

# **SYRACUSE PUBLIC LIBRARY**

## **POLICY**

### **Mission Statement**

The Syracuse Public Library, supported by city tax funds and enhanced by private contributions, provides access to information to people of all ages and backgrounds.

The mission of the Syracuse Public Library is to extend quality service to area residents. Quality service encompasses current resources and relevant, innovative programming which will enhance lifelong learning and enjoyment and which will empower our citizens to be responsible and successful members of the world community.

#### **I. Circulation of Materials**

The Syracuse Public Library issues a library card without charge to any person living in the district 27 area. Persons under the age of 18 need parental consent, to obtain a library card. A person outside of the service area can obtain a card for a fee of \$40.00 per year.

Library cards will not be issued or renewed for patrons with outstanding overdue charges.

#### **Confidentiality of Circulation Records**

All circulation records identifying the names of library users with specific material are confidential in nature. Their records will not be made available to any agency of state, federal, or local government excepts pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to , federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The issuance or enforcement of any such process, order, or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

*Adopted September 1<sup>st</sup>, 2014*

## **COLLECTION DEVELOPMENT POLICY**

### **MATERIALS SELECTION POLICY:**

The purpose of the Syracuse Public Library material selection is to guide the librarian and to inform the public about the principles upon which selections are made.

The library sets as its major goals in materials selection: the advancement of knowledge, the education and enlightenment of the people of the community, and recreational reading. Basic to the policy is the *Library Bill of Rights* as adopted by the American Library Association and states, among other things:

As a responsibility of library service, books and other reading matter selected should be chosen for values of interests, information and enlightenment of all the people in the community. In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times international and local; and books or other reading matter of sound factual authority should not be proscribed or removed from the library shelves because of partisanship or doctrinal disapproval.

### **RESPONSIBILITY OF MATERIAL SELECTION:**

Final responsibility for book selection lies with the librarian who operates within the framework of policies decided upon.

### **OBJECTIVES OF MATERIALS SELECTION POLICY:**

The primary objectives of material selection shall be to collect materials of contemporary significance and of permanent values.

The Library will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collections and maintain all overall balance. The Library also recognizes an immediate duty to make available materials for recreation, even though such material may not have enduring interest or value. The Library will attempt to acquire all books and other material on any one subject.

The Library recognizes that many items are controversial and that any given item may offend some patron. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building a well rounded collection and serving the interest of the readers.

Material is selected to meet the needs and interests of the general public. The Library does not speak to duplicate research or special collections which are readily available, nor does it attempt to meet the textbook needs of students.

Material is selected in various formats to meet the needs of library patrons. Magazines, newspapers, paperback books, pamphlets, and audiovisual materials are examples of materials which present information in ways other than the traditional book format. Materials other than books must also meet technical and quality standards based on the current state of art.

Material is selected within the constraints imposed by availability, space, budget, and format limitations.

### **Nonfiction**

The Library acquires nonfiction material which complies with the general criteria of this policy. The library also recognizes its responsibility to make available recreational and informational materials of interest and importance to the community in reading levels appropriate for adults. Material representing a single view of an issue will be considered for inclusion in the collection if it contributes to an understanding of the issue at whole.

## **Fiction**

The Library acquires fiction which complies with the general criteria of this policy. When reviews are unavailable for titles, the reputations, of authors, series, and publishers are considered. Much contemporary fiction deals graphically with all aspects of life. Materials which contain controversial passages are examined as a whole because the significance of an entire work often transcends isolated words, phrases, or incidents.

## **Gifts**

Gifts of material or funds to purchase material are welcome. Gifts must meet the same selection criteria as purchased material. Upon receipt all such material or funds become the property of the Library. The giver relinquishes all rights to the gift material or funds. Gift material may be added to the collection, sold, exchanged, given to other organizations, or discarded. Gift material is integrated into the Library in normal shelving sequence. Separate shelving and/or special collections of gift items are not provided because such accommodation's complicate the location and use of the Library materials.

## **Replacements**

Material withdrawn for reasons, of loss, damage, or wear is not automatically replaced. Consideration for replacement includes availability, circulation records, currency, continued value to the collection, and budget and space limitations.

## **Discards**

The Library maintains an active policy of discarding outdated material, material no longer of interest or in demand, duplicate material, worn or mutilated copies, and material which no longer contributes to the the total collection.

Because the Library material is purchased with public monies, no material may be given to an individual even though it is marked discard. Discarded

materials may be sold or given to another organization, by discretion of the Library Director.

## **Public Access To Library Records**

Library records are confidential. Syracuse Public Library records on individual users are the sole purpose of protecting public property and are not to be used to identify types of material used by or personal information about individuals. Under no circumstances shall library staff provide information of any kind about an individual user.

No library records shall be made available to the public, press, governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law. The library director shall resist such process, order, or subpoena until there is a proper show of good cause. Any costs incurred by the library in any search of records shall be charged to the agency demanding a search.

## **Public Participation and Input**

At any open meeting of the Syracuse Public Library Board, the public will be recognized immediately after determination that a quorum of the board is present. Each member of the public may be asked to register or identify himself, to indicate any relevant group affiliation, and limit any comments to five minutes. Any group or individual wishing to place an item on the agenda should contact the library director one week in advance and state the topic or question to be presented to the board. At the end of public discussion, the board will continue with the printed agenda. At the discretion of the board any of these policies may be waived when deemed appropriate.

## **Public Relations**

Public relations goal of the Syracuse Public Library are to promote a good understanding of the library's objectives and services by governing officials, by community leaders, and by the general public; and to promote active participation in the varied services offered by the library to people of all ages.

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

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

## **Training and Continuing Education**

The Syracuse Public Library supports and encourages the efforts of its employees to further their professional education and training. Employees, therefore, are encouraged to attend and participate in professional and library related meetings, workshops, and seminars. Attendance fees, and expenses may be granted by the director considering budget limitations, work schedules, the relationship of the subject to job responsibilities, membership in the organization sponsoring the event, participation in the program, attendance at the other meetings and workshops, and committee responsibility.

Reimbursement and payment of mileage, lodging, and meal expense fall with the guidelines of the City of Syracuse.

## **Unattended Children**

In order to provide for the general welfare of all persons using the library, and in order to provide for the general safety of children using the library. Parents are responsible for children's behavior in the library. The library is controlled environment and the library is not equipped for long-term child care.

**It is not the function of the library staff to deal with children who are out of control. Any child deemed out of control by the library staff will be asked to leave.**

## **Interlibrary loan**

When materials are unavailable in the library, the library offers its customers the option of interlibrary loan. The library will charge a fee of \$1.50 plus postage for each loan item that is received. The library honors the due date of the lending library. The customer will provide as much bibliographics as possible for a book. Staff will encourage customers to request one or two items at a time.

## **Overdue Charges**

All library materials that are overdue will be subject to a fine. That fine will be determined by the library director.

## **Computer Charges**

In order to offer quality computer printing and to offer access, the Syracuse Public Library maintains the following recovery cost for printing.

.25 per page

## **Copier Charges**

In order to offer quality computer printing and to offer access, the Syracuse Public Library maintains the following recovery cost for printing.

.25 per page

## **Material Check-out and renewal policy**

The Syracuse Public Library makes material readily available for its patrons through check out policies that reflect the usage of materials.

All borrowers must have a library card to check items out. Patrons may request the renewal of any material at the circulation desk; however, materials with a waiting list may not be renewed. Telephone renewals may be made. Books may be checked out for two weeks, Referenced books do not check out. The staff is empowered, however to use discretion on an individual basis.

## **Materials and check out periods:**

Books may be checked out two weeks

Audios may be checked out two weeks

DVD's may be checked out for two days

Magazines may be checked out for two weeks

Pre-school story time and learn packets may be checked out two weeks

Story time check out is for one week.

## **Damaged Materials**

Patrons are responsible for all materials checked out and are liable for damages which may occur to those library materials. The library will notify the patron of damage charges for the replacement of the damaged item. Replacement cost is based on current prices.

## **II. Cooperation with Other Libraries and Other Information Service Providers**

The Syracuse Public Library will cooperate with all types of libraries in the service area and with the Nebraska Library Commission . The Board of Trustees and the director will be alert to opportunities of cooperation to strengthen the services and resources of the library.

## **III. Distribution of Free Materials /Community Information**

### **Handouts and Bulletin Board/Columns**

Handouts and items that publicize activities of a civic, cultural, educational or recreational nature will be allowed to be displayed in the entry way of the library. The intent is to give access to as much community information as possible. To achieve this goal most material is displayed for one month. Display items larger than 8 x 12 will be used as space available.

## Petitioning or Distribution of Literature in the Library

Petitioning or soliciting, distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public are not allowed in the library. Rare exceptions under unusual circumstances may be made for specific library or City or County projects with the express approval of the Director.

Groups or individuals who wish to petition, solicit, canvas, or distribute literature to the public on library parking, sidewalks, or other grounds surrounding the library may do so if they do not impede access to the building or interfere with the uses of the building, such as through excessive noise.

### **IV. Emergencies in the Library**

Follow City procedures

### **v. Rules of Behavior for Use of Library Facilities**

When the behavior of a patron constitutes a disruption which interferes with the use of the library by other patrons or when a patron's behavior constitutes a disruption which interferes with a staff member's completion of his/her duties, the following progressive steps will be taken.

- a. Issue a verbal warning, with the statement that the person will be asked to leave if the behavior in question does not cease.
- b. Request the person to leave the library.
- c. Call the police.

In the case of a juvenile causing a disruption which interferes with

patrons or staff members, staff may elect to call the parent and bar the juvenile from the library unless accompanied by a parent.

## **VI. Fees for Service**

Free access to information in varied formats is essential to the public library mission but there are limits as to what the library can provide from public funds. Any fees for library services shall be established at the discretion of the library director and the library board in accord with the principles and guidelines set forth.

Fees may be established when an enhanced service is provided as an alternative to an existing fee service.

Fees may be established when the service is not clearly within the mission of the library.

## **VII. Intellectual Freedom**

Democracy and the way of life require that a full range of human ideas be accessible to the people and that proponents of various points of view be able to fully and openly make their cases, however popular or unpopular they may be, before the individual and collective judgment of their citizens.

This principle is embodied in the First Amendment of the Constitution, which protects the free expression of ideas, and in American public libraries where librarians provide access to those ideas.

Therefore the Syracuse Public Library endorses and incorporates the intellectual freedom and right to read statements of the American Library Association into its policy.

VIII. The Library will cooperate with other community agencies and organizations by providing help with program planning as requested, obtaining materials for them as requested, or assisting in other ways that are practice use of available space and staff time