_____ (Initials) Rental Agreement: I agree to comply with the library terms and _____ conditions of the rental agreement. *I understand that failure to comply with these terms may constitute additional charges.*

_____ (Initials) A \$25 charge will be added if the basement is not left in the condition it was found (emphasis on sweeping, mopping and emptying of all trash cans).

_____ (Initials) Key is to be placed in the key box on the wall left of the north door upstairs.

Signature _____ Date _____

You must be 18 years or older to sign this agreement, if not it is to be signed parent or legal guardian

Staff Signature _____ Date _____

Method of Payment: Check # _____ Cash _____

1. All moneys received that are designated “building project” will be used for expansion or renovation of the library. Unexpended funds, if any, will be placed in an endowment for future building needs.
2. A list of all donations to the building project will be maintained by the library director for the purpose of special recognition plaques.
3. Acknowledgments: Written thank you notes will be sent to anyone donating in excess of \$100 to the expansion fund. A typewritten note will be sent to anyone making a contribution to acknowledge said contribution.
4. Donations of property will be recognized on the value of said property as of the date of the gift, and shall be recognized in the same manner as designated above.
5. The library board will discuss with donors how funds and property should be used but reserves the right to make the final decision on the use of any gift.

POLICY REGARDING PROPERTY BELONGING TO THIRD PARTIES

Any material or equipment belonging to third parties that are lent to the library or housed at the library will first be subject to the restrictions placed on them by the owners. Thereafter, the rules of the library pertaining to such books, materials, or equipment shall apply.

CONCEALED WEAPONS POLICY

J.H. Robbins Memorial Library will maintain compliance with Kansas State Law regarding the carrying of concealed weapons.

INCLEMENT WEATHER POLICY

We will be closed when the schools are closed due to bad weather. The primary factor of this decision is for the safety of the staff and the library patrons. However, we will stay open one (1) hour after school has been let out to allow parents the travel time to get their children picked up.

LIBRARY SERVICE DURING EMERGENCIES POLICY

Tornado Warnings

During a tornado warning, the library is not open for service, but the building is open for Shelter during library business hours. A tornado warning is declared in one or both of the following ways: the sounding of civil preparedness sirens or announcements on the radio. Staff must take shelter in assigned areas and may not remain in work areas. All customers are required to take shelter in assigned areas or leave the building until the National Weather Service has canceled the warning.

Should the tornado warning begin prior to the library's official opening, the facility will be opened as an emergency shelter when staff is in the building. Should the warning extend beyond the regular hours of operation, staff will remain until the warning has expired and the building is secured.

Other Inclement Weather

The library's data equipment and files are vulnerable to damage from power fluctuations as well as physical damage during severe weather. During intense storms, some services may be unavailable.

Loss of Essential Services

J.H. Robbins Memorial Library may close if one or more essential services (electricity, natural gas, water, etc.) are lost and public safety would be compromised if the facility were to remain in use.

TORNADO PROCEDURES

The following procedures are to be followed if safety and time permits.

Designated tornado shelter - Basement

DO NOT USE ELEVATOR

1. Monitor storm situations by radio and by the National Weather Bureau Radio Alarm.
2. When placed in a tornado watch: Open north stairwell door.
3. Designated Tornado Area: Hallway at the bottom of stairs or hallway leading to bathrooms.

When the sirens sound:

Staff should notify building that the tornado sirens have sounded Loudly Announce "Tornado sirens have sounded. Move immediately to designated tornado area."

After announcing that the sirens have sounded, Clear patrons from all areas of the library including the restrooms. Make sure all children are taken to the basement. (This person will remain with the children while they are in the basement.) All children under the age

of 18 are to go to the basement unless accompanied by a parent who is leaving the building.

Announce to the adults "Tornado warning sirens have sounded. Follow us to the north stairs. If you do not wish to go to the shelter you must leave the building immediately." Lock the east doors. (Do Not Lock outside north door.) Move to basement

When the all clear is given by local authorities release the people.

Unlock the south and west doors ... or if it is after closing time lock the north outside door and check all outside doors.

DISASTER AND CONTINGENCY PLAN POLICY

The library shall maintain a disaster and contingency plan to be updated at least annually to include emergency procedures. In case of an emergency, these procedures will be followed to ensure the safety of all customers, staff, and volunteers in the library and to protect the library's resources. All people in library buildings during an emergency are expected to follow instructions given by the librarian in charge, and/or emergency personnel.

The library's disaster preparedness/emergency plan is not an open record due to the provision made by K.S.A. 45-221 (12).