

## **Parsons Public Library Service Policy**

Adopted by the Parsons Public Library Board on March 11, 2020

### **I. Library Lending**

In order to make materials available to all persons on an equal basis, the Parsons Public Library Board of Trustees has adopted the following policy for the circulation of library materials:

#### **A. Who May Borrow**

All libraries that are members of the Southeast Kansas Library System have agreed to allow anyone in this regional system to use their library without charge. Charges made by other libraries for films, interlibrary loan, etc. will be passed on to the user. Residents or property owners in the counties served by the Southeast Kansas Library System are entitled to a free library card by completing a written application form and providing proof of address. Any card holder may check out circulating materials on presentation of their library card.

#### **B. Limits on Borrowing**

Up to 10 items may be checked out to a regular adult or minor card.

Up to 20 items may be checked out to a Teacher's card.

Special limits on checkouts by type of item are as follows:

Audio books (CDs and cassettes)	5 per card
Play-a-ways	2 per card
Video tapes (VHS)	4 per card
DVDs	2 per card
Children's Games (CD-ROMS)	2 per card
Music CDs	4 per card

Reference books, rare or historically valuable books, and current issues of magazines will not circulate. Back issues of magazines, with a few exceptions, do circulate.

### **C. Length of Loan Periods**

All circulating materials check out for two weeks, with the following exceptions:

Teacher's books	4 weeks
Interlibrary loan titles library	Determined by the lending library
New books with waiting list & NY Times bestsellers	1 week

### **D. Renewals**

Renewals may be made in person, by telephone or email. All materials may be renewed up to 2 times after the initial checkout with the exception of the following which cannot be renewed after the initial checkout:

Interlibrary Loan (must speak with head of ILL to extend loan)

Items with holds for other patrons

When renewing an item or items, the patron must present their library card or have their library card ID number.

### **E. Reserved Materials / Holds**

A library patron may reserve materials currently in circulation but unavailable at the time of the request. The patron will be notified when the material becomes available. Books and other materials must be picked up within two days of notification.

### **F. Return of Materials**

- The patron assumes responsibility of returning library materials on or before the date due.
- Items not on hold may be renewed before the due date or during the 3-day grace period. After the 3-day grace period, the materials are considered late and are due to the library.
- After the grace period has elapsed, no further checkouts, renewals, or use of the library's Internet computers are allowed until the matter has been resolved.

### **G. Overdue and Billing Notices**

- Courtesy notices are sent out by valid email address and texts messaging automatically two days before the item(s) are due.
- If items are not returned by the due date, a first overdue notice is sent the day after the item(s) are due. Like the courtesy notices, this is only sent if a valid email address or text messaging is provided.
- If borrowed materials are not returned, a second overdue notice is sent 4 days after the due date either by valid email address or text message.

Until the matter is resolved, the patron's card is blocked if charges are over \$10.

- If borrowed materials are still not returned 15 days after the due date, a third overdue notice is sent only by valid email address or text message. Until the matter is resolved, the patron's card is blocked if charges are over \$10.
- If borrowed materials are still not returned 22 days after the due date, a fourth overdue notice is sent only by valid email address or text message. Until the matter is resolved, the patron's card is blocked if charges are over \$10.
- If borrowed materials are still not returned 30 days after the due date, a fifth notice (billing notice) is sent with current replacement cost. Billing notices are only sent by mail. Until the matter is resolved, the patron's card is blocked if charges are over \$10.

## **H. Lost or Damaged Materials**

Patrons are responsible for all materials checked out, and are liable for the damages which may occur to library materials. The Head of Circulation notifies the patron of payment due for the replacement of the damaged or lost items. Until the matter is resolved, the patron's card is blocked, and further checkouts, renewals, and use of library Internet computers are not allowed. Every attempt will be made to work with individual patrons in reaching a mutually satisfactory resolution to any problems arising from the lost or damaged materials."

## **I. Refunds for Lost Materials**

The Library will issue a receipt for lost items upon payment of billed amount. If the item is found within six months of paying the replacement cost, the patron may request a refund upon presenting the item and the receipt at the Circulation Desk. Only payment for the lost item will be refund. Any overdue charges will not be subject to refund. This excludes Interlibrary Loan.

## **J. Interlibrary Loan**

Interlibrary Loan (ILL) is the process by which the library requests materials from, or supplies material to other libraries. Parsons Public Library provides Interlibrary Loan service to our patrons in order to enhance and extend the resources available to our users.

Interlibrary Loan services are offered to all registered borrowers who are in good standing with the library. Parsons Public Library will not request materials that are newer than 3 months, and materials that have not yet been published.

Library users may submit Interlibrary Loan requests in person at the Parsons Public Library, by telephone, or by emailing the Library at [staff@parsonslibrary.org](mailto:staff@parsonslibrary.org). Although the Library makes every effort to obtain

requested material from other libraries in a timely manner, no guarantee is made.

Parsons Public Library reserves the right to limit the number of Interlibrary Loans requested by a patron. Our current limit is three (3) items at a time.

The borrowing period for Interlibrary Loan material(s) is 21 days, unless otherwise directed by the loaning library. Materials must be returned by the due date as recorded on the information sheet attached to the materials. Even though the Parsons Public Library no longer charges fines on overdue items, fines may apply to interlibrary loans depending on the lending library's policy. Borrowers must request renewals before materials are overdue. Renewals are provided at the loaning library's discretion and cannot be guaranteed. If the loaning library recalls an item, it's the responsibility of the patron to respond immediately by returning the item to the Parsons Public Library, Interlibrary Loan Department so that the material can be returned quickly.

Patrons who repeatedly fail to pick-up requested Interlibrary Loan materials, keep materials over the recorded due date, or damage or deface materials will be subject to limited Interlibrary Loan borrowing privileges or suspended from using the Interlibrary Loan service.

#### Interlibrary Loan Charges

If a borrower authorizes the library to obtain materials from a supplying library that charges a fee, the patron who requested the material is responsible for paying the fee. Borrowers are responsible for any charges levied by a supplying library for materials that are lost or damaged while checked out to the borrower. No refunds will be made for lost or damaged materials that are subsequently found.

#### **K. Exemptions**

The Library Director has the authority to approve or deny specific requests from patrons wanting exemptions from standard policies/procedures. Requests will be considered on a case-by-case basis.

## **II. Service Hours**

### **A. Daily**

#### Winter Hours

October 1 to Memorial Day

Monday 9 - 7:30

Tuesday 9 - 7:30

Wednesday 9 - 7:30

Thursday 9 - 7:30

#### Summer Hours

Memorial Day to September 30

Monday 9 - 7:30

Tuesday 9 - 5:30

Wednesday 9 - 5:30

Thursday 9 - 7:30

Friday	9 - 5:00	Friday	9 - 5:00
Saturday	10 - 4:00	Saturday	10 - 4:00
Sunday	Closed	Sunday	Closed

## **B. Holidays and Closing**

The library will be closed for the following holidays:

New Years Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving	Fourth Thursday and following Friday and Saturday in November
Christmas Eve	December 24
Christmas Day	December 25

Holidays excluding Christmas: If any of the above holidays (except for Christmas Eve and Christmas day) falls on a Saturday, the library is closed on Saturday, Sunday, and Monday. If the holiday falls on a Sunday, the library is closed on Sunday and Monday.

Christmas holidays: If December 24<sup>th</sup> falls on a Friday, the library is closed Friday, Saturday, Sunday, and Monday. If December 24<sup>th</sup> falls on a Saturday, the library is closed Saturday, Sunday, Monday, and Tuesday. If December 24<sup>th</sup> falls on a Sunday, the library is closed Sunday, Monday, and Tuesday.

Occasionally, the library is closed for other reasons. In the event of such closings, local news media are notified.

## **III. Patron Registration**

### **A. Local Card**

A local library card will be issued to patrons who present current, accurate identification such as a driver's license, plus a verified address and phone number. A registration card will be filled out for each patron with name, address, phone number and a reference. The registration card information will be verified when the card expires. Children may apply for a library card if age 3 or older. For minors under age 18, a parent or guardian must come to the library and sign the minor's application.

### **B. Teacher's Card**

Teachers in public, private, or home schools qualify for a teacher's card. A registration card will be filled out with name, address, phone number, reference, and name of school if applicable. Since this card allows for a longer check-out period, books for personal use such as new fiction, bestsellers, and items on reserve may not be checked out on this card.

### **C. Group Card**

Group cards are often issued to nursing home activity directors and leaders of group homes at the Parsons State Hospital, other individuals requesting a group card must be approved by the director. The group card has the same restrictions as an adult card. The person applying for the card must be willing to accept responsibility for returning materials on time and paying all fines and loss or damage charges on items checked out to the card. A second individual who is a supervisor or administrator at the institution must be listed as the reference. This individual must be notified by phone or mail that a group card has been applied for and that the institution will be charged for fines and lost or damaged materials if these matters are not taken care of by the primary contact person. The primary contact person must approve all checkouts to the card.

### **D. Temporary Internet Cards**

Temporary internet cards may be issued to out-of-town people who are visiting the area or traveling through. Temporary card holders must sign and abide by the library's Internet access agreement if they wish to use one of the Library's Internet computers.

### **E. Confidentiality of Patron Records**

Parsons Public Library will maintain borrower confidentiality. Such records shall not be made available except pursuant to a valid process, order, or subpoena.

### **F. Lost Cards**

Patrons are responsible for the safekeeping of their library cards. When a card is lost, a replacement card may be requested and is provided at a cost of \$2.00.

## **IV. Library Services**

### **A. Reference Service**

Reference service will be provided via telephone, mail, email, or direct contact with the patron. This service is available to individuals and groups. When information cannot be supplied from available resources, referrals to appropriate organizations or agencies may be suggested.

## **B. Children's Services**

Special services for children include, but are not limited to: summer reading programs; preschool story times; young adult reading programs and special events.

## **C. Adult Services**

Special services for adults may include, but are not limited to: summer reading programs, book discussions, and presentations on topics of interest. While outside speakers or discussion leaders may be used, the Library does not necessarily endorse any belief, idea, or doctrine presented.

## **D. Services to Groups and Organizations**

The library will actively assist civil, cultural, and educational organizations in locating and using materials for planning programs, for conducting projects, and for furthering the education of patrons.

## **E. Use of Equipment**

1. The copier is available for public use at 25 cents per page.
2. Fax service is available for \$2.00 per page to either send or receive a fax for national calls and \$15.00 per page for international calls. A library employee will operate the fax machine.
3. Scanning services are available. A library employee will scan items to a USB storage device or sent to a valid email address for \$4.00 per scan.
4. A telephone is available at the service desk for local calls. A library employee will dial the number. Calls are limited to two minutes.

## **F. Internet Use and Access Policy**

The Library provides access to the Internet through Library computers and through the Library's wireless public network. The children's computers are only available to children who are age 10 or under and/or an accompanying parent. Adult computers are restricted to young adults and adults (age 11 and older.) All patrons using one of the library's Internet computers must complete a written Internet agreement form and agree to the following use policy.

### **Internet Access Policy**

In order to continue to meet the information and technology needs of the community and to develop collections and resources, Parsons Public Library offers access to the Internet. The Internet is a tool which complements much of the information currently available in the books, videos, magazines and other

materials located in the library.

The Parsons Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. All users must be aware that the Internet contains a wide range of information, some of which may be inaccurate or that one might find offensive. As with other library materials, it is the responsibility of the parent or legal guardian to supervise their child's access and selection of Internet materials.

1. All users of the Internet must present their library card at the front desk before using the Internet computers and have signed the Internet Use Agreement. If a user is a minor under age 18, then a parent or guardian must come to the library and sign an Internet agreement for the minor.
2. Only patrons with no restrictions on their cards from overdue items and/or fines and fees may use the Internet. Patrons who are blocked because of maximum fines or fees will be asked to pay their assessments before being allowed to use a Library Internet computer. Patrons who are blocked because of long overdue items will need to return the items, or pay replacement costs before they can use an Internet computer.
3. Users may reserve up to 1 continuous hour of computer time in a 24 hour period. Reservations will be held no longer than 10 minutes.
4. The Internet computers are available during all hours that the library is open except for the 15 minutes before closing time.
5. There will be a charge for each page printed.
6. Use of the Library's Internet access computers is limited to legal and acceptable purposes only. Unacceptable purposes include, but are not limited to:

Engaging in activities that relate to material involving the sexual exploitation of minors as defined by Federal Code Title 18, Part I, chapter 110.

Accessing obscene materials as defined in Kansas Statute number 21-4301.

Destruction, damage or tampering with the equipment, software, or data belonging to the library.

Unauthorized monitoring or disruption of electronic communications.

Unauthorized use, destruction, or access of, or tampering with data of other users.

Unauthorized copying of or infringement upon copyright protected materials.



Unauthorized entry, access or use of equipment, software or property of another. (Hacking).

Illegal acts involving library resources may subject the user to prosecution by local, state, or federal officials.

7. Users may not use their own software programs on the Internet computers.

8. Users may download information from the internet to their personal portable USB storage devices or to their own e-mail accounts. Files downloaded to the C drive (hard drive) will be irretrievable.

9. Failure to comply with these guidelines will result in a request from staff to discontinue the activity. Patrons who fail to discontinue the activity lose the privilege of using a computer in the library for 24 hours. A second violation will result in loss of computer use for seven days. Any subsequent violation will result in expulsion from the library.

10. No user of the Library's Internet computers has any expectation of privacy. It is possible to determine the information accessed by users and no user should expect that any communications or any other use of the computers is private or confidential in any way.

11. Although Parsons Public Library uses anti-virus software on the Internet Access computers, this will not completely protect the user from the chance of getting a virus. Parsons Public Library is not responsible for damage to a patron's USB storage device or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.

## **Internet Safety Policy**

### Introduction

Public access to the Internet and online services have become an integral part of the Parsons Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Parsons Public Library is to implement and enforce protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Parsons Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on January 14, 2014. This policy supersedes all previous Internet Safety Policy statements of the Parsons Public Library and is effective on February 1, 2014.

This policy document will be reviewed by the Parsons Public Library Board at least every three years.

### Legal Requirements

The Parsons Public Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Parsons Public Library has in place a policy of Internet safety for minors, but does not block or filter online websites.

### Supervision and Monitoring

It shall be the responsibility of all members of the Parsons Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Library Director in

charge, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

Library Board Chairperson

Library Director

The effective date of the last review of this policy is December 11, 2018.

Adoption Date: January 14, 2014

First Review Date: February 14, 2017

Second review date: December 11, 2018

Third review date:

### **G. Wireless Use Policy**

Library users with a laptop or other wireless device can access the Internet through the Library's public wireless network at locations within the library. Users are responsible for setting up their own equipment. Library staff cannot provide assistance in configuring or troubleshooting equipment or software. Printing on the Library's printers is not available from the wireless network.

Security for personal wireless devices rests solely with the owner of the device. Users of the wireless network are responsible for firewalls, virus protection, or other measures to protect the information stored on their devices. The library is not responsible for any loss of information or damage to personal devices that might result from using the wireless network.

Use of the wireless network is governed by these provisions and the Library's Internet Access Policy. All users are expected to use the Library's wireless access in a legal and responsible manner. Users shall not violate federal, state, or local laws, or engage in any of the unacceptable purposes listed in the Library's Internet Access Policy, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material. Failure to comply with these policies may result in suspension of wireless privileges and/or expulsion from the library. Illegal acts may subject the user to prosecution by local, state, or federal officials.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the minor's parent or guardian. A minor is considered to be under 18 years of age.

## **H. Use of Meeting Rooms**

Priority is given to library related functions. Use of meeting rooms will be during normal library operating hours. Space availability to all other groups is on a first come, first served basis. Reservations may be made in advance by phone or at the Circulation Desk. A schedule of all events is kept at the Circulation Desk.

1. Non-profit groups may use the board room at no charge and the multipurpose room for a \$5.00 charge.
2. For-profit groups will be charged \$15.00 for the first hour, or any part thereof, \$10.00 will be charged each additional hour, or any part thereof.
3. If food or drink is to be served at a meeting then a \$10.00 deposit must be left at the front desk when checking in. This fee is refundable if the area is cleaned following the meeting. A vacuum cleaner is available if needed. A member of the library staff will check the room before the deposit is returned.
4. The group using the room will be responsible for setting up the room according to its needs and restoring the furniture and room to the order in which it was found.
5. Meeting areas are available during hours that the library is open. Rooms must be vacated 15 minutes before the library closes.
6. Prior to scheduled use of a library meeting room, a representative of the group must check-in at the front desk, fill out a "Library Meeting Room Form", and ask that the room be unlocked. If the room is vacated for a break, then a library staff member must be notified. Upon completion of activities, a staff person must be notified to check the condition of the room and lock the room. Payment for use and/or refund of cleaning deposit will be made at that time.

## **I. Exhibits and Displays**

Exhibits and displays in the library will be determined by the Library Director and the Board of Trustees. Library personnel will make every effort and take every precaution for the safety of material in the library. The library will not be held liable for damaged or stolen property.

## **J. Library Sponsored Programming**

The library offers a variety of public programs to promote reading and lifelong learning and to provide information, education, and cultural enrichment to the

community.

1. Selection of topics for programming is made by library staff on the basis of interest and needs of the community and within budgetary limitations.
2. The Library may partner with other agencies or organizations in sponsoring programs, and may invite guest speakers and discussion leaders to present programs. Beliefs, opinions, or doctrine expressed in programs do not necessarily represent the viewpoint of the Library.
3. Programs involving potentially controversial subjects may be allowed, provided they are presented in an objective and balanced manner.
4. The sale of books, CDs, DVDs, or artwork by outside entities as a part of a Library-sponsored program is acceptable when sales are in promotion of literature, literacy, or culture.
5. Unsolicited offers from individuals or organizations to present programs will be evaluated by the same standards used by library staff when planning programming. The Library reserves the right to decline any program proposal by an outside entity.
6. All programs sponsored by the Library and located on Library premises are open to the public with no charge for admission. Occasionally at some programs, such as craft workshops, patrons may be asked for a small donation to cover the cost of materials. However, donations are optional and not necessary to attend the program.
7. Most programs are targeted toward a particular audience (adult, teen, or children, for example.) Eligibility for prizes in contests designed for a particular target group is limited to that group.
8. A library card is not required to attend a program.
9. Every attempt will be made to accommodate all who wish to attend a program. Admission may be limited if attendance exceeds the rated capacity of a room or of a program. When safety or the success of a program requires it, attendance may have to be limited. If attendance at a program is anticipated to exceed program limits, advance registration may be used. Otherwise, attendance is determined on a first come, first serve basis.
10. The Library will arrange for timely and adequate advertising for programs sponsored by the Library.

11. Programs which are not sponsored by the Library shall not be represented as being endorsed by the Library. All groups using the Library for a non-Library sponsored program must follow the guidelines established elsewhere in this Policy under "Use of Meeting Rooms."
12. Rude and disruptive behavior during a program will not be tolerated.

### **K. Americans with Disabilities Compliance**

The provisions of the Americans with Disabilities Act of 1990 will be upheld.

### **L. 3D Printer Policy**

The library's 3D printer is available to the public for educational purposes to make three dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. The library's 3D printer may be used for lawful purposes only. Content that will not be produced includes but is not limited to materials or objects that:
  - a. Are prohibited by local, state or federal law.
  - b. Are in violation of the library's code of conduct.
  - c. Are unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
  - d. In violation of another's intellectual property rights. For example, the 3D printer will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The library reserves the right to refuse any 3D print request.
3. Cost: 3D print objects up to 20 grams will cost \$1.00. 40 grams will cost \$2.00, and etc. This is to offset the cost of the filament. Charges must be paid at the time of pick up. Refunds are not given.
4. The 3D printer can be used by patrons of any age. Minors under the age of 13 must be accompanied and supervised by an adult. This is to prevent harm and ensure the safety of the minor and equipment.
5. Items printed from the 3D printer that are not picked up within 7 days will become the property of the library. Items must be picked up by the individual who printed them.
6. Patrons may use the printer only alongside designated library staff.
7. The library is not liable for any malfunctions or misprints. All files will be deleted from the system following the completion of the print job.
8. Supervision of the use of the 3D printer by library staff does not constitute

knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the library specifically disclaims any knowledge thereof.

9. Patrons must be present at your 3D printing appointment. Library staff will teach you how to use the 3D printer to get your object started. To learn how to create designs, library staff can provide a list of helpful tutorials. We do recommend patrons either stay for the length of the print, or check in with the print periodically. The library does not guarantee complete customer privacy during the 3D printing process as printing is done in a public space.
10. If there is a high demand, the library will schedule only one print per day per person.

## **V. System, Consortia, and Cooperative Agreements**

### **A. System Membership**

Parsons Public Library is a member of the Southeast Kansas Library System and adheres to the policies and by-laws of that organization. Parsons Public Library participates actively in the programs and services offered. The Board of Trustees of Parsons Public Library appoints a System representative according to the System's by-laws to represent the library.

### **B. Cooperation With Other Libraries**

In addition to Parsons Public Library's membership with the Southeast Kansas Library System, the Board of Trustees and the Director will be alert to opportunities of cooperation with other libraries to strengthen the services and resources of the library.

### **C. Interlibrary Loan Agreements**

The Library cooperates with the Kansas State Library and the regional system to provide Interlibrary Loan. We follow the Interlibrary Loan Code for the United States, the BCR Interlibrary Code, and the Kansas Best Practice for Interlibrary Loan and Governing Principles of KICNET.

#### Lending Materials to Other Libraries

Interlibrary Loan requests will be accepted via mail, e-mail or phone, Parsons Public Library reserves the right to determine which materials will be supplied. All materials that circulate to patrons of the Parsons Public Library may be sent out on Interlibrary Loan.

The Director must approve the loaning of non-circulating materials, such as Reference Books and Genealogy Books. Parsons Public Library doesn't send out periodicals or microfilm; however photocopies of selected pages may be supplied.

The lending period for Interlibrary Loans materials from our collection is 28 days, unless specified otherwise. Renewals will be made at our discretion. We reserve the right to recall any item at anytime.

Charges for lost or damaged materials will be based on the current replacement cost provided by Parsons Public Library.

## **VI. Patron Behavior**

### **A. Privileges may be suspended** for the following reasons:

1. Damaging library property
2. Stealing library materials
3. Physically harming or harassing staff or patrons
4. Violation of library rules

### **B. Activities not allowed in the Library:**

1. Non-alcoholic beverages may be consumed in the library if they are in closed containers. Alcoholic beverages are prohibited in the library unless previously approved by the library board. Consuming food inside the library, unless during a library sponsored event, is prohibited.
2. Smoking of any kind (including vapor cigarettes) is prohibited inside the library.
3. Using illicit drugs, legal recreational drugs (including marijuana products), medical marijuana if smoked and/or inhaled is prohibited.
4. Patrons shall not assault, harass or annoy library staff and others in the library. This includes, but is not limited to noisy or boisterous activities, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy or cause harm to that person, playing audio equipment so that others can hear it, singing or talking loudly to others or in monologues, using profanity, displaying print or non-print materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others.
5. Attire and/or personal hygiene (bare feet, no shoes, extreme body odor, excessive perfume/cologne, excessive dirt, etc.) that creates an uncomfortable, unsafe, or unhealthy environment for staff and other library users.
6. Loitering, soliciting, panhandling, petitioning activities inside or outside the library, activities that unreasonably interfere with or disrupt library operations, or blocks access to the entrances and emergency exits of the library.
7. Carrying a weapon into the Library unless authorized by law. Any



patron authorized to carry a weapon must notify library staff.

8. Service animals and animals used in library-sponsored events are welcome at the library. For all other animals, see the Animals in the Library Policy.

9. Patrons shall not deface or mar library materials including books, magazines, newspapers, recordings or other items of the library collection. Nor shall they deface, mar or in any way, destroy or damage library furnishings, walls, restrooms, machines (computers, printers, copiers, 3D printer, etc.), or other library property.

10. Leaving a child under the age of 6 unattended in the library (see complete policy below)

11. Leaving personal belonging unattended is at the owner's risk. The library is not responsible for any loss or damage to personal property. This includes, but is not limited to mobile devices, computers, laptops, purses, backpacks, bikes, etc.

12. The library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library. Individuals needing to use a cell phone to make or receive calls while in the library must go to the lobby areas. Voices must be kept at a reasonable level so as not to disturb other library users.

Continued disregard for this policy will result in suspension of library privileges.

### **C. Unattended Child Policy**

1. Children age 6 and below cannot be left unattended in the library. Parents and adults accompanying children are responsible for their children's behavior and safety while in the library.

2. Staff will request that parents and others responsible for children not leave a child six years of age or under unattended in the library.

3. Staff will not agree to "keep an eye on. . ." a child, nor will staff allow a parent to order a child to remain in the library unattended.

4. If staff becomes aware of children habitually left unattended in the library, they will contact the parents in person or by telephone.

5. Staff will immediately report to person in charge (or library director / board president) any incident involving an unattended child in the library.

6. Staff will call the police and also notify the person in charge

immediately if she/he thinks the safety or well-being of any child in the library is in jeopardy.

#### **D. Security Camera Policy**

The library strives to maintain a safe and secure environment for its staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. Signage will be posted at the library entrance disclosing this activity. The library's video security system shall be used only for the protection and safety of customers, employees, assets, property, and to assist law enforcement.

Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms; employee break or changing rooms. The video security cameras will be positioned to record only those areas specified by the director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the director.

Only the director or employees designated by the director are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall only access such records during the course of their regular duties. Library employees are to review and comply with this policy. Such persons shall not violate any laws relevant to this policy (including, but not limited to, KSA 21-6101 and Kansas common laws pertaining to privacy rights) in performing their duties and functions related to the video security system.

Images from the library video security system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for approximately 14 days. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the director or other authorized employee. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the library to protect legal obligations and evidentiary values.

#### Use of Video Records:

- Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.

- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the director or authorized employees when appropriate. Video records of incidents can be retained and reviewed as long as considered necessary by the director.
- Video records may be shared with authorized employees when appropriate or, upon approval by the director, other library staff to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Video records may be used, upon authorization by the director, as otherwise allowed by law.
- Only the director and employees designated as Persons In Charge shall be authorized to release any video record to law enforcement. Only the director shall be authorized to release any video record to any third-party other than law enforcement.
- Video records shall not be used or disclosed other than as specifically authorized by this policy.
- Only the director or employees authorized by the director shall operate the video security system.

## Record of Service Policy Updates

03/11/2020: Reviewed and revised the Patron Behavior policy. Adopted by the Board of Trustees.

08/13/2019: Removed library fines for overdue materials (Section I.G.) and added 3D Printer Policy (in Section IV.L.) Adopted by Board of Trustees.

12/11/2018: Reviewed and revised Service Policy. Adopted by Board of Trustees.

02/14/2017: Reviewed Internet Safety Policy (in Section IV.F) to comply with Kansas CIPA. First Review by Board of Trustees.

06/14/2016: Added Security Camera Policy (Section VI.D.). Adopted by Board of Trustees.

01/14/2014: Added Internet Safety Policy (in Section IV.F.) to comply with Kansas CIPA. Adopted by Board of Trustees.

05/11/2011: Increased cost of scan from \$1.00 to \$4.00 (Section IV.E.) Adopted by Board of Trustees.

10/12/2010: Increased cost of fax from \$1.00 to \$2.00. (Section IV.E.) Adopted by Board of Trustees.

9/14/2010: Added authority of library director to consider and approve requests for exemptions (Section I.K). Revised service hours (Section II.A.) Adopted by Board of Trustees.

06/08/2010: Revised overdue policies (Sections I.F and I.G). Adopted by Board of Trustees to be effective September 1, 2010.

02/10/2009: Added wording regarding library closings when a scheduled holiday falls on a weekend. Adopted by Board of Trustees.

12/09/2008: Raised price of international faxes from \$4.00 to \$15.00. Adopted by Board of Trustees.

10/14/2008: Revised and adopted by Parsons Public Library Board of Trustees