

**Osawatomie Public Library
Policy and Procedure Manual**

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OUR MISSION

Osawatomie Public Library is the primary information and resource destination for our community, we maintain a varied, up-to-date, relevant, attractive collection of materials, and offer services that enrich and support our patrons.

OUR VISION

To be an anchor for the arts, life-long learning, and culture in our community. In short: to be a place to belong.

LIBRARY GOALS

- To support educational, civic, and cultural activities.
- To serve as a research, reference, and tech center.
- To serve the whole person.
- To identify and fill community needs.
- To cooperate with other organizations, agencies, and institutions in service to our community.
- To provide opportunity for recreation through the use of literature, music, films and other art forms.
- To serve individuals in Osawatomie and surrounding areas of Miami County with respect for human diversity.

Hours of Operation

The library will be open to the public at least 45 hours per week with the exception of weeks that contain holidays observed by the City of Osawatomie. The schedule of hours for the public will be as follows:

Monday, Wednesday and Friday: 9:00 – 5:30 p.m.

Tuesday and Thursday: 11:00 a.m. – 7:00 p.m.

Saturday: 10:00 a.m. – 2:00 p.m.

Sunday: Closed

The library Board of Trustees shall evaluate the need for additional hours, including weekend hours, or a change in schedule once each year.

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 service.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- 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.

Adopted June 1, 1948
Amended February 2, 1961, and January 23, 1980,
Inclusion on "age" reaffirmed January 23, 1996,
By the ALA Council

FREEDOM TO VIEW

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Library Board of Trustees

Among the powers and duties of the Osawatomie Public Library Board as authorized by *Kansas Statutes Annotated 12-1225* for all public library boards are the following:

- To make and adopt rules and regulations for the administration of the library. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (*K.S.A. 12-1222*)
- With the approval of the governing body of the municipality, to purchase or lease a site or sites or to lease or erect a building or buildings for the use of the library; (*Attorney General Opinion 78-285 states that a Library Board has the authority to enter into a long term lease for quarters for library operations, so long as the term of the lease is reasonable under all the facts and circumstances*)
- To employ a Library Director and such other employees as are deemed necessary and to set their salaries.
- Determine and adopt written policies to govern the operation of the Library.
- Determine the purpose of the library and secure adequate funds to carry on the Library's operation and program.
- Know the operation, programs and needs of the Library in relation to the community.
- Keep abreast of library trends.
- Oversee the Library program.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the Library policies those dealing with book and material selection.
- Attend all board meetings and see that accurate records are kept on file at the Library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.

The Library Board meets regularly, once a month. Specific dates and times can be obtained from the Osawatomie Public Library. Board meetings are open meetings and comply with *K.S.A. 75-4317 et. seq.*

In accordance with Kansas Open Meeting legislation, Board meetings shall be open to the public, media shall be informed of Board meetings, a public notice of Board meetings shall be posted in all Library facilities, and minutes shall be available to the public. All records, with the exception of circulation and registration, shall be open to the inspection of any taxpayer of Osawatomie during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

POLICY FOR VISITORS AT LIBRARY BOARD MEETINGS

Visitors are welcome at the monthly meeting of the Osawatomie Public Library Board of Trustees. All visitors will be introduced at the proper order of business. The order of business is listed at the end of this policy statement.

There are three categories of visitors:

- A visitor invited by the library director or trustees to address an item of business
- A visitor who requests to address the library board prior to the library board meeting
- An unannounced visitor who attends a library board meeting.

Each category of visitor has certain rights and responsibilities outlined heretofore.

Invited visitors: The Director of the Osawatomie Public Library or an Osawatomie Public Library Trustee may invite a visitor to address the Board of Trustees on a matter of business at the appropriate business item. These visitors will be invited to address the library board at the appropriate order of business. The comments of an invited visitor will be confined to the item of business he/she was invited to address. The agenda may be amended to accommodate a visitor whose presence was at the invitation of the director or trustee.

Advanced Notification Visitors: A visitor may go the Osawatomie Public Library to submit a "Request to address the Osawatomie Public Library Board of Trustees" at their regular board meeting. The request must be made at least one week in advance of the meeting. The visitor must state the purpose (topic) for addressing the library board of trustees. The Osawatomie Public Library Director will notify the visitor if the request to address the board of trustees has been granted and where the visitor has been scheduled on the agenda. The visitor's comments must not exceed five minutes.

Unannounced Visitors: An unannounced visitor must request to address the board of trustees at the time of introduction at the board meeting. An unannounced visitor will be limited to address the trustees only at the public comment item on the agenda. An unannounced visitor's comments must pertain to the business of the Osawatomie Public Library Board of Trustees. An unannounced visitor's comments must not exceed two minutes. An unannounced visitor that does not make this request at the time of introduction will not be allowed to address the trustees.

No visitor may interrupt the business of the Osawatomie Public Library Board. No visitor is allowed to participate in the voting of the library board. All visitors must leave the Osawatomie Public Library Board meeting when the Osawatomie Public Library Board enters into executive session. Visitors who are disruptive and hinder the business of the Osawatomie Public Library Board of Trustee meeting will be asked to leave the meeting.

Agenda Order for Osawatomie Public Library Board of Trustees Meeting

- Call to order
- Reading of the Visitors Public Comment Policy (when visitors are present)
- Introduction of Visitors
- Unannounced visitors request comment time
- Reading of Minutes/amending of minutes
- Correspondence
- Librarians Report
- Treasurer Report
- Old Business
- New Business
- Public Comment of Visitors
- Adjournment

TRUSTEES PERMANENT FILE

If a patron desires to see past minutes of a Board meeting that are on file at the Library, he/she must set up an appointment so that a Trustee, the Freedom of Information Officer, or the Director of the Library will be in attendance to secure such minutes for the Patron and to see that said minutes are properly returned to the permanent file.

By-Laws

Osawatomie Public Library

Adopted _____

ARTICLE I This organization shall be called the “Board of Trustees of the Osawatomie Public Library,” existing by virtue of the provisions of KSA 12-222, with powers and duties as provided in KSA 12-1215 and 12-225 of the laws of the State of Kansas.

ARTICLE II The officers of this Board shall consist of a Chairman, a Vice Chairman, a Secretary and a Treasurer, whose duties shall be listed below. They shall be elected at the annual meeting (see ARTICLE III) and hold their offices until the next annual meeting or until their successors are elected.

2. Duties of Officers

2.1 Chairman

2.1.1 Draw up agenda for Board meetings

2.1.2 Preside at Board meetings

2.1.3 Sign all checks and contracts along with the Treasurer

2.1.4 Appoint Committees for special duties

2.1.5 Serve as a liaison between the Board and the Library Director between regular meetings.

2.2 Vice Chairman

2.2.1 Preside at Board meeting in the absence of the Chairman

2.3 Secretary

2.3.1 Record the proceedings of each meeting, which shall be read and distributed to all Board members prior to or at the next meeting.

2.3.1.1 Copies of these proceedings shall also be mailed to the City Manager.

2.3.2 Write official letters of the Board and keep these filed with the records.

2.4 Treasurer

2.4.1 Must be bonded in an amount fixed by the Board and approved by the City Council.

2.4.2 Pay out funds collected for maintenance of the library and all financial transactions of the library.

2.4.3 Keep an accurate record of all funds received and expended and make reports of the same to the Board monthly, or as often as the Board may require.

ARTICLE III The regular meetings of the Board shall be held monthly in the Library on the third Monday of the month, 30 minutes after the regular closing time of the Library, unless otherwise ordered by the Board. The regular meeting in April shall be the annual meeting. Special meetings may be called at any time by the Chairman or at the written request of the majority of the members. Written notice stating time and place of any special meeting and the purpose for which, shall, unless waived, be given to each Board member at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such meeting.

Except when the Librarian's salary or dismissal is being considered, Board meetings shall never be held without the presence of the Librarian or his/her representative.

If a formal motion is made, seconded and carried, the Board may recess, at a specified time, to a closed or executive meeting, provided no binding action shall take place during closed door session and provided the purpose for this session is stated.

No business may be legally transacted following the adjournment of the Board Meeting.

All Board meetings shall be open to the public and no binding action by the board shall be by secret ballot.

ARTICLE IV Four (4) members shall constitute a quorum for the transaction of business. In the absence of the Chairman and the Vice Chairman of the Board, the members shall elect a temporary chairman.

Rules for parliamentary procedure, together with the Library Management Handbook, shall be followed for the Board meeting.

Order of business shall be as follows:

- Call to order
- Reading of the Visitors Public Comment Policy (when visitors are present)
- Introduction of Visitors
- Unannounced visitors request comment time
- Reading of Minutes/amending of minutes
- Correspondence and Communications

- Librarian's Report
- Treasurer's Report
- Report of any standing or special committees
- Old Business
- New Business
- Public Comment of Visitors
- Adjournment

ARTICLE V There shall also be special committees as may be required. They shall be appointed by the Chairman of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by their motion or resolution adopted.

ARTICLE VI The Board has the following responsibilities:

6.1 Responsibility of making and directing the policy of the Library, in accordance at all times with the State of Kansas.

6.1.1 These policies shall be reviewed at the annual meeting.

6.2 Promotion of the Libraries interests

6.3 Securing of adequate funds to carry on the work satisfactorily

6.4 Administration and control of Library funds, property and equipment

6.5 Employment and direction of the staff.

ARTICLE VII The Board shall select a Librarian who shall be the administrative officer under the direction and review of the Board. The Librarian shall be responsible for the operation of the Library under the financial conditions set forth in the Annual Budget, and for such responsibilities as are delegated to him/her by the Board. The Librarian shall attend all regular and special Board meetings.

ARTICLE VIII These by-laws may be repealed, amended or revised at any regular meeting of the board by a majority of those present, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at a regular meeting of the board and sent to those not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the board, and a notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

ARTICLE IX A copy of these by-laws shall be given to each newly appointed Board member at the first regular attended meeting by a new member. These by-laws shall also become a part of the Library Policy Manual which is readily available to the public.

ARTICLE X Trustees shall promote a high level of library service while observing ethical standards.

10.1 Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the library users, colleagues, or the institution.

10.2 It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

10.3 Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

10.4 A trustee must reflect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

10.5 Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

10.6 Trustees who accept appointment to the library board are expected to perform all of the functions of library trustees.

This statement was developed by the ALTA-PLA Common Concerns Committee. It was adopted by both the ALTA and PLA Boards.

Resolution No. 617 – Consolidating the Osawatomie Public Library & The City of Osawatomie

RESOLUTION NO. 617

A JOINT RESOLUTION CONSOLIDATING THE OPERATIONS, PROCEDURES AND FUNCTIONS OF THE OSAWATOMIE PUBLIC LIBRARY AND THE CITY OF OSAWATOMIE PURSUANT TO K.S.A. 12-3903.

WHEREAS, the Governing Body of the City of Osawatomie, Kansas and the Osawatomie Public Library Board have each agreed that it is their mutual desire to consolidate their operations, procedures and functions so as to provide the best possible library service to the Osawatomie community; and

WHEREAS, for many years the City of Osawatomie and the Osawatomie Public Library have operated cooperatively to serve the interests of the residents of the City of Osawatomie; and

WHEREAS, the City of Osawatomie and the Osawatomie Public Library have determined that duplication exists in the operations, procedures and functions relating to the operation of the Library and that certain operations, procedures or functions of the Library can be more efficiently and effectively exercised or provided as a consolidated activity performed as set forth hereinafter; and

WHEREAS, it is desirable and in the best interests of both entities to allocate responsibility for operations efficiently; and

WHEREAS, K.S.A. 12 -3903(a) authorizes consolidation of operations, procedures and functions of the two entities;

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OSAWATOMIE, KANSAS and by the BOARD OF THE OSAWATOMIE PUBLIC LIBRARY:

SECTION 1. The parties agree that in order to provide the best possible service to the citizens of the City of Osawatomie, it is necessary for the parties to consolidate the management and operation of the Osawatomie Public Library. Furthermore, both parties acknowledge that the current arrangement and relationship of the Library Board to the City of Osawatomie should be more clearly defined.

SECTION 2. The parties further agree that the City shall provide for the financial management and supervision of all employees of the Osawatomie Public Library. The Library Board agrees, except as provided by this agreement, to relinquish the duties and powers set forth in K.S.A. 12-1225 and by this agreement assigns such duties to the City of Osawatomie. The City of Osawatomie by this agreement accepts assignment of such duties and assumes responsibility for performing such duties which are to be performed by the City under the supervision and direction of the City Manager. The Executive Director of the Library and other staff shall be employees of the City of Osawatomie. The Library Board, from the date of

execution of this resolution will act in an advisory capacity to the Executive Director of the Osawatomie Public Library but shall retain the right to repeal this resolution at the time and in the manner specified herein if it shall determine that the best interests of the citizens of the City of Osawatomie are not being served by continuation of this consolidation.

SECTION 3. This resolution may be reviewed from time to time as the Library Board and the Governing Body of the City of Osawatomie deem necessary. This resolution may be repealed at any time by either party, in its sole discretion, at such time as it may determine that such termination would benefit the community as a whole. Any such termination shall be in writing and shall be given not less than six months before the end of the then current fiscal year of the City.

SECTION 4. All funds currently held by the Osawatomie Library Board shall, upon the execution of this agreement, be deposited in the City of Osawatomie's Library Fund, to be spent on the operation of the Osawatomie Public Library only. Beginning immediately upon approval of this resolution, the City Manager shall be responsible for all revenues and expenditures of the Osawatomie Public Library. During the term of this agreement, the Library shall be considered and operate as a department of the City of Osawatomie and shall have adequate funds budgeted for it, as recommended by the City Manager who shall balance the needs of other departments and the availability of adequate resources when recommending future budgets to the Governing Body of the City of Osawatomie.

SECTION 5. This Resolution shall take effect on approval by both of the parties.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 11th day of June, 2009.

APPROVED AND SIGNED by the Mayor.

By: Phil A. Dudley
Phil Dudley, Mayor

Attest: Ann Elmquist
Ann Elmquist, City Clerk

PASSED AND APPROVED by the Osawatomie Public Library Board, Osawatomie, Kansas, this 15th day of June, 2009.

APPROVED AND SIGNED by the Chairman of the Board.

By: Sarah J. Dorsett
Sarah Dorsett, Chairwoman

Attest: Jan Sanders
Jan Sanders, Secretary

Personnel Policy

I. Employment

A. Authority

1. The information contained in this personnel policy applies to all employees of the Osawatomie Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract between the library and its employees
2. The Osawatomie Public Library Board of Trustees expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by posted memo. Amendments and new polices will be effective on dates determined by the Board of Trustees. Only the Board of Trustees in consultation with the Director has the authority to change any policy. This policy supersedes all previous personnel policies.
3. The board of the Osawatomie Public Library retains the right to direct the administrative staff to supervise and control the workforce; to hire, layoff and terminate personnel; to schedule the staff; to authorize rules and regulations; and to carry out the customary functions of management. The Library Director shall be responsible for carrying out the personnel policies of the Board of Trustees.

B. Library Operations

1. Community Relationships

a. Relationship with the community

- 1) As a tax supported institution, all activities of the library are directed toward providing the best possible information service to the public.

b. The library is an important part of the education, recreation, and social services of the community and will strive to work with other organizations and agencies to meet the needs of the people in these areas.

c. The library's management must remain aware of the practice principles necessary for good public administration.

d. The library staff members should carry first in mind the objective of willing, pleasant, responsive library service to meet the information needs of each patron.

e. Library service is given on a strictly impartial basis to all individuals and groups in the community.

f. The library is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis of race, creed, color, age, sex, religion, national origin, or physical characteristic of the potential employee.

2. Public Use of Materials

The Board of Trustees will strive to maintain a responsive library organization, which will:

- a. Keep all the library's materials easily accessible to all library users
 - b. Encourage patrons to use and enjoy the resources of the library
 - c. Remove physical and organizational barriers to information
 - d. Assist citizens in the use of information
- Every effort will be made to have necessary materials in the library or available through Interlibrary Loan.
 - It is understood to be acceptable within this policy of public use of materials that some items, because of the item's intrinsic value, will be available for use only within the library building.
 - The library's hours of public service will be set to allow the greatest convenience of public use.

C. Employment Relationships

1. Employees of the Osawatomie Public Library are "employees at will." Either the Osawatomie Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice. See: Personnel Policy, Grievance Procedure.

2. The Library Board formulates policies and may change policies as needed. The Library Board works in partnership with the Library Director to make policy. The Library Director is responsible for implementing all personnel policies. Personnel policies and policy changes are presented at library board meetings and considered and authorized with formal motions for approval and votes of the Library Board.

D. Equal Employment

1. The Osawatomie Public Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, veteran status, or any other basis prohibited by applicable law.

2. Nothing in the previous paragraph is meant to limit or expand the library's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to, recruitment, hiring, training, promotion, compensation, benefits transfer, and dismissals.

E. Hiring procedures

1. Open positions for library employment will be advertised in the local newspaper, via social media, and posted in the library. Other advertising and recruitment may be made as needed. All applicants must complete an application form. Applicants who best meet the qualifications for the job will be invited to interview. Staff interviews will be conducted by the Library Director. The

position of Library Director will be interviewed by the Library Board. Only job-related questions and legally-permissible inquiries will be asked during employment interviews. Job classification, pay range and job descriptions are determined by the Library Director and the Library Board.

a. Appointment to position

- 1) Selection of staff members is based on merit with due attention to educational and technical qualifications as well as personality, temperament, and suitability for the position involved.
- 2) Appointment of members of the immediate families of Board of Trustees or staff is not allowed, except by approval of the Library Board.

F. Training of staff

1. During the first few days of employment new staff members are given training in the general operation of the library and in the library's goals and history, as well as instruction concerning their own duties.
2. All new staff members are expected to familiarize themselves with the policy manual.
3. The Library Director is responsible for the training and development of the staff.
4. The Library Director is expected to see that staff members are thoroughly familiar with the duties of their positions and that they are trained in the efficient performance of each duty.
5. The first six months of employment constitute a training period during which all employees are trained for effective performance of the job. Throughout this period, the Library Director will evaluate and discuss with the new employee his or her strengths and weaknesses and will make recommendations for improvement. If job performance is not satisfactory during this period, the new staff member will be dismissed from employment.
6. The Library Director is also responsible for seeing that each staff member is told of evolving library plans and policies.

G. Performance Evaluations.

1. All employees, including the Library Director, shall have his or her performance reviewed each year, in the month concurrent with the anniversary of their hiring. At this time the employee will be eligible for salary (and benefits for full time employee) increases if his or her work is satisfactory.

H. Activities and affiliations

1. Staff members are urged to become members of civic, educational, and professional organizations and to participate in the work of such organizations.
2. Staff members are also expected to attend library conferences and other professional meetings. Compensation for registration, meals, lodging and travel expenses will be allowed upon approval of the Library Director. Hourly employees will be paid for time spent in meeting attendance and upon the Library Director's approval, travel time will be paid. The Board of Trustees will authorize payment of

membership fees for the Library Director to the American Library Association and the Kansas Library Association. Other professional library organization membership fees may be paid at the board's discretion.

I. Immediate supervisor

1. The Library Director's immediate supervisor is the Chairperson of the Board of Trustees.
2. All other employees report directly to the Library Director.

II. Staff members and their responsibilities

A. Library Director

1. Duties and responsibilities of the Library Director
 - a. Act as technical advisor to the Board; recommend needed policies for board action; employ personnel and supervise their work.
 - b. Carry out the policies for the library as adopted by the board, and select and order all books and other library materials.
 - c. Suggest and carry out plans for extending the library's services.
 - d. Prepare regular reports embodying the library's current progress and future needs.
 - e. Maintain an active program of public relations
 - f. Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
 - g. Know local and state laws; actively support library legislation in the state and nation.
 - h. Attend all board meetings.
 - i. Affiliate with the state and professional organizations and attend professional meetings and workshops. (The board may reimburse trustees or staff for expenses incurred during attendance at such meetings.
 - j. Make use of the services and consultants of the Kansas State Library and NEKLS.
 - k. Report regularly to the Board, to the officials of local government, and to the general public.
2. Basic qualifications
Bachelor's Degree or Master's Degree from an accredited school of librarianship, or, a combination of education and experience in lieu of said degree, in the evaluation of the Board of Trustees.
3. Work activities and functions
 - a. Work activities will involve the application of professional training in library operations and will require a functional understanding of general or departmental administration, personnel administration and the inter-relationships of all library departments and services.

- b. Is also subject to perform the duties as stated in the By-laws of the Osawatomie Public Library Board of Trustees.

B. Assistant Library Director

1. Basic qualifications

- a. High school education or equivalency of education and/or experience.
- b. Experience with computers.
- c. Skills in interpersonal relations.
- d. Good health – Must be able to reach above head, or kneel to shelve books; must be able to push fully loaded book cart; must be able to lift boxes of books weighing 35 lbs.

2. Work Functions

- a. Must be trained on aspects of the director role such as criteria for ordering books, networking with other libraries, reviewing state and local statutes and other duties as they arise.
- b. All duties of Library Clerk

C. Library Clerk

1. Basic qualifications

- a. High school education or equivalency of education and/or experience.
- b. Experience with computers.
- c. Skills in interpersonal relations.
- d. Good health – Must be able to reach above head, or kneel to shelve books; must be able to push fully loaded book cart; must be able to lift boxes of books weighing 35 lbs.

2. Work functions.

- a. Examples of work: (Illustrative only)

1) Provides reference and information services; provides advisory services and bibliographic instruction; assists patrons with computer searches; performs automated circulation functions, including checkout, check in, renewal of materials and backups; registers new patrons; performs shelving and straightening of library materials; prepares library materials for shelves; enters/deletes cataloging data on computer system; searches sources and orders ILL materials; prepares overdue notices for mailing;

2) May also supervise volunteers and student pages; may do book mending and cleaning; may operate AV equipment, and instruct patrons in use; may do on-line information services searching; may perform database maintenance for KLC; may assist with collection development; may arrange décor according to program themes, and arrange exhibits and displays, as well as other associated duties as assigned.

D. Student Pages

- 1. Pages who work only during the summer are categorized as temporary part time employees.
- 2. Pages who work throughout the year will be classified as temporary part-time employees at the outset of their employment. After a six-month probationary

period and a satisfactory evaluation by the Library Director pages will become permanent part time employees but will not receive benefits.

3. Pages will handle basic library functions including but not limited to assisting patrons with checking materials in and out, shelving books, processing books, assisting with computer searches and processing library cards.
4. Pages will not be responsible for handling patron complaints, supervising employees or other supervisory duties.
5. Pages will be adequately supervised at all times. The supervisor on duty will be allowed a scheduled 30-minute unpaid lunch or dinner break. Pages will also receive a 30-minute unpaid lunch/dinner break.
6. Under the Fair Labor Standards Act, children under sixteen (16) can work between 7 a.m. and 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Children under sixteen (16) can work up to 3 hours on a school day, 18 hours in a school week, 8 hours on a non-school day, 40 hours on a non-school week.

E. Job Classifications

1. The Library Director and Assistant Library Director are exempt, salaried employees on the basis of the criteria for professional exemption as defined in Section 13(a)(1) of the Fair Labor Standards Act, Regulations, 29 Code of Federal Regulations, Part 541. All other library employees are non-exempt employees.

F. Non-Discrimination

1. The Osawatomie Public Library maintains a policy of nondiscrimination with employees and applicants for employment.
2. No aspect of employment with the Library will be influenced by race, color, religion, gender, age, national origin, disability, veteran status or any other basis prohibited by law.
3. In the case of applicants or employees with qualified disabilities, reasonable accommodation will be made if such applicant or employee can perform the essential functions of the job or the accommodation would not cause undue hardship requiring significant difficulty or expense to the operation of the Library.
4. All employees of the Osawatomie Public Library must be citizens of the United States or have a valid United States work permit before they can begin employment at the Library.

G. Non-Harassment Policy

1. Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin or disability. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited.
2. The Osawatomie Public Library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal to submit to

a sexual advance will adversely affect the employee's employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to job action taken against them. No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

- a. Touching or making improper propositions or advances
- b. Abusive, vulgar language of a sexual nature
- c. Suggestive jokes or comments about an employee's body or apparel
- d. Display of sexually suggestive cartoons, pictures or photographs

3. Personnel should report immediately any such behavior or incident to the Library Director (or board member should the Director be involved) in writing with the date, location and names of individuals involved. If, after investigation by the Director or Board Member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority (Board of Trustees).

4. An employee may ask the city human resources person, another employee, or supervisor to be present at a complaint discussion with any level of management. In its effort to prevent discrimination or harassment of any kind, the Osawatomie Public Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

H. Tobacco, Alcohol, and Drugs

1. Public libraries in Kansas are legally designated as no-smoking institutions under K.S.A. 21-4009. Smoking is prohibited on library premises. Internal library policy states that all grounds and property of the library are to be smoke free. Employees may not smoke anywhere on library property.

2. No employee or volunteer may use, possess, sell, transfer, purchase or be under the influence of alcohol, controlled substances or illegal drugs while on library property or while on library business.

3. Violations of this policy will result in disciplinary action and a second violation will be cause for termination.

I. Injury

1. Any injury, however slight, occurring on the job must be promptly reported to a supervisor, director or board member. This is for the employee's protection under Kansas Workman's Compensation regulations and a requirement under Occupational Safety and Health Regulations.

J. United States Citizenship

1. The Osawatomie Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

K. Nepotism

1. It is the policy of the Osawatomie Public Library that immediate family members shall not be employed simultaneously in the library unless the board has reviewed and approved the proposed employment of relatives.

L. Posted Notices

1. Notices relating to federal, state or local regulations will be posted on the employee's bulletin board located in the director's office/break room in the library. It is the responsibility of each employee to read these notices.

M. Child Labor

1. The Osawatomie Public Library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas Statutes.

N. Time Off

1. Except in an emergency, time off and schedule changes must be authorized by the Library Director. Time off may be made up if approved by the Library Director.
2. Accumulation of sick leave
 - a. Computing sick leave
Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one hour.
 - b. Doctor's certificate
For sick leave in excess of three days, the Library Director or the Chairperson of the Board of Trustees may require a signed statement from a physician or dentist verifying the employee's inability to perform the assigned duties because of such illness.
 - c. Notification
To be eligible for paid sick leave an employee shall notify the immediate supervisor or any member of the Board of Trustees the reason for the absence no later than one hour after the beginning of the first work day for which sick leave is taken.
 - d. Termination of employment
An employee shall not be paid for any unused sick leave upon termination of his/her employment with the library.
 - e. Abuse of sick leave
An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

III. General Employment Information

A. Job Classification

1. Full Time Employee: One employed to work a normal work week of at least 35 hours on a regular and continuing basis or a total of 1820 hours per year, including all leaves and holidays. The work week is any consecutive seven days beginning on Monday at 9:00 a.m. and ending on Saturday at 5:00 p.m.

2. Part Time Employee: One employed to work on a regular and continuing basis of less than 35 hours per week or 1820 hours per year.
3. Student Page: A High School student between the age of 15 and 19 who works after school and on weekends.
4. Volunteer: A part-time non-paid position which does not displace paid staff. The Volunteer will receive training regarding general library policies and their responsibilities.
 - a. The Library Director shall be responsible for the volunteer program which should include volunteer recognition.

B. Disciplinary Action

1. Failure to follow Policies and Procedures may result in disciplinary action. The following steps will be followed:
 - a. First infraction will result in a verbal warning which will be documented in the employee file. The employee and the director will discuss the infraction and an action plan to correct the action will be signed by both the employee and the director and placed in the employee file.
 - b. Second infraction will result in a written warning which will be placed in the employee file. The employee the Director and a third party will meet to discuss that infraction and a further action plan to correct the action will be signed by all three parties and placed in the employees file.
 - c. Third infraction may result in termination with cause.

C. Grievance Procedure

A grievance is a complaint involving misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies. A sincere attempt should be made by the Library Director to resolve any grievance through explanation and counseling before it becomes necessary to file a written form. If a grievance fails to be resolved, the employee may within seven working days file a written appeal with the Library Director or Library Board. A grievance committee comprised of the Library Board and Library Director (unless the Library Director is filing a complaint) should meet to consider the complaint. The committee will prepare a written report of its decision and the report will be placed in the personnel file of all employees involved in the grievance. The existence of this grievance procedure does not alter any employment-at-will relationship nor is there any contractual right to grievance procedures.

1. An employee may dispute any disciplinary action through a written appeal to the Director within five days of the meeting to discuss the infraction.
2. If the employee is still not satisfied by the decision the employee may appeal the decision to the board.
3. The decision of the board is final.

D. Resignation

1. As a professional courtesy, it would be appreciated if the Director would give four weeks written notice of resignation.

2. As a professional courtesy it would be appreciated if other employees would give two weeks notice of resignation.
3. Any employee who resigns in good standing may request a Letter of Recommendation from the Library Director. Unless an employee or former employee resigns in good standing, the only information disclosed will be in accordance with the policy for “Confidentiality of Employee Personnel Records”

E. Dismissal and Termination

1. The Library director shall have the authority to discipline employees for the willful violation of personnel policies. If the violations are repeated, the employee may be terminated for cause.
2. Use of alcohol or illegal drugs while at work, refusing to obey a direct order of a supervisor, willful damage of property, gross neglect of duty, continuous poor relations with peers or the public are some examples of dismissal with cause.
3. The Library Director shall have the authority to dismiss employees without cause due to changes in the needs of the business.
4. Employees who are terminated will be paid on the next following pay day. Checks will be mailed upon request.

F. Absence Without Leave

1. An absence of an employee including an absence for a single day or part of a day without authorization and prior notice is an absence without pay and shall be cause for disciplinary action.
2. Two no call/no show absences may be considered grounds for dismissal.

G. Staff Attitude and Conduct

1. The image of the Osawatomie Public Library is conveyed through the attitudes, appearances, conduct and working relationships of the staff.
2. As a service organization, employees of the library are to be courteous and cooperative when assisting patrons or communicating with co-workers.
3. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem using open and positive communication with the person or persons involved.
4. Library employees should be aware that they do not have to accept verbal abuse from library users. During phone communications, a library employee may politely say that they are not required to listen to abusive language and if the abusive language continues, the library employee may end the conversation. If the library user is in the library, they can be referred to the Library Director, or if the library user is requested by the library employee to not use abusive language and the library user refuses to comply, the library employee may tell the library user to leave. If the library user refuses to leave, then the police should be called to remove the library user from the building.

H. Appearance

1. Staff are expected to present themselves in a professional manner at all times.

2. Clothing, shoes and hair should be clean, neat and professional.
3. Shorts, skirts more than two inches above the knee, midriff baring tops and clothing with rips are unacceptable.
4. Flip-flops are not to be worn.

I. Confidentiality of Employee Personnel Records

1. All requests for information about current or former library employees should be referred to the Library Director.
2. The library upholds the Kansas Open Record Statutes which specify that only hire date, term of employment, position and verification of salary within range may be disclosed about an employee or former employee.

J. Inclement Weather

1. In case of inclement weather, the Director will make a decision about closing the library. This decision will be based on whether staff members in sufficient numbers can get to work safely, the safety of patrons, and the state of the parking lot. The library director will notify employees and the Board Chairman or another member of the Board if the decision is made to close. Notice of closing will be given to the public via social media, the city and library websites, and memos posted at the library itself.

IV. Compensation

A. Authority

1. It is the policy of the Osawatomie Library Board to establish and maintain compensations schedules that are internally equitable, personally motivating and effectively administered.
2. The Library Director will recommend changes in compensation in June of each year when the budget is presented.

B. Compensatory Time

1. No non-exempt employee may work "off the clock". Employees are expected to adhere to their posted schedules for starting and ending times.
2. Overtime must be approved in advance and will not be paid unless approved in advance.
3. Compensatory time may be given to non-exempt employees in lieu of monetary overtime for hours worked in excess of 40 in the work week at a rate of 1 ½ hours worked for every hour worked over 40 in the work week. Compensatory time must be used within the following seven-day period it was granted. (*FLSA*) 20 U.S.C. 201 *et. SEQ*

C. Payroll Procedure

1. Employees are required to maintain accurate time records noting hours worked, vacation and sick leave taken.
2. The City of Osawatomie will maintain payroll records including benefit time earned.

- a. The Osawatomie Library Board will request the governing body of the City of Osawatomie to levy for an employee benefit fund which is separate from and in addition to the general library levy. *K.S.A 12-16 102*
 - 1) Federal and State Income tax withholding
 - 2) FICA (Social Security) *K.S.A. 40-2303 through 40-2307*
 - 3) Medicare for employees who are not under Social Security. *Public Law 99-272*
 - 4) Workers Comp *K.S.A 74-701 et. Seq.*
 - 5) As of January 1, 1978, each library or municipality supporting a library has had to provide for funding of unemployment benefits. *K.S.A 44-703 through 44-7103*

D. Benefits

1. Vacation time and sick time will be offered to any hourly employee working a minimum of 35 hours per week.

E. Annual Leave

1. Vacation

- a. Full time employees will receive eight hours of vacation per month beginning on the date of hire. Vacation may be taken following the first January after they are hired.
- b. Part time employees working 35 hours or more per week will receive a percentage of vacation time per month based on the number of hours worked (hours worked/40*8=vacation hours accrued monthly), rounded up to the first ½ hour.
- c. Part time employees working less than 35 hours per week as well as student pages will not earn vacation hours.

2. Sick leave

- a. Full and part time employees working at least 35 hours per week, excluding student pages shall be entitled to sick leave with pay for absences resulting from illness, accidents or other incapacities, occurring either on or off the job.
- b. No employee shall be permitted to use sick leave for any period spent on unauthorized leave.
- c. Sick pay must be earned before it can be used and will be accrued at the same rate as vacation pay.

3. Family and Medical Leave Act of 1993

- a. All eligible employees of the Osawatomie Public Library are entitled to a total of twelve weeks of unpaid leave during a twelve-month period for one or more of the following reasons:
 - i. Birth of a child
 - ii. Placement of a child for adoption
 - iii. Caring for a spouse, child or parent with a serious health condition
 - iv. Serious health condition of the employee

- b. Where possible employees are required to provide at least 30 days notice before beginning to take leave. An employee may choose that any accrued paid vacation, sick or personal leave of the employee be substituted for the 12 weeks of leave provided under this law.
 - c. An employee must have worked for the library at least 12 months and for a minimum of 1,250 hours during the previous year.
 - d. When leave is requested as a result of a serious health condition, the employee will provide the library a certification statement issued by a health care provider. Should there be a question of validity of the certification provided by the employee the library may, at its own expense, require an opinion from a second health care provider.
 - e. Where there is a conflict between the two opinions, the library may pay for the opinion of a third provider. The opinion of the third provider is binding on both the employee and employer.
- 4. Bereavement leave
 - a. In the case of death of an immediate family member, such as the spouse, son, daughter, mother, father, brother, sister, grandparents or “in-laws” of the employee or the employee’s spouse, all employees may be granted funeral leave not to exceed three working days. Employees requested to act as pallbearers or to serve in some other capacity may receive funeral leave. Library employees will receive paid leave for the hours they were scheduled to work during the three-day period of their bereavement absence.
- 5. Injury
 - a. As required under the Occupational Safety and Health Act Regulations, any employee or volunteer who is injured while on the job should immediately report the injury, however minor, to the Library Director or if the Library Director is not available, to the Library Board Chair.
 - b. In case of serious injury or illness on the job, an employee’s family member may be contacted to take the employee for treatment.
 - c. In the case of critical injury or illness on the job, emergency service “911” and a family member will be called and the employee taken to a hospital by emergency service. The Osawatomie Public Library will maintain a record for each employee that identifies the employee’s primary physician and any health conditions such as diabetes, epilepsy or allergies which might affect the employee’s physical condition at work.
- 6. Maternity Leave
 - a. An employee who becomes pregnant shall be granted maternity leave without pay, provided however, the employee may elect to utilize any accrued sick leave or vacation leave if, and to the extent, such leave is available.
 - b. All privileges and benefits shall apply in the case of maternity leave without pay as with any other employee on sick or other leave without pay status.

- c. An employee normally will be expected to return to work within six weeks following the birth of the child. Should complications develop, the employee shall be expected to return to work as soon as permitted by a signed release from the employee's physician.

7. Civil duty

a. Civil leave with pay

- 1). An employee shall be given necessary time off without loss of pay when performing jury duty, appearing in court as witness in answer to a subpoena, in an official capacity in connection with the City or as an expert witness either because of professional or observed knowledge, performing emergency civilian duty in connection with national defense, and for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.

b. Civil leave without pay

- 1). If an employee is involved in court in a personal case either as plaintiff or as defendant in a suit not resulting from duties with the City, the employee may be granted leave without pay unless the employee elects to utilize any available vacation leave

8. Military duty

- a. Military duty means training and service performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training in service. It also includes active duty training as a reservist in the armed forces of the United States, as a member of the National Guard, or training performed as an alternative to military service.

- 1). Eligibility - Any employee who leaves library service for military duty shall be placed on military leave without pay, such leave to extend through a date of thirty days after his or her release from service. If not accepted for such duty, the employee shall be reinstated in his or her present position without loss of status or reduction in pay.

- 2). Restoration - An employee returning from military leave shall be entitled to restoration to his or her former position or a position of like pay with responsibility, provided he or she makes application for reinstatement within 30 days after his or her release from duty and, provided further, he or she is physically and mentally capable of performing the duties of the position involved.

- 3). Vacation and sick leave - Upon restoration to library service the employee shall be restored all vacation and sick leave credit prior to entry, unless he or she shall have been paid for unused vacation leave at the time of his or her induction or enlistment.

- 4). Military training - Any employee who is a member of any reserve component of the United States Armed Forces or the

National Guard shall be granted military leave for a short tour of active duty or field training encampment.

Holiday Leave. The following days shall be paid holidays for Library employees working a minimum of 35 hours per week. Holiday pay will not be offered for employees working under 35 hours per week

- New Year's Day, January 1
- Martin Luther King Day, 3rd Monday in January
- President's Day, 3rd Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veteran's Day, November 11th
- Thanksgiving, fourth Thursday in November
- Day following Thanksgiving, fourth Friday in November
- 1/2 Day on Christmas Eve
- Christmas, December 25
- 1/2 Day on New Year's Eve

Email & Internet Usage Policy for Library Employees

Library staff members are provided with city email addresses which should be used for all official communication on behalf of the library. Email and the Internet are provided to enable Library employees an opportunity to communicate more efficiently and to connect to a larger database of information, thus providing more effective reference service to the public.

Only employees of the Library and others who have received permission from the Library director are authorized users of the computers designated for staff use. Good judgment and common sense should guide use of email and the Internet along with the following principles:

- A. Transmission of any material in violation of any federal or state law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- B. Use for commercial activities is not acceptable.
- C. Material that would be considered inappropriate, offensive, or disrespectful to others should not be accessed or stored. The use of vulgarities or any other inappropriate language is not acceptable.
- D. Employees shall not log on and leave connections to the network open when not actively using these systems.
- E. Incidental or occasional use of email or the Internet for personal use may occur, subject to the restrictions contained in this policy and all other Library policies, when such use does not directly or indirectly interfere with the user's employment or other obligation to the Library or City.
- F. Users of the Library's email and Internet connections have no right to or expectation of privacy in business and/or personal related email messages, in the log of Internet sites visited, or in any associated electronic files on the system. All employees, by their use of the Library's email and Internet systems on Staff computers, are thereby consenting to being monitored.
- G. Public Record. As a general rule, electronic messages, like most paper correspondence, will be considered an open public record, subject only to the exemptions set out by Kansas Statute. Electronic messages, like paper correspondence are also subject to discovery for legal evidentiary purposes. Utilization of email should take into consideration the possible disclosure of the message being sent.
- H. Each user should periodically review messages for deletion or archiving. Email messages are subject to the same retention and discovery requirements of paper correspondence. If a message has information that must be retained permanently, the record copyholder must either create a paper copy of the message to be filed with other paper documents concerning the same subject or archive the selected files.
- I. Users should report any email messages they receive or that are displayed to them that they believe might reasonably violate this policy.

As a condition of initial and continued employment, all users are required to read this policy and to read and sign the "Email and Internet Usage Policy Acknowledgement." Anyone found to have violated this policy will be subject to disciplinary action up to and including termination of employment, and or criminal prosecution, if appropriate.

CONTINUING EDUCATION

To encourage lifelong learning for professional development, the Board of Trustees of the Osawatomie Public Library encourages staff to participate in LEEP (Library Employee Education Program) sponsored by the Kansas State Library, School of Library and Information Management of Emporia State University, and the Northeast Kansas Library System.

Attendance at or enrollment in programs sponsored by these institutions plus college courses, professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social education will be kept on record at the Library by the Director and will play a large part in the Library Director and the Library Board's decision for promotion and/or salary raises when evaluations are done at the end of each year.

The Library **may** reimburse employees for continuing education expenses in the following circumstances:

- Workshops or classes that are assigned to the employee by the Director and that are covered within the library budget
- Workshops that are requested by the employee, approved by the Director and Trustees, and for which there is budget money available
- Approved college courses (*Requests from staff members for reimbursement of college credit will be presented by the Director to the Board for consideration.*)

Approved continuing education expenses will be reimbursed or prepaid by the Library Board as follows:

Registration for workshops: Complete prepaid expense

Mileage: If approved, will reimburse at the rate determined by the Board at the time the annual budget is created.

Meals and Overnight Accommodations: Staff members will turn in reasonable expenses for reimbursement subject to Board approval.

Tuition and other expenses for college classes: As decided by the Board per request

SERVICE POLICY

I. Library Lending

A. Who may borrow

All libraries that are members of the Northeast Kansas Library System have agreed to allow anyone within this area to use their libraries without charge. The Director and other adult staff members may also allow persons from outside the Northeast Kansas area to borrow materials if the circumstances seem appropriate. Example: someone who visits relatives frequently in this area, or someone who is employed in this area but does not live here.

Any of the above persons are entitled to a free library card by completing a written application form.

A card holder should always have his/her library card when checking out materials. If it is not present, other ID may be requested.

B. Special Cards

1. Teachers, paraprofessionals, homeschoolers, and anyone needing to use materials in their place of employment may register for a **“Professional Card”** which will allow them to check out materials for up to one month without renewals.

2. Home Bound patrons as well as those in nursing homes who receive books delivered by volunteer will have a lending period of four weeks.

3. Patrons brought in by Tri-Ko or other professional organizations will have a lending period of two weeks.

C. Limits on Borrowing

1. The first time a new patron uses his/her library card, they may borrow a limit of two (2) items. Upon their satisfactory return, the patron then has the privilege of checking out up to ten (10) items per household at any one time.

2. Patrons are limited to 5 DVDs or video games per check out per household.

3. Patrons are limited to 1 TV series per checkout.

E. Length of Loan Periods

Most Books -- 2 weeks

Magazines -- 2 weeks. Current issues may not be checked out, and all issues of selected titles may be designated for in-library use only.

Audio Books (books on CD and playaway) -- 2 weeks

DVDs -- 2 weeks.

Reference Books -- non-circulating

Interlibrary Loan Materials -- Depends on the lending library (usually 3 weeks)

Gadgets -- 2 weeks

F. Interlibrary Loan

1. In the case that a patron is not able to find the information they need within Osawatomie Public Library's own collection or through the NEXT catalog, a card holder in good standing may request up to two (2) items through interlibrary loan. An exception may be made if the person is requesting materials for a research paper where time for research would be limited. If fees are charged by out-of-state libraries, these fees will be passed on to the user. Otherwise, interlibrary loan is a free service.
2. Every effort will be made to secure the material requested. However, this library cannot make any guarantees as to when the material will arrive.

G. Renewals

1. Most materials may be renewed for the same amount of time for which they were initially checked out. For example, a 2 week book may be renewed for an additional 2 weeks.
2. Books and other materials with a waiting list may not be renewed, but the patron may ask for their name to be put back on the waiting list. *This rule may be overridden by staff if the material had no waiting list when the book was checked out, or if the book is quite lengthy.*
3. Materials may be renewed twice. After two renewals staff will decide when circumstances warrant further renewals.
4. Some interlibrary loan material can be renewed. Patrons should let the librarians know several days in advance of the due date if they will need a renewal.

H. There are no Fees for Overdue Materials

I. Reservations

1. A patron may reserve any circulating material. Staff will call or email to notify him/her when materials are available.
2. Any reserved material not picked up within two weeks will be offered to the next person on the reserve list or will be returned to the shelf. The patron's name will be removed from the reserve list.

J. Unusual Check out Situations

1. Unusual situations may arise, such as a high school class research project, creating unusual demands upon library resources. The librarian has the authority to adjust checkout times of these materials during times of high demand.

K. Changes to Set-off program.

The Osawatomie Public Library uses the state "set-off" program, in conjunction with the City of Osawatomie, to collect debts from patrons who have accrued debt through lost or non-returned items.

After staff recently attended a training session, changes were made to our collection policy in accordance with state and federal collection policies and to better align the library with city collection practices.

In addition to set time lines prior to items being sent to "set-off", due diligence practices were implemented and a standardized letter was created.

L. Overdue Policy:

Past Due Report run every Monday

After 14 days – Phone Call

After 28 days – Letter Sent

After 40 days –Marked Lost – (This step was implemented after an automated process was created in KOHA which marks past due items Lost after 45 days. This way we can keep track of items marked lost)

After 60 Days – Set-off Letter Sent. Patron has 60 days to respond before collection begins.

After 120 days – turned over to Set-off. At this point we will add a \$20.00 service fee to the account and will consider due diligence complete. We will no longer credit items that are returned after the 120 days.

M. Library Card Application

1. New Cards - Anyone requesting an Osawatomie Public Library card must fill out an application with the following information:

- First and last name
- Street and mailing address
- Proof of address
- Phone number and/or Email
- Signature and date
- For children under 16, a parent must sign permission to use Internet
- For children under 18, a parent must sign permission for rated R films
 - Library accounts may be refused to anyone for refusal to give any part of the above information.

II. Card Renewals

When a patron's account needs to be renewed, staff will pull their application card from the file and check with the patron to see what changes need to be. If there are significant changes, a new card should be filled out completely. Changes should then be made in the database and the patron's card renewed.

Renewal privileges may be withheld for any of these reasons:

- Materials are overdue more than 2 weeks.
- Replacement charges are owed.
- Patron refuses to give information needed on application card.

CONFIDENTIALITY OF LIBRARY RECORDS

Because the Library must maintain trust with members of the public, the Board of Trustees of the Osawatomie Public Library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use, the questions they ask.

Therefore, the Board of Trustees of the Osawatomie Public Library has adopted the following guidelines concerning the disclosure of information about library patrons:

A library staff member or board member shall give out no information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron.)
2. A patron's address
3. A patron's telephone number
4. Any patron's circulation log
5. Any material's circulation log
6. The number or character of questions asked by patrons
7. The frequency or content of a patron's visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of subpoena, warrant or proper papers the library will make every effort to work closely with officials in supplying requested information.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines. The Board of Trustees recognizes that it is only through continued public confidence in knowing these guidelines are being upheld that the public can maintain its confidence in the library. It is this confidence that is vital to the library's role in the community.

Explanation of Kansas Public Records Law, K.S.A. 45-214 et. seq., 1984. :

A recent amendment to the Kansas Open Records Act (K.S.A. 45-214,et seq.) provides that "each governing body of a public agency in Kansas shall designate a local freedom of information officer,"

III. Library Services

A. Reference Service

1. Staff will make every effort to supply information for reference questions, using this library's own core reference section, the Internet, or by calling other library reference sections. If answers are not found in the above sources, referrals should be made to appropriate organizations or agencies.
2. Reference requests may be made by phone, email, instant message, or in person.
3. Reference service is defined as "help in finding answers to short questions, such as definitions, addresses for agencies or political offices, dates of events, titles of books, etc. It is not the seeking and gathering of materials needed for a report. Although library staff will be happy to assist anyone in locating pertinent material for an assignment, the patron needs to visit the library and be actively involved in the research process.

B. 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 students and other patrons.

C. Children's Services

Special services for children include, but are not limited to:

Toddler Times

Preschool story times

Head Start story times

Summer reading programs

Young Adult reading programs

Special events during Children's Book Week

Special events During Kansas Reads to Preschoolers Week

D. System Membership

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

E. Outreach

Library volunteers organized by the staff will deliver and pick up materials to patrons who are homebound or are unable to come to the Library temporarily. Regular outreach services will be available to extended care, senior citizen centers, daycares, and any other organization requesting the service.

F. Cooperation with Other Libraries

In addition to the Osawatomie Public Library's membership with the Northeast Kansas Library System, the Board of Trustees and the Director will be continually on the alert for opportunities of cooperation with other libraries to strengthen the services and resources of the library. There will be an ongoing effort to cooperate with the community's school libraries.

G. Insurance

1. The insurance coverage for building, contents, and liability is covered under the overall policy for the City of Osawatomie.
2. Periodically the Director shall re-evaluate the value of the building's contents, including the collection, and shall present any updated information to the Library Board.
3. Upon any decision by the Board that the insurance coverage should be modified, this suggestion will be passed on the City Manager and the City Council so that budget authority for an increase in premiums can be included in the next year's Library budget.
4. If it is possible to separate the Library portion of the overall insurance coverage from that of the City, a copy of those specific parts relating only to the Library will be kept in a secure place within the Library building.

Policy for Circulation of Wi-Fi Hot Spots

Circulation Rules:

1. Patrons may check out Hot Spots for a period of 2 weeks. Hot Spot MUST physically be returned after that 2 weeks. If there are no current holds on the Hot Spot, patron may recheck out item.
2. Patrons must be over the age of 18.
3. Hot Spots must be returned to the library circulation desk, not in the drop box
4. Only patrons with a current Osawatomie Library card with no fines or restrictions may check out a Hot Spot. Patrons with past due accounts or limit restrictions may not check out Hot Spots
5. Patrons must present a state ID to be copied at the time of check out.
6. Only 1 device per household may be checked out at one time.
7. Replacement cost is \$90.00. If an item is returned damaged, patron will be charged the full prices of the device.
8. Patrons may not stream internationally. Charges incurred by the library from T-Mobile for international streaming will be billed directly to the patron.
9. Patrons must sign a hot spot agreement at check out.

Item Record:

1. Collection Code = Gadget
2. Shelving Location = Adult
3. Source of Acquisition = T-Mobile
4. Call number = OZhotspot #1 (or subsequent numbers)
5. Cost, replacement price = \$90.00
6. Non=Public note = Username, Password, SIM#, Device Serial#, SIMcard Serial#
7. Item type = Hot Spot

Maker Space Policy

Available Equipment – See detailed policies below for information on each particular piece of equipment. Fees are subject to change according to cost of supplies.

- 3D Printer
- Button Maker
- Heat Press
- Metal Stamps
- Sewing Machine
- Silhouette Cameo 3
- Video Conversion Station

Reservation Requirements

- Prior to first use, contact the library to schedule a consultation with a staff member. Requests should be made as early as possible to ensure that your preferred time is available. Requests must be made a minimum of 3 working days in advance.
- Reservations are for 2 hour time blocks. You may extend your time if no reservation has been made for the next time block.
- Active library card in good standing with no outstanding fines
- 18 years or older

Use Guidelines

- Arrive five minutes early – Arriving ten minutes or more late will lose their reservation. Arriving late will not extend the end time of the reservation.
- Check in with valid photo ID at the desk – you will pick up your ID when you leave
- No food or drink allowed in the room
- You are responsible for any theft, damage, or destruction occurring in the room during your reserved time. You will be required to sign a waiver attesting that the rooms and equipment are in proper working order. Faulty equipment or room concerns must be reported immediately. Cardholders are responsible for returning and restoring all rooms and equipment to their originally checked out condition.
- Cameras monitor the room at all times
- Keep the door locked during your checkout time, and ensure that the door is locked and closed when you leave the room
- Do not leave the room unattended during your reservation and use. Doing so without notifying staff (even if others are present in their group), will result in immediate forfeiture of the reservation and future reservations may be denied.
- Once a room has been vacated for more than ten minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the room to an available status.
- Patrons must cancel reservations at least 24 hours prior to the scheduled use. Failure to provide 24 hour notice of cancellation may be grounds for suspension of Maker Space privileges.

- Individuals or groups who do not cancel appointments may receive one warning. A second occurrence will result in a 3 month suspension of Maker Space reservations. Repeated violations may result in a longer suspension.
- You may not download or install software from the internet or from any other media (eg flash drive, hard drive)
- Temporary storage is available on the editing computer. Since many people will use this computer, we cannot guarantee that your project files will not be lost or deleted due to hardware or network failure.
- All users must adhere to the Osawatomie Public Library Computer use policy. Failure to do so may result in suspension of all library computer use privileges.

After Use

- Check out at the front desk
- Staff will check the room to ensure that all machines and supplies are in place and functional

3D Printer Policy

- The library will provide:
 - Limited filament (contact the library to determine filament size and color availability)
 - Basic staff instruction on use
- Cost per use:
 - \$3 for the first hour of use
 - \$1 for each additional hour
 - Minimum charge: \$3
- Project Time
 - Although the library does not limit the size of the project, please take this into consideration when making your reservation. You are expected to schedule the appropriate length of time and to ensure that your project will be complete prior to the library's closing time.

Button Maker Policy

- The library will provide:
 - Limited button supplies (check with the library for availability and instructions)
- Cost per use:
 - Free if supplies are provided by patron
 - 10 cents for a single button
 - \$1 for supplies to make 10 buttons
 - \$2 for supplies to make 25 buttons

Heat Press Policy

- The library will provide:
 - Heat press only – you provide the shirt or other flat material
- Patron Provides:
 - Sublimation prints
 - Laser prints

- Vinyl prints (you may use the Makerspace to create these)
- Cost per use:
 - Free

Metal Stamp Policy

- The library will provide:
 - Stamps
- Cost per use:
 - Free

Sewing Machine Policy

- The library will provide:
 - Basic sewing machine
- Cost per use:
 - Free

Silhouette Cameo 3 Policy

- The library will provide:
 - Machine
- Cost per use:
 - Free - patron provides all supplies

Video Conversion Policy

- Patrons must be present at all times to monitor all phases of the media conversion.
- The digital conversion process takes place in real time. For example: if your tape or record runs 20 minutes, it will take 20 minutes for it to be digitized.
- Blank DVDs can be purchased from the circulation desk for \$1.00. Flash drives can be purchased from the circulation desk for \$5.00.
- We do not support the digitalization of obsolete media (ie Umatic, 16mm film, Reel to Reel audio tape).

GENERAL SERVICES

I. Meeting Room Policy

These rules apply to the use of a Library meeting room by members of the public. It does not apply to use of a Library meeting room by the Library or by another department of the City of Osawatomie, The Friends of the Library (FOLIO) or the City Council. This rule is cumulative of other Library use rules. This rule supersedes another Library rule to the extent of a conflict. This rule may be referred to as the Meeting Room Policy.

1.0 Terms of Use.

- A. The use of a Library meeting room signifies acceptance of the terms of the Meeting Room Policy.
- B. There is no charge for meeting room use.
- C. The use of, and the scheduling of the use of, a meeting room is subject to the needs of the Library, and may not interfere with the Library's operations or the use of the Library by customers. City or Library needs preempt any other scheduled event in a meeting room.
- D. The use of a meeting room does not constitute Library or City of Osawatomie endorsement of any viewpoint expressed by a group or by a participant in a meeting or activity.
 - (1) A group using a room may not advertise or announce an event to be held in a meeting room if the advertisement or announcement states or implies the endorsement of the Library or the City of Osawatomie.
 - (2) An announcement or notice to publicize an activity may not be posted or distributed on Library premises without advance approval from the Library Director.

2.0 Who May Use a Meeting Room?

- A. A Library meeting room may be reserved by a not-for-profit, non-commercial group of at least three individuals engaged in an educational, cultural, intellectual, or civic activity.
- B. A use of a meeting room must be open to the public and may not be restricted to the membership of the group. A member of the public that sees a meeting taking place may enter and participate in the meeting.
***For Legal reasons with regard to privacy, this rule may be overridden by Library Staff
- C. A customer may not reserve a meeting room for individual use.
 - (1) A Library customer may, upon request, use a meeting room which is not in use until the next group's reservation time.
 - (2) A customer must sign in at the circulation desk for individual use of a meeting room.
 - (3) Other customers may use the room at the same time, in the same manner.***For Legal reasons with regard to privacy, this rule may be overridden by Library Staff

- D. A child under the age of 10 may not be in a meeting room unless accompanied by a person who is at least 17 years of age, and who is responsible for the child's behavior.
- E. A meeting room may not be used for commercial purposes. A group or customer using a meeting room may not solicit money or another thing of value, charge admission, or sell, or advertise for sale, goods or services.
- F. A meeting room may not be used for a social gathering such as a wedding shower, a baby shower, a birthday party, a dance, or a similar activity.
- G. A meeting room may not be used for a political rally or a campaign for or against a specific ballot issue or candidate. However, a meeting room may be used for a forum or study group on a political issue.
- H. A meeting room may not be used to provide a direct healthcare service, including an examination, a hands-on demonstration, or a treatment. However, a meeting room may be used for a forum on or the sharing of information about healthcare services.
- I. Permission to use Library meeting rooms will be withheld from a group that has failed to comply with the Meeting Room Policy or from a group that damages a meeting room, the carpet, equipment, or furniture, or causes a disturbance.

II. Reserving a Meeting Room

- A. A group may request the use of a meeting room online, in person, or in writing. The Library will consider requests on a first-come, first-served basis.
- B. A group that is cancelling a meeting must provide notice of the cancellation to the Library's Meeting Room Coordinator as soon as possible. A group forfeits its reservation if the group fails to appear within 30 minutes after the scheduled time.
- C. If a group fails to appear for two consecutive meetings without making a cancellation, all future reservations of the group are cancelled until the group reschedules.
- D. Meetings may not be scheduled before or after library hours. Group representatives may not enter library buildings, nor will deliveries be accepted, before the regular opening time.
- E. A group may not assign or transfer its reservation to another group.

III. Care and Use of a Meeting Room

- A. A group or customer using a meeting room may not make noise that disturbs another Library customer or the Library staff.
- B. A group or customer using a meeting room must completely vacate the room at least 15 minutes before the Library's closing time.
- C. A group or customer must leave a meeting room in the condition in which the room was found.
- D. The Library does not set up or arrange furniture or equipment in a meeting room.

1. If a group or customer rearranges the furniture, the group or customer must return the furniture to the original arrangement before leaving the room.
2. A group or customer may not bring furniture or equipment from the main area of the library into a meeting room.
3. A group may bring its own furniture or equipment into a meeting room with advance approval by the Library Director
 - a. Arrangements for the use of such furniture or equipment must be made at the time the room is reserved.
 - b. A group or customer must notify Library Staff when furniture or equipment is brought into the Library, and must promptly remove the furniture or equipment at the end of the meeting.
4. A group or customer may not store equipment, furniture, supplies, or personal effects in a meeting room before or after use.
- E. A group or customer may not leave trash in a meeting room. A group that has produced trash during a meeting must remove that trash from the library at the end of the meeting.
- F. A group or customer may not affix, tape, or fix with an adhesive any item to any part of a meeting room, including a wall, door, window treatment, or woodwork.
- G. The library does not provide audio, video or other equipment
- H. A group or customer must keep all doors unlocked at all times.
- I. The individual making the reservation, as well as the group as a whole, is responsible for damages that result from the group's use of the meeting room.

** The City of Osawatomie and the Osawatomie Public Library are committed to compliance with the Americans with Disabilities Act. Reasonable accommodations will be provided on request. **

Questions not covered in this policy should be addressed to Library Director at 913.755.2136.

IV. Public Relations Policy

In recognition of the Osawatomie Public Library's responsibility to maintain continuing communication with present and potential users of the library's services and resources so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Osawatomie Public Library adopts the following resolution as a matter of policy.

A. Objectives

1. To promote community awareness of library services
2. To stimulate public interest in and usage of the library
3. To develop public understanding and support of the library and its role in the community.

4. The library director or a designated qualified staff member shall have the responsibility for coordinating the public relations and public information activities. The Director or staff member will work with a designated Board Trustee to develop and carry out these public relations activities.
5. Suggestions and ideas from the community, particularly in the form of focus groups, shall be sought to assure the Library's responsiveness to the interests and needs of all citizens.
6. Personal and informational contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and board members.
7. Training sessions, workshops and other aids shall be made available to library staff members to assure courteous, efficient, and friendly contact with library patrons and the general public.
8. The Osawatomie Public Library may sponsor programs, classes, exhibits, and other library centered activities and shall cooperate with other groups in organizing these to fulfill the community's need for educational, cultural, informational, or recreational opportunities.
9. Social media, the library website, and flyers in the library itself will be used to keep the keep the public aware of and informed about the Library's resources and services.
10. Newsletters, brochures, and other promotional materials will be produced and distributed through local businesses, schools, and other effective methods of reaching the public.

C. Exhibits and Displays

1. Exhibits and displays in the Library will be the responsibility of the Director and Staff, or the Director may designate a volunteer to organize these. Library personnel will make every effort and take every precaution for the safety of the material in the library. However, the Library will not be held liable for damaged or stolen property.
2. Any individual or group displaying material in the library must read and sign an agreement exempting the Library from responsibility in case of damage or theft.
3. The Library staff member in charge of displays will check with the owner of the display to receive permission to use their name with the display itself and within the marketing materials.

4. The Osawatomie Public Library thoroughly appreciates the willingness of individuals and groups to share their collections and talents with the community through displays in the Library. Each individual or group who provides a display will be sent a formal thank-you and an invitation to display again in the future.

D. Americans with Disabilities Compliance

1. An evaluation of the Osawatomie Public Library has been made by Kansas State Library staff for ADA purposes. This evaluation is on file at the Library and may be read by anyone requesting such.
2. Using the above evaluation, a plan has been written for the Osawatomie Public Library as to how its Board of Trustees plan to work for improvements in any areas not now in compliance.
3. For any future library construction or remodeling, the Americans with Disabilities Act of 1990 will be upheld.

E. Use of Equipment

1. Public computers are provided for patrons to use for the following purposes.
 - a. Catalog of Osawatomie Public Library materials
 - b. Word processing
 - c. Spreadsheet
 - d. Power Point for presentation programs
 - e. Publisher for creating brochures, fliers, etc.
 - f. Access for creating databases and managing information
 - g. Internet searching
 - h. Job seeking and resume writing
 - i. Accessing State provided databases
2. The **copier** is available for public use at 25 cents per page black & white or 50 cents per page color. Staff assistance is required if the patron has not used the copier before. Fees for making copies may be changed at any time in order to cover library costs.
3. **Fax machine** is available for public use. Incoming faxes are \$1.00 per page. Outgoing faxes are \$1.00 per page
3. A **printer** is available for patron use at 15 cents per page black & white or 25 cents per page color.
5. **Headphones** may be purchased for \$1.00 per pair.

V. Use of Library as a Storm Shelter

The Library has been designated by the city of Osawatomie as an approved storm shelter for residents during the hours the library is open. The library is one of only two designated storm shelters in town.

A. Signs will be posted in the library designating the location of the storm shelter. Information will be posted on the city and library web sites.

B. In the event of severe weather where shelter must be taken by library staff, staff and any patrons currently in the library will be advised to make their way to the basement. The inner glass door between the library and the outer door will be locked while the outer doors remain open.

Internet Policy

Policy Background: The library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources. The Internet is an information resource that enables public library users to access a diverse variety of information beyond that contained in the library's own collection. Some content which the library does not control may be offensive or may be illegal under the laws of the State of Kansas.

Library Responsibilities: The Library provides Internet access for education and research in accordance with all applicable state and federal laws. Library staff may assist patrons in accessing the Internet. Library staff also may offer searching suggestions and may answer basic questions. However, Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. Special circumstances may necessitate changes to these responsibilities.

Basic Requirements: Patron must be 18 years old or have signed permission from a parent or guardian. By accessing the internet via Osawatomie Public Library the patron agrees to abide by the Internet Policy of this institution.

Internet Availability

- Internet terminals are available during library hours to all patrons on a first come first served basis.
- Users are limited to one half hour of use per person per day. Exceptions will be made if no one is waiting for a computer or for a patron filling out online forms or taking exams.
- Internet users are required to register at the circulation desk.
- Patrons under the age of 18 must have parental permission to use the Internet. Underage children and their parent or guardian must request a permission form at the circulation desk. Signed forms will be kept on file, and a notation made on the patron's library card data indicating parental permission.

Internet User Responsibilities

- The Library does not have the legal authority to act "in loco parentis" (in place of parents) and Library staff members are not responsible for your child's use of the Internet.
- Users may download files from a Web site directly to any supported portable storage media.
- Users shall:
 1. Respect the legal protection provided by copyright license to software, books, articles and other electronic files.
 2. Respect the privacy of others.
- Users **shall not**:
 1. Access illegal Internet sites as defined by state and federal laws.
 2. Access web pages or sites that contain materials that are defined in Kansas statutes as "harmful to minors" (KSA 21-4301c) or "obscene" (KSA 21-4301).
 3. Gain or try to gain unauthorized access to restricted resources or entities.

4. “Hack into or interfere” with other users, system operations, integrity or security of the library computer system or any other computer system.
5. Attempt to gain access to another person’s files or passwords.
6. Intentionally obtain copies or modify files, passwords or data that belongs to the Library or its users.
7. Harass others with messages, prints, images, cyberbullying or software programs.
8. Load or run any software other than that which resides on the library’s computers.
9. Tamper with, mishandle, damage or attempt to damage computer hardware or software.

Filtering of Inappropriate Material

The Osawatomie Public Library is opposed to censorship. However, because our internet computers are in full public view, patrons walking by or seated nearby are exposed to any material visible on the screens or on the printer. Therefore, the library prohibits websites containing sexually explicit material, violence or hate speech, illicit drugs, alcohol or gambling.

Saving Information

All of the library computers return to their original settings when rebooted. Any information saved to the computer during the day is automatically removed at that time.

Please ask for staff assistance if you need help saving to a disk or Flash drive

Limitation of Liability

The Library assumes no liability for loss or damage to the user’s data, the user’s portable storage media or for any damage or injury arising from invasion of the user’s privacy or from viruses that may infect the user’s portable storage media or files.

E-Mail

There are several ways in which you may use email at the library. Since most web sites that sell things or offer to send information require an email address, we encourage patrons to set up their own email account through the internet. Library staff can assist patrons with getting onto these sites and beginning the process. The library computers do not have email accounts through Outlook express

Software

The public access internet computers also offer all of the Microsoft Suite (WORD, EXCEL, PUBLISHER, POWERPOINT and ACCESS.)

No software may be brought from outside the Library to be used in any of the Library computers without permission of the Library Director.

Enforcement and consequences for violating policy

The Library monitors public computers for violations of this policy. Library staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes requiring a user to leave the computer or the premises and contacting law enforcement authorities. A user may request the Library Board reconsider this policy by making a written request to the Library Director.

Use of the Library’s computers constitutes agreement with this policy

BUDGET AND FINANCE

Budget Preparation Process

The City Manager will request from the library in May or June a library budget proposal. The budget should be approved by a quorum of the library board in an open meeting.

The budget will be based on the current and future needs of the library as determined by its vision statement and strategic plan.

Prior to the approval of the budget by the City Council, the Library Director and possible representative Board Members will meet with the City Council to present the budget request and answer any questions.

Budget Allocations

If Osawatomie Public Library is to be funded adequately, the Board should direct the allocation of budgeted funds in the following proportions:

Salaries	65 - 70%
Operations	15 - 20%
Resources	15 - 20%

Use of Funds

Once the budget is approved and filed with the county clerk the appropriation shall not be used for any other purpose. Expenditures may not exceed the published budget. Any balance remaining in the fund at the end of the current budget year shall be carried forward to the next budget year (K.S.A. 79-2935).

Source of Funds for Tax Budget

Although the total income of the Osawatomie Public Library is derived from a variety of sources, such as grants and memorials, this library's budget is primarily composed of ad valorem tax monies, motor vehicle tax moneys, and back taxes. In order to be eligible for state aid, Osawatomie Public Library must receive the same amount or more in these monies as it did the preceding year. The library may also be partially supported by the general fund of the city budget.

Funds outside the Regular Library Budget

Miscellaneous Account

It is recommended that a miscellaneous account be established to track monies received in the form of grants. Although the systems grant and state aid is included within the regular budget, the library often receives grants throughout the year which were not anticipated when the budget was being prepared. This account will allow the library to spend these monies without exceeding the budget and thus violating the “cash basis law” (K.S.A. 10-1113).

Purchasing - The Library Director will have the responsibility of approving and making the necessary purchases needed for the day-to-day operation of the library system, following the general purchasing policy as outlined by the Board of Trustees. All purchases must be made within the limits of the total library budget figures adopted for the fiscal year. Consultation will be made with the Library Board of Trustees on all major purchases involving equipment, furniture, and new machinery for ways of processing, procedures, and adding services. Specifications will be used and bids sought for major purchases. Quality, price and adaptability will be considered in selecting a bidder.

CAPITAL IMPROVEMENT FUND

K.S.A. 12-1258. **Public libraries; capital improvement fund.** The library board of any public library is hereby authorized to direct a transfer annually from the general operating fund of such library not to exceed 10% of the amount of money credited to such fund to a capital improvement fund. All money credited to such fund shall be used by the library board for the purpose of improving, furnishing, equipping, remodeling or making additions to the library. Such fund shall not be subject to the provisions of K.S.A. 79-2925 to 79-2937 and amendments thereto. If the library board determines that money which has been transferred to such fund or any part thereof is not needed for the purpose for which transferred the library board is hereby authorized to direct a retransfer of such amount not needed to the general operating fund and such retransfer and expenditure thereof shall be subject to the provisions of K.S.A. 10-131, and amendments thereto, with interest thereon credited to such fund.

COLLECTION DEVELOPMENT POLICY

I. Introduction

A. Legal Authority

The Osawatomie Public Library is organized under the laws of Kansas and is authorized under K.S.A 12-1219 et. Seq....to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slide pictures, films, projection equipment, phonograph records, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services;. . .

II. Library Collection Objectives

The Osawatomie Public Library selects, makes available, and promotes the use of library materials in various formats, that:

- A. Meet the informational, recreational, and educational needs of the community
- B. Reflect a variety of opinions on a subject
- C. Provide employment-seeking information
- D. Enhance job-related knowledge and skills
- E. Increase knowledge of and participation in the affairs of the community, state, nation, and world.
- F. Contain content that is timely or timeless, authoritative, and of significant subject matter.
- G. Is of immediate or anticipated interest to individuals or to the community as indicated by patron requests, circulation history of the author's previous works, or publicity.
- H. Include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and the defined limits of the collection.

III. Responsibility for Selection

The responsibility for the collection development policy lies with the Board of Trustees of the Osawatomie Public Library. The Board delegates to the Library Director and other staff members designated by the Director, the responsibility of selection of materials and development of the collection.

IV. General Selection Criteria

The following general criteria are used in selecting materials for purchase by the Osawatomie Public Library:

- A. Examination of existing materials in the collection on the same subject
- B. Reputation of the author, illustrator, publisher or producer.
- C. Suitability of subject, style, and reading level for intended audience
- D. Current appeal and popular demand
- E. Present and potential relevance to the community needs
- F. Availability or scarcity of materials on the subject
- G. Value of material in relation to durability and price
- H. Compliance with stated collection goals

V. General Limitations, Priorities & Acquisitions

A. Materials not Purchased

The following materials will not be purchased: Slides, 16mm films, artworks, textbooks, workbooks, or adult level abridged books. Some donated textbooks may be added to the collection if determined to be helpful in meeting the needs of the patrons (math, English, foreign language, etc.)

B. Replacement and Duplicates

Guidelines for replacements or purchase of duplicate copies may include the following:

1. The number of copies available. If a copy is lost or missing, the library may not replace it if it owns another copy.
2. The coverage the library has on the subject. If a large collection exists in a particular subject area, a particular title may not need to be replaced.
3. The amount of similar material available. If a large number of books are continually published on a particular subject, the library may replace a missing title with something more current.

4. The demand for material in that subject area. The subject may be so popular that the library replaces the title at once.
5. The availability of particular title. If a title is out-of-print and expensive to replace, the library will not replace.

VI. Weeding

A. Osawatomie Public Library uses the Crew (Continuous Review Evaluation Weeding) method.

1. Approximately once a month specific sections of the entire collection are evaluated for their content. Materials will be weeded by following the MUSTIE and WORST acronyms, concepts outlined in the CREW manual. MUSTIE stands for 6 negative factors which frequently ruin a book's usefulness and mark it for weeding. WORST applies to non-print media.

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded (by a truly new edition or by a much better book on the subject)

T = Trivial (of no discernible literary or scientific merit)

I = Irrelevant (to the needs and interests of your community)

E = May be obtained Elsewhere (within NEKLS or through interlibrary loan)

W = Worn out

O = Out of Date

R = Rarely Used

S = Supplied Elsewhere

T = Trivial or Faddish

2. As of October 2020, the library will offer genealogy and other items designated potentially historical to the Osawatomie Museum, John Brown Foundation, Miami County Historical Society, or the Kansas Historical Society prior to weeding.

3. This Library will use the following guidelines when weeding materials to determine if the subject matter is outdated. These are guidelines based upon subjects in the broadest possible sense. Actual practice always depends upon use, condition, specific item and the mission of the library.

Class	Subject	Years Since Last Copyright	Maximum permissible years without usage
004	Computers	3	X
010	Bibliography	10	3
020	Library Science	10	3
030	General Encyclopedias	5	X
Other 000's		5	X
101	Philosophy	15	5
133	Paranormal Phenomena	10	3
150	Psychology	10	3
160/170	Logic/Ethics and Morality	10	3
200	Religion and Mythology	10	3
306	Culture and Institutions	5	2
310	General Statistics	2	X
320	Political Science	5	3
323	Immigration and Citizenship	5	3
330	Economics	3	3
340	Law	5	2
350	Public Administration	5	3
360	Social Services	5	3
370	Education	10	3
390-394	Costumes, Customs, Holidays	10	3
395	Etiquette	5	3
398	Folklore	X	3
400	Language	10	3
500	Natural Sciences	5	3
507	Science Experiments	10	3
510	Mathematics	10	3
520	Space and Astronomy	5	3
550	Earth Sciences	X	3
560	Paleontology	5	2
570	Life Sciences	7	3
580	Botanical Sciences	10	3
610	Medicine and Health	5	3
629	Automobile Repair	X	2
630	Agriculture	5	3
635	Horticulture	10	3
636	Pets	5	2
640	Home Economics	5	3
649	Child Rearing	5	3

670	Manufacturing	10	3
709	Art History	X	3
720	Architecture	X	3
737/769	Numismatics/Stamp Collecting	5	3
740	Drawing and Decorative Arts	X	3
770	Photography	5	3
791	Public Performance	10	2
793-796	Games and Sports	10	3
800	Literature	X	3
910	Geography and Travel	3	2
930-999	History	10	3
92	Biography	X	3
	Fiction	X	2
	Graphic Novels	X	1
	Periodicals	3	X
	Government Documents	3	2
	Film Formats	2	1
	Audio Formats	X	2

Taken from *CREW: A Weeding Manual for Modern Libraries*.

www.tsl.state.tx.us/ld/pubs/crew/index.html Texas State Library and Archives Commission

INTELLECTUAL FREEDOM AND CHALLENGED MATERIALS

The Osawatomie Public Library adheres to and wholly supports the “Library Bill of Rights”, and “Freedom to Read” and “Freedom to View” statements, both of which are considered part of the collection development policy.

Process for Reconsideration of Library Materials

1. All challenges of materials are handled by the Director. An appointment may be made for the complainant either to meet with the Director in person or by telephone.
2. If the meeting is person to person, a private area should be chosen. The Director and another staff person or board member will listen calmly and courteously. The individual or group should be treated with dignity.
3. The Director will explain the general criteria of the library’s selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after talking with the Director, the complainant will be requested to complete the form “Reconsideration of Library Materials.” The form must be filled out in its entirety.
5. Upon receipt of a completed form, the Director, will make a recommendation to the board concerning members for a committee. The committee shall consist of one Board member and two people from the community at large. Upon appointment by the Director and Board, members will make a decision on the library material in question.
6. The process of reconsideration is explained to the complainant, who shall be notified of the committee’s decision within sixty (60) days.
7. If the complainant is not satisfied with the committee’s decision, he/she may appeal to the Board of Trustees within three weeks of the committee decision.
8. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the Board. The Board’s decision will be final.

GIFTS

Gifts or donations of books or other materials are accepted with the understanding that they may be used or disposed of as the library determines is appropriate. Determining “appropriate” means using the same criteria set forth in this policy for the purchase of library materials. Gifts that are not added to the collection will be used for resale.

If requested, the library will supply a letter listing the number of items donated. The library may not provide (prohibited by law) an appraisal of the items for the donor (for tax purposes).

Gifts of items other than materials or money, not covered by written policies shall be considered by the Director and the Library Board.

If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.

Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made as to the appropriate disposition of such items.

SURPLUS PROPERTY DISPOSAL

All books, DVDS, playaways, and other library collection materials that are removed from the library's collection will be disposed of at the discretion of the Director of the Osawatomie Public Library.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be disposed of as follows:

1. If the equipment is still deemed usable by other libraries, it will be advertised as for sale or for free on the NEKLS and Kan-Lib list serves.
2. If no library desires the equipment, it will be offered to other City offices.
3. If other City offices have no need for the equipment or furniture in question, it will be disposed of at discretion of the Director of the Osawatomie Public Library.
4. If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded via the City of Osawatomie's refuse collection service.

PATRON BEHAVIOR

I. General Restrictions

A. Shoes and shirt must be worn.

B. A patron may be banned from the library for the following reasons:

1. Damaging library property
2. Stealing library materials
3. Harassing, threatening or physically harming staff or patrons
4. Repeated violation of rules

C. Activities not allowed in the library:

1. Eating, drinking, or smoking
2. Playing of audio equipment so that others may hear it
3. Use of a cell phone. Patrons are asked to step outside in the event that they must use a cell phone. Exceptions to this policy will be made for persons servicing library equipment who need to make a call related to the work being done or for patrons working online who need to call for help with a website.
4. Carrying a weapon into the library unless authorized by law. Any patron authorized to carry a weapon must notify library staff upon entering.
5. Bringing animals into the Library except those needed to assist a patron with a disability or for use in a library sponsored program that has been authorized by the Director.
6. Misusing or defacing the restrooms or any part of the library
7. Leaving a child under the age of eight (8) unattended in the library
8. Talking loudly, making noise or engaging in other disruptive behavior
9. Interfering with another person's use of the library or with the library staff's performance of their duties.

D. Unattended Children

1. Parents may not leave children under age eight (8) unattended in the library. Parents or caregivers are responsible for their children's behavior in the library. The Director or adult staff person in charge will telephone parents to come pick up or supervise their under aged children. If they cannot be reached, a pre prepared note containing the "unattended children policy" will be handed to the parent or sent with the child as they leave the library.
2. Disruptive children are defined as children who are violating the library rules and regulations as outlined in library policy. Disruptive children age eight or over will be handled in the following fashion:
 - a. First offense will result in a verbal warning.
 - b. On the second offense a parent will be notified.
 - c. Third offense will bring about a temporary suspension from the library, the length of which will determined on a case by case basis.

DISRUPTIVE ADULTS & YOUNG ADULTS

Definitions

A disruptive adult (person 18 years or older) or young adult (12-17 years of age) shall be defined as one who is disrespectful of the rights of other patrons or staff in the library. The following list is not exhaustive.

- Continuous or repeated loud talking or yelling
- Use of profane, vulgar, or disrespectful language
- Sexual harassment (see definition below)
- General harassment (see definition below)
- Overt or repeated abuse of general library rules (smoking, eating, or drinking in the building, playing music loudly as to be heard by others)
- Fighting, physically or verbally
- Bringing weapons into the building
- Obvious intoxicated behavior
- Ill treatment of the library furnishings or materials

Sexual Harassment includes, but is not limited to:

- Touching or making improper or propositional advances
- Abusive, vulgar language of a sexual nature
- Suggestive jokes or comments about a person's body or apparel
- Display of sexually suggestive media

General Harassment includes, but is not limited to:

- Annoying someone with constant ridicule or jokes against their character
- Continued attempts to make conversation or to follow someone around after they have been asked to stop such behavior
- Physical or vocal threats or menacing behavior which implies that the recipient of such behavior is in danger of physical or emotional harm

Disruptive behavior by those age 12 and over will result in the following:

- a. First offense - a verbal warning
- b. Second offense – one-day suspension
- c. Third offense – suspension for an amount of time to be determined on a case by case basis.

Approval by the Board of Trustees

This Policy and Procedure Manual is hereby approved by the Osawatomie Public Library Board of Trustees on this date _____

Stated policies and procedures will be reviewed and adjusted based on the changing laws, the needs of the library and the needs of the community no later than _____

(Chairman)

(Member)

(Vice Chairman)

(Member)

(Secretary)

(Member)

(Treasurer)

(Member)

Personnel Policy Acknowledgement

The Personnel Policy describes important information about employment at the Osawatomie Public Library, and I understand that I should consult the Library Director or Library Board of Trustees regarding any questions not answered in the Policy.

I have entered into my employment relationship with the Osawatomie Public Library voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Osawatomie Public Library can terminate the relationship at will, with or without cause, at any time so long as there is no violation of applicable federal or state law. I understand that neither the Personnel Policy nor any written or oral statements by the Osawatomie Public Library or its representatives are contracts of employment.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Personnel Policy may occur. Such changes will be communicated to the extent possible through appropriate notices. I understand that revised information may supersede, modify or eliminate existing policies. Only the Library Board of Trustees, according to state statute and by-laws, have the ability to adopt any new revisions to the Personnel Policy.

I understand that it is my responsibility to read and comply with the Personnel Policy of the Osawatomie Public Library and any revisions made to it.

Employees Name (Printed)_____

Employee Signature_____

Date_____

RECEIPT OF BOOK DONATIONS

Date: _____

This verifies that _____ has made a donation to the
Osawatomie Public Library of _____ books.

(number)

Some of the books may be used for the library's collection, and others will be
sold to donate that money to the library.

According to IRS regulations and the Tax Reform Act of 1984 (Section 155a),
the appraiser must not be the library that receives the donated items.
Therefore, any value placed on these books is not the determination of the
library.

Morgan Crabtree, Director

Osawatomie Public Library

OSAWATOMIE PUBLIC LIBRARY

GIFT ACKNOWLEDGEMENT

This form must be completed upon receipt of a cash contribution of \$250.00 or more, or a non-cash contribution valued by Donor at \$250.00 or more.

Name of Contributor: _____

Address of Contributor: _____

Date of Contribution: _____

Amount of Cash Contribution: _____

Description of Non-Cash Contribution:

Date

Library Director

***According to IRS regulations and the Tax Reform Act of 1984 (Section 155a), the appraiser must not be the library that receives the donated items. Therefore, it is the donor's responsibility to inform the charity that the value of the non-cash contribution is \$250.00 or more. The estimated value of the non-cash contribution shall not be stated on this form.**

Note: This form may be used for Section B, Part IV (Donor Acknowledgement) of IRS Form 8283, which the taxpayer (donor) may be required to file with his/her Federal Income Return (Form 1040).

Osawatomie Library Hot Spot Agreement

Name (please print): _____

I understand the following:

- 1) Hot Spot devices are checked out for one two week period with no renewals. Once a patron has returned the device, they may get back in line to check out the device again. If there is no line, a patron can check out the device again. Only one Hot Spot device may be checked out within a household at one time.**
- 2) Patrons will not return a Hot Spot device in the outside book drop. The Hot Spot device must be returned to the library circulation desk.**
- 3) If a device is returned without its sim card or charger, it will not be checked in. It will stay checked out to the patron until all components are returned.**
- 4) The charge for a lost charger is \$5.00. The charge for a lost or damaged sim card is 20.00**
- 5) Once a Hot Spot device is 3 days overdue, the service will be shut off.**
- 6) An item is automatically marked lost once it is six weeks overdue. At that point the value of the item is charged to the patron's account. The value of the hot spot devices is set at \$90.**
- 7) If an item is returned damaged, patron will be charged the full price of the device.**
- 8) Patron agrees not to stream internationally. Charges incurred by the library through T-Mobile will be billed directly to the patron.**

Signature of patron: _____

Date: _____

**Documentation of Disruptive Behavior
at the Osawatomie Public Library**

Date of Incident: _____

Approximate Time of Incident: _____

Person(s) engaged in disruptive behavior _____

General description of the type of disruptive behavior: _____

Was a police officer or other law enforcement notified? _____

Name of Officer who responded or took the call _____

Describe as specifically as possible, the events leading up to, during, and following the inappropriate behavior as stated above. Use the back side of the sheet if necessary.

Staff member documenting the behavior: _____

Date:

To:

Because of documented incidents of inappropriate conduct at the Osawatomie Public Library on the date of _____, you are banned from the Osawatomie Public Library until the date listed below. If you enter the Osawatomie Public Library before the return date listed below, police will be called and you will be arrested for trespassing under Osawatomie City Code _____.

You may file a written request within three days to the Director, Osawatomie Public Library, 527 Brown Ave. Osawatomie Kansas 66064, to reconsider this ban from the Osawatomie Public Library. Your written request must set forth your reasons for reconsideration of the ban.

BANNED FROM LIBRARY ON _____

RETURN DATE _____

Osawatomie Police Department Office responding _____

Staff initials _____

A RESOLUTION APPOINTING A FREEDOM OF INFORMATION OFFICER FOR THE
OSAWATOMIE PUBLIC LIBRARY
AND PROVIDING FOR THE OFFICER'S DUTIES.

WHEREAS, the Kansas Legislature adopted Sub. HB 2864 requiring that all public agencies covered by the Open Records Act appoint a Local Freedom of Information Officer; and

WHEREAS, the Osawatome Public Library Board of Trustees believes the appointment of a Local Freedom of Information Officer to assist the public with its open records needs is good for public service and facilitates the public policy of open government.

NOW THEREFORE, Be it Resolved by the Osawatome Public Library Board of Trustees of Osawatome, Kansas on the 22nd day of January, 2009:

Section 1. Appointment. The Osawatome Public Library Director is directed to hereby appoint a Local Freedom of Information Officer from the library staff, which is to be reviewed annually. This Freedom of Information Officer is charged with all of the statutory duties prescribed by Sub. HB 2864 and set forth in Section 2.

Section 2. Duties. The Local Freedom of Information Officer or the officer's designee shall:

- a. Prepare and provide educational materials and information concerning the open records act;
- b. be available to assist the library board of trustees and members of the general public to resolve disputes relating to the open records act;
- c. respond to inquiries relating to the open records act;
- d. establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the open records act. In establishing such requirements for the content of the brochure, the local freedom of information officer shall include plainly written basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting and obtaining a copy of public records under the open records act.

Attest:

(Director, Osawatome Public Library)
of Trustees)

(President, Osawatome Public Library Board

City of Osawatomie Internet Policies

CITY OF OSAWATOMIE



439 Main Street
P.O. Box 37
Osawatomie, Kansas 66064

913.755.2146 (p)
913.755.4146 (f)
ozcity@osawatomieks.org
www.osawatomieks.org

L. Mark Govea, Mayor

CITY OF OSAWATOMIE

CITY COUNCIL POLICY MANUAL

Policy No. 108

Policy Establishing Internet Policies for the City of Osawatomie, Staff Members, and Other Elected or Appointed Officials

- 1.01 The administration of the City's official website (www.osawatomieks.org) and other web resources, such as its social networking presence (e.g. Facebook, Twitter accounts, etc.) shall be shared by the City Manager, Director of Information Technologies, and the Public Information Officer.
- 1.02 The City Manager, Director of Information Technologies and the Public Information Officer may, at their choosing, appoint other designees to assist them in carrying out website updates and other administrative activities pertinent to the City's web presence.
- 1.03 City Councilmembers wishing to make changes, update information, or enact other modifications to the City's official website or official web accounts must submit their request in writing to the City Manager.
- 1.04 Councilmembers making a request for changes should include the following in their request:
 - A. Content to be posted, changed, or deleted;
 - B. A link or other pointer to the precise location where the change should be made;
 - C. The date by which content should be posted and removed;
 - D. Any relevant files, links, or accompanying media;
 - E. Any additional relevant information.
- 1.05 The City's official website and official web accounts shall be used solely for the purpose of disseminating information pertinent to the City and communicating with City residents.
- 1.06 No City Councilmember or Department Director shall create, modify, or delete internet accounts in the City's name or in a City Department's name on social networking or other websites except in consultation with the City Manager and Public Information Officer.
- 1.07 The City has a separate "Internet Comment" policy, which shall govern the posting of any comments on City-sponsored sites, and a "Comprehensive Social Media Policy for Employees and Elected or Appointed Officials" containing content standards for employees and other official representatives.

APPROVED BY THE GOVERNING BODY ON _____, 20__

**CITY OF OSAWATOMIE
INTERNET COMMENT POLICY**

City of Osawatomie social media site articles and comments containing any of the following forms of content shall not be allowed:

- a. Comments not topically related to the particular article or content being commented upon;
- b. Comments in support of or opposition to political campaigns or ballot measures;
- c. Profane, obscene, or sexual content, or comments that contain links to such content;
- d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
- e. Solicitations of commerce;
- f. Conduct or encouragement of illegal activity;
- g. Information that may tend to compromise the safety or security of the public or public systems;
- h. Information that is deemed extraordinarily incorrect or unnecessarily conspiratory in nature;
- i. Content that contains personal attacks on City staff members or the distribution of their personal information ("doxing"); or
- j. Content that violates a legal ownership interest of any other party.

Comments posted to this page will be monitored. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

The City of Osawatomie is under no obligation or requirement to respond in any capacity to comments made on City-sponsored pages, and encourage comments or questions requesting follow-up responses be submitted through mail, email, or by phone to the appropriate City staff.

APPROVED BY THE GOVERNING BODY ON _____, 20__

CITY OF OSAWATOMIE**PROPOSED PERSONNEL POLICY AMENDMENT****Guidelines for Private Use of Social Media**

a) Confidential, proprietary, and non-released City information should not be included in employee's private social media activity. Private and personal information, pictures, and video about or depicting City employees, contractors, customers, and constituents gathered through the employee's professional activities must never appear online or be distributed by email or through mobile messaging.

b) An employee's public image in social media, which can be associated with the City, should meet the standards of the workplace rules of conduct. Offensiveness, disparaging comments, untruthful statements, demeaning behavior, nude or obscene pictures and/or video, and illegal substance use are all examples of behavior that is considered inappropriate by representatives of the City of Osawatomie.

c) If an employee has a personal profile on a social media site or has a personal weblog, vlog, or website, they should not work on them during their scheduled work time, excluding breaks.

d) For employees with personal blogs, websites, and personal profiles on social media:

- If an employee can easily be identified with, or identifies themselves as, a City of Osawatomie employee on their blog or other social media profile, they should make it clear to their readers that the views expressed in their blog entries do not necessarily reflect the City's views. To help reduce the potential for confusion, the following notice—or something similar—should be put in a reasonably prominent place on their site: "The views expressed on this blog are mine alone and do not necessarily reflect the views of my employer, the City of Osawatomie."
- Employees should work with their direct supervisor if they have any questions about what is appropriate to include on their site.
- Employees are encouraged to be respectful to the organization, fellow employees, residents, and other agencies regardless of situation.
- Employees not acting in their official capacity **online** shall not represent or give the impression that they are acting in their official capacity.
 - An employee, while operating their personal account or page, should never respond to articles, comments, or other media regarding City business or operations except in situations where a neutral request is being made (such as asking for a specific link to the City website or other official communications) or a positive interaction is being commended.
 - Employees should make every effort to not engage in detrimental conversations on their personal account or page, and should never allow City-sponsored accounts or pages for which they have administrative privileges to conduct commentary outside of their respective pages. See the "Comprehensive Social Media Policy for Employees and Elected or Appointed Officials" for more guidelines regarding appropriate social media behavior and standards of etiquette.

e) Monitoring personal social media, including, but not limited to, microblogging, SMS, text messaging, or instant messaging accounts should not interfere with an employee's work for the City.

Comprehensive Social Media Policy for Employees and Elected or Appointed Officials

Revised March 2021

Section 1 Purpose

Section 2 Definitions

Section 3 Policies and Procedures

Section 4 Guidelines for Employee Participation in Social Networking

Section 5 Guidance for Elected Official Participation in Social Networking

1.0 PURPOSE

The Social Media Policy comprises the philosophy, recommendations and strategies necessary for providing professional city communications in social media. This policy outlines the protocol and procedures for use of social media to publicize official City services and events. In addition, this policy addresses the responsibilities of individual employees and Governing Body members and City board and commission appointees with regard to social media and the use of City resources (time/equipment), as well as responsibilities related to public records and open meeting laws.

2.0 DEFINITIONS

Social Media – Various forms of discussion and information-sharing, including but not limited to blogs, wikis, social networks, virtual worlds, video posts, podcasts, message boards and online forums.

Technologies include but are not limited to picture sharing, wall postings, fan pages, email, instant messaging and music sharing.

Social Networking – The practice of expanding business and/or social contacts by making connections through internet-based applications.

3.0 POLICIES AND PROCEDURES

- A. All official City of Osawatomie presences on social media sites or services are considered an extension of the City's information networks and are governed by the City of Osawatomie's Social Media Policy and Personnel Policies. Official site(s) are administered by the City Manager, Public Information Officer, or an official department designee and used for the limited purpose of informing the public about City business, services and events.
 1. At least two administrators should be assigned to each account in case of incapacitation or unavailability of another administrator. User permissions should be granted using least-privilege access, to give accounts only those rights absolutely required to perform the activities required by their page role.
- B. All City of Osawatomie social media site(s) must comply with applicable federal, state, and City laws/ordinances, regulations, and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws, Kansas Open Records Act (KORA), Kansas Open Meetings Act (KOMA), Americans with Disabilities Act (ADA), and information technology, web standards, brand standards, and media policies established by the City of Osawatomie.
- C. Prior to creation, department social media sites must be approved by the City Manager, Public Information Officer, and Department Director. The City Manager and Public Information Officer (PIO) will work with departments to reach their goals by assisting with the development of social

media sites and helping the department define a strategy for engagement using social media. City Manager and PIO will also discuss how departments will keep information current on social media sites in order to keep information timely and relevant.

- D. The City of Osawatomie understands that Social Media is an outlet and does not particularly adhere to normal business hours. However, it is essential that an expectation of service be designated that provides a framework for response times. If a response is warranted, during normal business hours (Monday- Friday), a response should be provided as quickly as the information can be captured. If a posting occurs outside of normal business hours, a response should be generated by the next business day. Information should not be released via social media unless it has been verified as factual. It is recommended that language be placed on the social media sites denoting appropriate response times. The City Manager and PIO and/or their designees will have administrative access to the sites, including username and password information, and will monitor content to ensure adherence with the Social Media Policy for appropriate use and to ensure that the message and branding are consistent with the goals of the City of Osawatomie. The City retains the authority to remove information, and repeated violation of these standards may result in the removal of department sites from social media outlets.
- E. Each social media site used by the City of Osawatomie will include an introductory statement that clearly specifies the purpose of the site and directs users to the City's website. In addition, wherever possible, links to information should direct users back to the City's official Web site for more information, forms, documents, or online services necessary to conduct business with the City of Osawatomie.
- F. Employees representing the City via social media outlets must conduct themselves at all times as representatives of the City of Osawatomie and in accordance with all City of Osawatomie Personnel Policies and this Social Media Policy. Employees shall not disclose information about confidential City business on either the City's social media sites or their personal social media sites. If applicable, disciplinary actions consistent with the City of Osawatomie Personnel Policies may be taken for misuse of postings.

Employees, appointed officials, or elected officials utilizing outside agency social media sites shall follow the guidelines of this policy when posting as an identified member of a City board, commission, or council, or when posting information related to City services, events, and programs. The guidelines set forth in Section G of 3.0 shall apply to outside agency postings.

- G. Employees, appointed officials, or elected officials may not post as "City of Osawatomie," on "City of Osawatomie" sites (or other sites that appear to be or allude to being official city pages) due to considerations and possible violations of the Kansas Open Meetings Act and are discouraged from discussing campaigns, issues, and other political matters on City accounts. In addition, the City will not sanction or support the creation of a social media site for City boards, commissions, or councils due to possible violations of the Kansas Open Meetings Act.
- H. City of Osawatomie social networking content and comments containing any of the following forms of content shall not be allowed for posting:
 - 1. Comments not topically related to the particular site or blog article being commented upon;
 - 2. Profane or obscene language or content, or links to such content;
 - 3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
 - 4. Sexual content or links to sexual content;
 - 5. Solicitations of commerce;
 - 6. Conduct or encouragement of illegal activity;

7. Information that may tend to compromise the safety or security of the public or public systems;
8. Content that violates a legal ownership interest of any party;
9. Employees, appointed officials, or elected officials shall not initiate or participate in discussions related to policy, policy creation or formation, or City operations on social media sites; or
10. Content that reflects negatively on the City of Osawatomie.

The City reserves the right to remove content that is deemed in violation of this policy, applicable law, or the City of Osawatomie Personnel Policies. Any participants on the City's official social media site(s) who are in continual violation of the posting/commenting guidelines may be permanently removed from the City's site(s).

- I. The City of Osawatomie reserves the right to temporarily or permanently suspend access to official City social media site(s) at any time.
- J. If the City of Osawatomie begins operating under the special circumstances of a crisis or emergency situation, staff will immediately stop posting on their respective department sites. All sites will redirect to the City's main social media site(s) or official website to ensure followers receive consistent information from the City of Osawatomie. All communication in a crisis situation will be posted by the City Manager, Public Information Officer, or an official designated by the City Manager. When the City decides to return to normal communications operations, individual departments may again post information related to City services, programs and events.

4.0 GUIDELINES FOR EMPLOYEE PARTICIPATION IN SOCIAL NETWORKING

The City of Osawatomie understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. The City does not seek to control, through this policy or otherwise, the purely personal online content posted by City employees when that content is posted during non-working time, is posted using personal equipment, is not posted in an official capacity as an employee, appointed official or elected official of the City of Osawatomie, or is not otherwise disruptive to the City's vision, mission and values. The following guidelines apply to any online post that occurs:

- during working hours;
 - is posted using City equipment; or
 - identifies the City of Osawatomie, links to information about the City or identifies the individual's position with the City. In addition to being subject to the guidelines listed below, all such online activity is subject to the City's Computer, Email and Internet Use Policy, and other policies found in the City of Osawatomie's Personnel Policies.
- A. City policies, rules, regulations, and standards of conduct apply to employees that engage in social networking activities while conducting City business. Use of your City email address and/or communicating in your official capacity (even if operating a personal page or profile) will constitute conducting City business.
 - B. City employees shall notify their supervisor and the City's Public Information Officer if they wish to create a social networking site or service to conduct City business, with permission being granted solely by the Public Information Officer.
 - C. Departments have the option of allowing employees to participate in existing social networking sites as part of their job duties that are related to their professional organizations. Department Directors may allow or disallow employee participation in any social networking activities for work-related purposes in their departments, after consultation with the Public Information Officer and the Human Resources Manager.

- D. Follow all privacy protection laws, i.e., HIPPA, and protect sensitive, and confidential City information.
- E. Follow all copyright laws, public record laws, retention laws, fair use, and financial disclosure laws, and other laws that might apply to the City or your functional area.
- F. Do not cite vendors, suppliers, clients, citizens, co-workers, or other stakeholders without their approval.
- G. Employees are personally responsible for the content they publish through social media sites. Identify yourself and make it clear that you are speaking for yourself and not on behalf of the City of Osawatomie or in your role as a City employee. If you publish content on a Web site outside of the City of Osawatomie and it has something to do with the work you do or subjects associated with the City, use a disclaimer such as: "The postings on this site are my own and don't necessarily represent the City of Osawatomie's position or opinions."
- H. Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City workplace, including things such as harassment and bullying.
- I. If you identify yourself as a City employee, ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, citizens, and other stakeholders. Infractions of these policies may result in disciplinary action up to and including termination of employment. (See City of Osawatomie Personnel Policies)

5.0 GUIDANCE FOR APPOINTED AND ELECTED OFFICIAL PARTICIPATION IN SOCIAL NETWORKING

The City recognizes that appointed and elected officials may wish to use social media and social networking to connect with constituents and to promote political agendas. When using social media, as with any other electronic communication, elected officials should be mindful of the risks associated with Kansas Open Meetings Act (KOMA) and recognize the potential for personal posts to be considered the official position of the City.

- A. **Account Names** – Personal social media account names should not be tied to the City. This will help clarify that the individual is not speaking officially on behalf of the City or in their position as an elected or appointed official.
- B. **Transparency** – Appointed or elected officials who use personal social media sites should complete the profiles on those sites and reveal they are appointed or elected officials for the City. In addition, consider including a disclaimer such as: "The postings on this site are my own and don't necessarily represent the City of Osawatomie's position or opinions."
- C. **Honesty** – Appointed or elected officials are personally responsible for the content they publish through social media sites. Please be mindful of all privacy and confidentiality laws when posting and that efforts to be honest don't result in sharing non-public information related to employees, personnel data, claims or lawsuits, or other non-public or confidential information.
- D. **Mistakes, Liability and Claims Against the City** – If an appointed or elected official makes a factual mistake, it should be corrected as soon as the official is aware of the error. Corrections should be upfront and as timely as possible. As is consistent with social media etiquette, notify the reader of the correction by including something that designates the correction such as "Fixed Link," "Updated Post," or "Fact Correction" before the corrected information. To help prevent errors, appointed or elected officials should not post official information about the City unless sharing City-generated content.
 - a. Potential errors could create City issues ranging from minor to significant, and some may create unforeseen liability issues. When appropriate, link back to the City website to provide official information on a subject. If an appointed or elected official makes an error related to official City business, he or she should contact the Public Information Officer to divulge the error and consult on the best manner in which to communicate the correct information. On a case-by-case basis, the City may choose to correct the information in a

- range of official City communication vehicles such as the City Newsletter, website, during a board, commission or council meeting, and, potentially, with the local media to ensure the corrected information is broadcast as widely as possible.
- b. Appointed or elected officials should also recognize that using personal technology to communicate on official City business could become inconvenient if a request for data is made on a particular topic and that appointed or elected official has commented through his or her own equipment. Appointed or elected officials should consider maintaining separate files on their personal technology devices for City-related communications so they can easily produce any requested public information as required by the Kansas Open Records Act (KORA).
 - E. **Add Value** – There may be times when appointed or elected officials use social media to promote a position on a City issue. When this occurs, appointed or elected officials are encouraged to add value to the conversation by staying focused on the issue.
 - F. **Mind the Law, Existing City Policies, and Guidelines** – Appointed or elected officials who use personal social media accounts are not immune from the law, or from the need to follow existing City policies related to electronic communications among board, commission, or council members and the use of city-owned technology. Any information posted or responded to by appointed or elected officials should be done so in a manner that does not violate the letter or the spirit of KOMA.

Appointed or elected officials should not upload, post, transmit or make available content known to be false, misleading or fraudulent, or to post photos that infringe on trademark, copyright or patent rights of others.

Appointed or elected officials should not post non-public and confidential information such as information related to employees, personnel data, claims or lawsuits or other non-public or confidential information.

Appointed or elected officials should not use city-owned equipment to post to personal sites content that violates existing city policies, that exhibits hate, bias, discrimination, pornography, libelous, or otherwise defamatory content.

- G. **Stop Discussing Issues (if asked to do so by the City)** – There may be instances in which an appointed or elected official should not comment on a particular City issue. This could occur if the discussion might violate laws, regulations, or confidentiality, or if a claim or lawsuit has been filed against the City. The City Manager or the Public Information Officer may contact an elected or appointed official with the request to stop commenting on a particular issue.
- H. **Campaigning** – Appointed or elected officials shall not use official City social media sites for campaigning purposes.

Contact By Media – Appointed or elected officials who are contacted by the media on a topic of official City business should feel free to refer to the Public Information Officer for assistance.