



Policy Manual

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Riverside Regional Library

Statement of Philosophy, Principles, and Purpose

Library Purpose and Function

The library exists to acquire, and provide access to materials and information which facilitate informal self-education, limited scholarly and educational research, subject reference, and recreation to all members of the defined service area.

The library facilitates the location and delivery of information remotely stored using a variety of delivery systems, such as the **libraries website**, interlibrary loan and electronic databases.

The library acts as a clearinghouse for various community information endeavors as well as providing community meeting space.

The library will encourage library and information use by all members of the community; promote broad dissemination of ideas and information; and support educational, civic, and cultural activities within the community.

The library has concurrent responsibilities to provide materials and services to the individual citizen, to community organizations, to governmental and social agencies, and to business and industry. Its resources and services must be available to the entire population regardless of age, sex, physical condition, or economic, ethnic, religious, or political status.

The Board believes that a democratic society must have informed citizens; that people can better achieve enrichment and fulfillment through the use of available information and knowledge; and that the public library is the focal point in the community for both formal and informal association with information and ideas.

The Board is aware that the economic order, social structures, and attitudes of society are subject to change. As a public service institution, the library must adapt to change to retain a relevant role in society. Its services must assist people in adapting to constantly evolving situations in their lives.

In achieving its purpose, the library must seek an active partnership with other public and civic organizations and institutions. Through cooperative effort, the correlation and reciprocity of services and access to combined resources, wherever located, can benefit the entire community.

The library should involve citizens in the identification of information needs and should develop programs to meet those needs. It has an obligation to create broad awareness of library resources and services to stimulate their use.

The library endorses principles affirmed in statements by the American Library Association such as the Library Bill of Rights, Freedom to Read, Freedom to View, and Intellectual Freedom. These documents support the guarantee of freedom of the press as stated in the First Amendment to the Constitution of the United States.

The following broad principles are affirmed:

1. Censorship in selection should not be practiced. Materials should not be excluded because of the creation entity's views or background.
2. Materials should represent all points of view, restricted only by accessibility and budgetary limitations. Materials should not be proscribed or removed because of partisan or doctrinal disapproval or censorship attempts.
3. Recognizing the advancing role of technology in information/entertainment dissemination, and in tune with community needs, the library should attempt to acquire diverse collections and access to remote collections, basing selection on prescribed criteria and the overall suitability of the media for imparting knowledge.
4. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.

Library Mission Statement

To provide information, education, recreation, and inspiration.

Objectives of the Library

It is the purpose of Riverside Regional library to make available to all individuals, groups, governments and business within the library district an organized collection of materials which will meet the needs of patrons of all conditions and interests, subject to necessary physical and financial limitations. Library service makes accessible the recorded knowledge and experience of our civilization. It is the aim of Riverside Regional Library to motivate persons of all ages to use the available materials and facilities; to point out reliable, authoritative material; and to draw attention to the new, the critical, and even the unorthodox. Riverside Regional Library intends to be an active, dynamic force for enlightenment and enrichment of the lives of the citizens within its sphere of service.

To achieve these aims requires the library Board to work with the librarian and staff to determine the broad roles of the library. The following roles have been chosen for Riverside to assist us in organizing services to meet local needs in accordance with our mission statement:

1. Community Activities Center

Riverside intends to be a central focus point for community activities, meetings and services. It will work closely with other community agencies to provide a coordinated program of social, cultural, and recreational services. The library provides meeting room space and equipment for community or library sponsored programs.

- 2. Community Information Center**
In cooperation with local community information networks, the library is a clearinghouse for current information on community organizations, issues, and services. The library expects to maintain a high profile as a source of information about community services.
- 3. Formal Education Support Center**
The library assists students of all ages in meeting educational objectives established during their formal courses of study. This may include students in all schools, community colleges, colleges and universities, technical and vocational schools, as well as continuing education, literacy or adult basic education. The library offers tours for classes and instructs students on using library tools. In cooperation with local schools and teachers, the library will reserve special materials to meet classroom assignments. To assist faculty, the library may supply supplementary materials for classroom use.
- 4. Independent Learning Center**
The library supports individuals of all ages pursuing programs of learning independent of any educational provider. These individuals set their own learning objectives to meet such concerns as citizen education, self-improvement, job-related development, hobbies, cultural interest, and lifelong learning.
- 5. Popular Materials Center**
One of the most important services a public library provides is making available recreational materials in all formats. The library features current high demand, high interest materials in a variety of formats for persons of all ages and actively promotes and encourages use of its collections.
- 6. Preschoolers' Door to Learning**
The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together. Parents and other adult caregivers can locate and use library materials. Cooperation with other childcare agencies in the community is ongoing. The library promotes reading readiness from infancy and provides services for self-enrichment and for discovering the pleasures of reading and learning.
- 7. Reference Library**
The library actively provides timely, accurate, and useful information for community residents in their pursuit of job-related and personal interest. The library promotes on-site and telephone reference/information services to aid users in locating needed information. The library participates in interlibrary loan, cooperative reference services, and access to local and remote databases to meet patrons' need for information.

Riverside Regional Library

Statutory Authorization and Organization

County libraries in Missouri are established and operated under Sections 182.010 to 182.130 of the Revised Statutes of Missouri. The Board of Trustees is the governing and policy-making body of the library. It is composed of five members appointed by the County Commission of each county. Each member is appointed for a four-year term.

Appointments are scheduled in such a manner that each year one member's term expires, with the exception of the year in which the fifth member's term expires. In this year, the appointment of two members is necessary.

Administration

The County Commission delegates authority for management to the County Library Board of Trustees, and the Board employs a library administrator to implement library policy. The Board expects continuous evaluation of current operations; research, planning and development; the recommendation of goals, objectives, and priorities; and the utilization of sound principles of management for maximum efficiency and effectiveness.

The Board encourages staff input and participation in the decision making process.

Board Membership

In order to exercise its powers and responsibilities most effectively, the Board encourages County Commissioners to consider appointing candidates who:

- Are committed to the library's purpose.
- Have time to devote to its affairs.
- Will maintain an awareness of modern library service in preparation for making knowledgeable decisions in the interest of better library services.
- Will contribute independent thoughts and work cooperatively with other Board members for the common good.
- Are representative of the community served in terms of age, sex, education, physical condition, economic, ethnic, religious, political, and occupational status.

Riverside Regional Library **Board of Trustees Organization**

The Riverside Regional Library Board of Trustees is comprised of 15 persons from the County library Boards of Scott, Cape Girardeau, and Perry counties.

Purpose

Its primary purpose is to secure the best possible library it can for the community served. Its primary concern is the formulation of a program of library service for the service area defined and provision of means for carrying out such a program.

Trustees are responsible for the library's well-being. Their purpose encompasses decision making in five basic areas:

1. Setting library policy.
2. Budgeting and managing funds.
3. Hiring and working with an administrative librarian.
4. Carrying out public relations.
5. Long- and short-range planning.

Riverside Regional Library Board of Trustees
BYLAWS

(Adopted May 22, 1997)

ARTICLE I. ORGANIZATION

Section 1. Name

This organization shall be called "The Board of Trustees of the Riverside Regional Library."

Section 2. Board Members, County

The legislative or policy determining body of each County library district shall be the County library Board of trustees consisting of five members, none of whom shall be elected county officials. The members shall be appointed by the County Commission for terms of four years each, except that as to the members of the first Board, two shall be appointed for one year, and one each shall be appointed for two years, three years, and four years, respectively, from the first day of July following their appointment; and annually thereafter before the first day of July the County Commission shall appoint successors.

Vacancies in the Board occasioned by removal, resignations or otherwise shall be reported to the County Commission and shall be filled in like manner as original appointments; except that if the vacancy is in an unexpired term, the appointment shall be made for only the unexpired portion of that term.

No member of the Board shall receive compensation as such. No person shall be employed by the Board of library trustees or by the librarian who is related within the third degree by blood or by marriage to any trustee of the Board. (Sec. 182.050, RSMo Cum. Supp. 1995)

Section 3. Board Members, Regional

The Riverside Regional Library Board is composed of members of the Cape Girardeau County, Scott County, and Perry County library Boards. The legislative or policy determining body of the Riverside Regional Library shall be the combined Boards of trustees of the three contracting county libraries.

Section 4. Powers of the Board

The County library district, as a corporate body, by and through the County library Board of trustees, may sue and be sued, complain and defend, and make and use a common seal, purchase, or lease grounds, purchase, lease, occupy or erect an appropriate building for the use of the County library and branches thereof out of current funds, if such funds are available above those necessary for normal operations or, as provided in RSMo 182.105, sell, convey, lease, exchange, transfer and otherwise dispose of all or any part of its real or personal property, or any interest therein, or other assets wherever situated for and on behalf of the County library and branches thereof, receive gifts of real and personal property for the use and benefit of the County library and branch libraries thereof, the same when accepted to be held and controlled by the Board of trustees, according to the terms of the deed, gift, devise or bequest of such property. (RSMo 182.070) Collectively, the Riverside Regional Board of Trustees shall possess these same powers.
(revised by RRL Board, July 23, 2009)

Section 5. Officers, County Board

Officers of the County library district Board shall be a president, vice-president, and treasurer. They shall be elected by the members of the County Board of trustees at the regular monthly meeting held in July of each year, and they shall hold their respective offices for the term of one year or, until their successors are elected. A majority of votes cast shall effect election.

Should any County Board for any reason, hold a special meeting apart from the time and place of the Riverside Regional Library Board meeting, it shall be the duty of the president of the County Board calling the meeting to issue the call for the meeting, and to perform all other usual duties of a presiding officer at the meeting. In the absence of the president, the vice-president shall perform all duties of the president.

In the absence of both the president and the vice-president, the meeting shall be presided over by one of the trustees present, who shall be chosen at the meeting for that purpose.

The County president shall automatically serve on the Executive Committee and, along with the County treasurer, be responsible to sign County warrants to be deposited into the Operations Account monthly. (RSMo 182.073)

The County president shall sign forms and documents in the absence of the County treasurer. The County vice-president shall sign forms in the absence of the County president.

Section 6. Officers, Regional Board

Officers of the Riverside Regional Library Board of trustees shall be a president, vice-president, secretary, and treasurer. The president, vice-president and treasurer shall be elected at the regular monthly meeting held in July of each year, and they shall hold their respective offices for the term of one year (not to exceed five consecutive terms) or, until their successors are elected. A majority of the votes cast shall effect election. (RSMo 182.060.1)
(revised & approved by the Board 11/25/03)

The offices of president and vice-president shall not be filled by members from the same County Board in the same year; the offices of president and vice-president shall rotate among the members of the contracting County library Boards, no County library Board succeeding itself in any of the offices for more than five consecutive years. *(revised & approved by the Board 11/25/03)*

The office of secretary shall be permanently filled by the assistant library director. The offices of president, vice-president, and treasurer shall be elected for a term of one year. Vacancies in office shall be filled at the next regular meeting of the Board after the vacancy occurs.

The Regional Librarian shall attend all meetings but have no vote. The Regional Librarian shall be responsible for keeping an accurate account of the proceedings of the Board, shall notify all Board members of all regular and special meetings, and shall have custody of the records of the Board. It shall be the responsibility of the Regional Librarian or his designate to keep all funds of the respective County libraries, depositing them in the Regional library account; to disburse such funds upon the authorization of the Board; to be able to report at all times of the condition of all funds; and to perform such other duties as the Regional library Board may direct. (RSMo 182.060.2)

It shall be the duty of the president to preside at all meetings of the Regional library Board, to appoint all committees, to issue calls for special meetings, and to perform all other usual duties of a presiding officer. In the absence of the president, the vice-president shall perform all duties of the president. In the absence of both the president and the vice-president, the meeting shall be presided over by one of the trustees present, who shall be chosen by the meeting for that purpose.

The Riverside Regional Board president shall sign forms and documents in the absence of the Riverside Regional Board treasurer.

(approved 26 August 2004 by the Riverside Regional Library Board)

The Riverside Regional Library Board vice-president shall sign forms and documents in the absence of the Riverside Regional Library Board president.

(approved 24 July 2008 by the Riverside Regional Library Board)

Section 7. Indemnification

The Riverside Regional Library will defend, indemnify and hold harmless any one or all of the trustees of the Board and the library director for any mistake or judgment or other action taken in good faith by the trustees in performance of their statutory duties unless resulting from willful negligence or bad faith.

The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which trustees may be entitled. The Board of trustees of the Riverside Regional Library may at its discretion authorize the purchase of a policy or policies of insurance against liability of the Board to indemnify any person pursuant to the by-laws, which shall contain such items and conditions as the Board may deem appropriate to the extent and in the manner permitted by law. (RSMo 182.075)

ARTICLE II. DUTIES

Section 1. Regional Board

As the legislative or policy determining body for the library, the Regional library Board shall formulate the program of service with the advice and help of the Regional Librarian. All trustees shall:

1. Attend Board meetings regularly. If unable to attend, notify the library office by noon of the meeting date.
(revised by RRL Board 23 June 2005)
2. Be aware of the program and needs of their own community, in the state, and in the national picture.
3. Secure adequate funds to carry on the library program.
(RSMo 182.020.4)
4. Employ a qualified Regional Librarian.
5. Determine policies governing the library program, acting on the advice of the Regional Librarian.
6. Establish and support a planned program of public relations.
7. Establish rules and regulations governing the use of the library upon the recommendation of the Regional Librarian.

8. Approve expenditures of non-routine library funds.
9. Study Missouri library laws.
10. Work actively for the improvement of all libraries by supporting library legislation in the state and in the nation.
11. Attend state and regional meetings and be an active member of the Missouri Library Association.
12. Support the library's service program in daily contacts with the public at large:
 - Criticisms of the library service, the librarian or the staff, which are brought to the attention of Board members, shall be immediately and directly reported to the librarian.
 - Board members, librarian and staff shall at all times support each other in all their relations with the public.
13. Individual members of the library Board shall not entertain complaints from library staff members. Such complainer shall be required to present their grievance to the library Board in official session.
(revised by RRL Board 23 June 2005)

Section 2. Regional Librarian (RSMo 182.060.2)

The Regional Librarian shall be considered the executive officer of the Regional library Board and shall have sole charge of the administration of the Regional library, under the direction and review of the Regional library Board. The Regional Librarian shall:

1. Be technical adviser to the Board and attend all Board meetings.
(revised by RRL Board 23 June 2005)
2. Recommend employment of all personnel and supervise their work.
3. Plan and coordinate library services throughout the area served.
4. Point out needed policies for Board adoption.
5. Carry out the policy of the library as adopted at Board meetings.
6. Prepare an annual budget in consultation with the Board.
7. Maintain an active public relations program.
8. Approve expenditures of recurring, budgeted library funds.
9. Maintain records and prepare annual reports.
10. Make regular reports to the Board on the library's program of service.
11. Attend state and regional library meetings and workshops.
12. Select and/or supervise the ordering of all books and library materials.
13. Pursue grants which augment the library's service. *(revised by RRL Board 23 June 2005)*

ARTICLE III. MEETINGS

Section 1. Regular Monthly Meeting

The regular monthly meeting of the Riverside Regional Library Board of Trustees shall be held on the fourth Thursday of each month at 7:00 p.m. at the Regional headquarters in Jackson, with one meeting held at each of the branch libraries every two years, the dates and locations to be determined on an annual basis. Regular monthly meetings of the Riverside Regional Library Board of Trustees may be altered as to time and place, or may vary within a year as to time and place, by vote of the Board of trustees.

(revised & approved by Board 11-25-03)

Section 2. Notice of Meeting

Notice of regular meetings shall be given either in writing or by telephone to every member of the Board at least seven days before the date of said meeting. Public notice shall be posted on the Community Bulletin Board in Jackson twenty-four hours prior to meeting. All meetings will provide public notice in accordance with RSMo 610.020.

Section 3. Special Meetings

May be called by the president at any time; or, by three members of the Board of trustees in the absence of the president; or, by the Regional Librarian, after approval by the president or three members of the Board, to bring pressing business before the Board. Notice for special meetings shall state the purpose of the meeting, and no other business shall be transacted at the meeting without the unanimous consent of all trustees of the Board present. One-day notice shall be given prior to any such special meeting and public notice shall be posted on the Community Bulletin Board in Jackson twenty-four hours prior to the meeting. (RSMo 610.020)

Section 4. Quorum

A majority of the filled positions of the Board of trustees shall constitute a quorum for the transaction of business. In order to facilitate the business of the library, please notify the director of office manager at the Main Library before noon the day of the meeting, if unable to attend. *(approved 28 June 2012)*

Section 5. Resignation, Vacancies, Removals and Reappointments

Vacancies in the Board occasioned by resignations or otherwise shall be reported to the appropriate appointing body and shall be filled in like manner as original appointment.

Any Board member who is absent for 3 consecutive regular Board meetings may be requested by the County Library Board President to tender their resignation to the Board for presentation to the County Commissioners. *(approved 25 May 2006; revised 28 June 2012)*

A trustee may be removed from the Board by a vote of at least ten (10) members of the Board, provided such trustee is given at least fourteen (14) days written notice thereof before such vote and is given an opportunity to appear and speak at the meeting before such vote.

Board members upon resigning from the Board shall submit their resignation in writing to the County Commission, with a copy to his/her County Library Board President. *(approved 26 August 2004)*

Reappointment to the Board—Before a Board member's term expires, the County Board President shall write a letter to his/her respective County Commission requesting that the Board member be reappointed, if the County Board is in agreement with such reappointment. *(approved 24 July 2008 by the Riverside Regional Library Board)*

Section 6. The Order of Business shall be:

1. Call to order and roll call.
2. Open forum for visitors.
3. Reading and approval of minutes.
4. Approval of bills.
5. Correspondence.
6. Report of the library director.
7. Committee reports.
8. Unfinished business.
9. New business.
10. Executive session (as needed).
11. Adjournment.

The foregoing order of business may be suspended or varied at any meeting by a majority vote of those present.

Section 7. Conduct of Meetings

In all matters of the procedures not specifically covered herein, the Board shall be guided by Robert's Rules of Order.

ARTICLE IV. FINANCES & REPORTS

Section 1. Fiscal Year

The fiscal year of the library shall be January 1, to December 31.

Section 2. Gifts

The library Board is authorized to receive gifts, bequests and donations of money, both for current and capital expenditures of the library.

Section 3. Audit

An audit of the books and accounts of the library shall be made at least annually by a certified public accounting firm appointed by the Board and shall be made a part of the annual report to the appropriate governmental bodies.

Section 4. Annual Report

On or before the second Monday in March of each year, the librarian shall make a report to the board, stating the condition of the library and its services as of the thirty-first day of December of the preceding fiscal year. On or before the thirtieth day of April, the reports shall be submitted to the county governing body and to the Missouri state library by the board of trustees of the county library district. (RSMo 182.075.3)
(revised by RRL Board, July 23, 2009)

Section 5. Library Funds

Depository Accounts--A "Depository Account" shall be established and maintained for each county to receive that county's tax receipts, state aid, equalization funds and other income designated for that county. At least once a month a "draw-down" check will be written, signed by two of that county's board members (NOTE: ARTICLE 1, SECTION 5 STATES THE COUNTY PRESIDENT AND COUNTY TREASURER ARE TO SIGN THE DRAW DOWN CHECKS), and deposited into the "Operations Account."
Operations Account—One Operations Account shall be established and maintained for Riverside Regional Library. Expenses will be paid from this account. Checks written on this account shall have two signatures--the Regional Board President or other Regional Board officer and the Regional Librarian. *(revised by RRL Board, July 23, 2009)*

Unrestricted Bank Accounts--An "Unrestricted Account" shall be established and maintained for each county to hold surplus funds designated for unbudgeted and unanticipated expenses. Withdrawals from an unrestricted account must be presented by that account's County Board members to the Regional Board for approval. Checks written on unrestricted accounts must be signed by two of that county's Board members.

(revised by RRL Board, July 23, 2009)

Vehicle Replacement Bank Account—A Vehicle Replacement Account shall be established and maintained for the Regional Library in order to have funds available to purchase a new library van as needed. Checks written on this account must be signed by two people—the Regional Board President or other Regional Board officer and the Regional Librarian.

(revised by RRL Board, July 23, 2009)

The Officer Manager-Bookkeeper shall not sign any checks written on any of the above accounts. *(revised by RRL Board, July 23, 2009)*

Bank signature cards for the above Depository accounts and Unrestricted Accounts shall be updated each time a new Board member is appointed to a Bank signature cards for the Operations Account and Vehicle Replacement Account shall be updated each time new Officers are elected to the Regional Board. *(revised by RRL Board, July 23, 2009)*

ARTICLE V. COMMITTEES

Section 1. Standing Committees

The President shall appoint five standing committees annually namely:

(1) Long-Range Planning Committee—The duty of the Long-Range Planning Committee is to develop a long-range plan for library service at Riverside Regional Library in conjunction with the library director. The plan should broadly encompass a direction for library service in all three counties reflecting any individual needs and differences of the counties. The plan should examine individual county and city demographics for all RRL branch locations and squarely address the issue of adequate library support. Citizen input may be requested in various forms. Long-range is defined as up to five years in length. The plan should be examined annually and updated as required. This committee is also responsible for developing and reviewing as needed the Riverside Regional Library Technology Plan and submitting it for certification to the State Library as required and in a timely fashion. Any changes to the Long-Range Plan and Technology Plan are to be brought before the entire Board for approval. *(approved 26 August 2004)*

(2) Building and Grounds Committee (each County to serve for itself)
—The duty of the Building and Grounds Committees is to assess the continuing condition of library facilities in their counties and to recommend any needed improvements. The committee also oversees the purchase, construction, and remodeling of Riverside library buildings in their respective county. *(approved 26 August 2004)*

(3) Budget and Finance Committee—The duty of the budget and finance committee is to develop an annual budget in consultation with the library director and present such proposals to the full Board for annual approval at the November meeting of the full Board. This committee shall also present recommendations on salaries for employees. The President of the Riverside Regional Library Board shall automatically be a member of this committee. Budget recommendations are to be brought before the entire Board for approval. *(approved 26 August 2004)*

(4) Policy & Bylaws Committee—The duty of the Policy and Bylaws Committee is to conduct an annual review of the Riverside Regional Library Policy Manual and Bylaws, assuring that the bylaws are in compliance with current Missouri library statutes and legislation, and that the policies are current and accurately reflect any policy changes or procedures which have been put into effect in the preceding year. Any recommended changes in the policy or bylaws are to be brought before the entire Board for approval. *(approved 26 August 2004)*

(5) Personnel Committee—The duties of the Personnel Committee are to advise the Library Director and Board on personnel matters: To annually review the Personnel Manual and made changes as needed to reflect the current operations of the library and the current state and federal employment laws. All recommended changes to the Personnel Manual are to be brought before the entire Board for approval. To act as an appeal Board for hearing grievances from library employees. Committee recommendations are to be brought before the entire Board for approval. To act as a search committee for selecting and recommending a new library director. All recommendations are to be brought before the entire Board for approval. To act as a search committee, in conjunction with the Library Director, for selecting and recommending a new Assistant Library Director and Office Manager. All recommendations are to be brought before the entire Board for approval. (Authority for the selection and appointment of all other library positions shall be vested in the library director.) *(approved 26 August 2004)*

Standing Committee meeting schedule:

All of the Board Standing Committees will meet annually.
(approved 24 July 2014)

Section 2. Special Committees

The president shall be empowered to appoint special committees, with the approval of the Board, to undertake such projects as the Board shall determine from time to time.

Section 3. Executive Committee

The Executive Committee shall consist of the president or vice-president of each County Board, plus the president and the immediate past president of the Regional Board as ex-officio members. Duties of this committee shall be to serve in an advisory capacity and to decide matters of emergency nature.

ARTICLE VI. REVIEW AND AMENDMENTS

Section 1. Review of Bylaws

The By-Laws Committee of the library Board shall review these by-laws annually and recommend changes to the Board when a majority of the committee votes to do so.

Section 2. Amendments to Bylaws

These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present, providing the amendment was stated in the call for the meeting.

ARTICLE VII. LIBRARY BOARD CODE OF ETHICS

(approved by RRL Board, July 23, 2009)

**A RESOLUTION OF RIVERSIDE REGIONAL LIBRARY, JACKSON, MISSOURI,
TO ESTABLISH A PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF
INTEREST AND SUBSTANTIAL INTERESTS
FOR CERTAIN OFFICIALS.**

**BE IT RESOLVED BY THE BOARD OF TRUSTEES OF RIVERSIDE REGIONAL
LIBRARY, JACKSON, MISSOURI, AS FOLLOWS**

Section 1. Declaration of Policy

The proper operation of government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby established a procedure for disclosure by certain officials and employees of private financial or other interest in matters affecting Riverside Regional Library.

Section 2. Conflicts of Interest

- a. All elected and appointed officials as well as employees of a political subdivision must comply with section 105.454 of Missouri Revised Statutes on conflicts of interest as well as any other state law governing official conduct.
- b. Any member of the governing body of a political subdivision who has a “substantial or private interest” in any measure, bill, order or ordinance proposed or pending before such governing body must disclose that interest to the secretary or clerk of such body and such disclosure shall be recorded in the appropriate journal of the governing body. Substantial or private interest is defined as ownership by the individual, his spouse, or his dependent children, whether singularly or collectively, directly or indirectly of: (1) 10% or more of any business entity; or (2) an interest having a value of \$10,000 or more; or (3) the receipt of a salary, gratuity, or other compensation or remuneration of \$5,000 or more, per year from any individual, partnership, organization, or association with in any calendar year.

Section 3. Disclosure Reports

The Library Director shall disclose the following information by May 1, or the appropriate deadline as reference in Section 105.487, RSMo, if any such transactions occurred during the previous calendar year:

- a. For such person, and all persons within the first degree of consanguinity or affinity of such person, the date and the identities of the parties to each transaction with a total value in excess of five hundred dollars, if any, that such person had with the political subdivision, other than compensation received as an employee or payment of any tax, fee or penalty due to the political subdivision, and other than transfers for no consideration to the political subdivision.
- b. The date and the identities of the parties to each transaction known to the person with a total value in excess of five hundred dollars, if any, that any business entity in which such person had a substantial interest, had with the political subdivision, other than payment of any tax, fee or penalty due to the political subdivision or transactions involving payment for providing utility service to the political subdivision, and other than transfers for no consideration to the political subdivision. The Library Director shall disclose by May 1, or the appropriate deadline as referenced in Section 105.487, RSMo., the following information for the previous calendar year:
 1. The name and address of each of the employers of such person from whom income of one thousand dollars or more was received during the year covered by the statement;

2. The name and address of each sole proprietorship that he owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which he was a partner or participant; the name and address of each partner or coparticipant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the secretary of state; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer or receiver.

Section 4. Filing of Reports

- a. The financial interest statements shall be filed at the following times, but no person is required to file more than one financial interest statement in any calendar year;
 1. Every person required to file a financial interest statement shall file the statement annually not later than May 1 and the statement shall cover the calendar year ending the immediately preceding December 31; provided that any member of the board may supplement the financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.
 2. Each person appointed to office shall file the statement within thirty days of such appointment or employment covering the calendar year ending the previous December 31;
- b. Financial disclosure reports giving the financial information required in section 3 shall be filed with the local political subdivision and with the Missouri Ethics Commission. The reports shall be available for public inspection and copying during normal business hours.

Section 5. Filing of Resolution

A certified copy of this Resolution, adopted prior to September 15th, shall be sent within ten days of its adoption to the Missouri Ethics Commission.

Section 6. Effective Date

This Resolution shall be in full force and effect from and after the date of its passage and approval and shall remain in effect for two years from the date of passage. *(approved by Riverside Regional Library Board April 2011)*

Section 7. Renewal of Resolution

This Resolution must be reviewed and updated as required by the Library Board of Trustees prior to September 15th of odd-numbered years. An approved copy of the renewed resolution will be mailed to the Missouri Ethics Commission within ten days of Board approval.
(approved by RRL Board, July 23, 2015)

Riverside Regional Library

Collection Development and Selection Policy

Introduction

This Collection Development and Selection Policy is used as a guide to direct the Library Director and all branch librarians and other employees in the various aspects of collection development, including selection, acquisitions, and discarding of materials

Authority and Responsibility for Collection Development

The ultimate responsibility for the selection of all library materials rests with the Library Director who operates within the framework of policies determined by the Board of Trustees. Under his/her direction, the library staff—qualified for selection of materials by reason of education, training, experience, and knowledge of the community served— make selection choices. Citizens are invited to offer suggestions for purchases.

Statement of Objectives

The primary objective for collection development of Riverside Regional Library is to provide the resources and services necessary to meet the educational, recreational, cultural, and informational needs of the population served, in accordance with the broad service goals of the library.

To support the primary objective, library materials are selected, organized, and made accessible in order to meet the diverse needs of the citizens, industry, and government of Scott, Cape Girardeau, and Perry counties.

Branch collections are not as comprehensive as that of the central library and resource center. Material is selected according to the needs of a particular community, and in relation to the collection as a whole.

Criteria for Selection

Availability, suitability, and quality of each particular format of materials is considered along with the suitability of subject, style and use by the intended audience. Differences in criteria for adult and youth collections are recognized. Critics' reviews of materials and information in professional selection aids and standardized lists and bibliographies are recognized sources for consideration for addition to the collection along with:

1. Need for balance of subjects within the collection.
2. Need for diverse opinions on a subject.
3. Reputation of an author, publisher, editor, or performer.

4. Public demand.
5. Community needs.
6. Individual merit of the item.
7. Cost and budgetary limitations.

General Guidelines

The library offers a broad selection of materials to communicate the full complexity of the culture shared by the community. The library collects materials which enable children, adolescents, and adults to educate themselves continuously as a vital supplement to formal education.

An item has educational value if it contributes to the positive growth of a person, either as an individual or as a member of society. In addressing the cultural and educational needs of the community, the library recognizes the importance of a free society of aware and effective citizens, who are familiar with their past heritage and with the essential issues underlying decisions for the future.

The Library does not need to be, and cannot afford to be, a storehouse of last resort for the world's knowledge. The library recognizes that other libraries function to satisfy specialized research needs. But the library recognizes fundamental informational needs of the public in an increasingly complex and technological society and the unique community role that it plays in providing practical and immediately useful public, personal, business and governmental information.

The library provides reference staff and materials consistent with budgetary restraints and makes use of specialized reference materials and Internet resources through appropriate services such as interlibrary loan and telecommunications.

The library recognizes the recreational reading needs of the community. Materials are selected not only for their permanent value, but also because of community demand. Citizens want to read novels, be familiar with issues, view the video recordings, and hear the audio recordings currently popular in the nation's culture. It is the obligation of their tax-supported library to provide such materials, in sufficient quantity to truly meet the demand.

Selection is a judgmental and interpretive process, involving general knowledge of the subject and its importance; familiarity with the materials in the collection; awareness of the materials available on the subject; and recognition of the needs of the community. Items are selected for various reasons, including permanence of value, currency of interest, diversity of viewpoint, and creative merit, but all items selected should have a reasonable probability of being needed and used by the local community.

Citizens' needs are central to the selection process. With finite staff, funds and space, every purchase is measured in terms of use by the public. Procedures for selecting materials and evaluating the collection focus quickly, accurately, and effectively on anticipating public needs, as indicated by

subject and title circulation patterns, reserve and interlibrary loan requests, explicit patron suggestions, observed failures in meeting requests for specific titles, and other user-centered measures.

Patron Challenges to the Collection

Within the framework of the Library Bill of Rights, the Freedom to Read, and Intellectual Freedom statements, the library will provide materials representing all approaches to public issues of a controversial nature.

The librarians and trustees are aware that one or more persons may take issue with the selection of any specific item, and welcome any expression of opinion by patrons, but do not undertake the task of pleasing all patrons by the elimination of all items purchased under guidance of the policies herein. To provide a resource where the free individual can examine many points of view and form their own decisions is one of the essential purposes of the library.

Provisions have been made and procedures established which will insure consideration of any request for restriction or removal of any item in the library's collection. However, until such an examination has been made, and a decision reached by the library director, no such restriction or removal shall take place. Since all political, religious, and social opinions may be represented in a public library, no group or individual will be permitted to impose partisan emphasis upon the library's collection. Frankness of language will never, in itself, be considered sufficient justification to restrict or remove library materials. Each book, or other item, just as each human being, must be judged on its own individual merit.

Citizens unwilling to accept the library director's decision may appeal to the Board of trustees, who have the responsibility to determine, by majority vote, the final decision. See "Request for Consideration of Library Materials" form.

Request for Reconsideration of Library Materials

Author: _____

Title: _____

Publisher or Producer: _____

Request initiated by: _____

Address: _____ Phone _____

Do you represent: (check one) Yourself Organization or group (give name)

Item to be considered: Book Magazine Pamphlet Audio Video

Specifically, to what do you object? (cite pages, frames, sections, etc.)

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

Is there anything good about this material? _____

Did you read the entire book or examine the entire item? yes no

If no, which parts did you read or view?

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

Are you aware of the judgment of this work by professional critics? yes no

What do you want the library to do concerning this material?

Return it to the staff for reevaluation Other Explain:

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature

Date

Specific Considerations

- A. The library recognizes the purposes and resources of other libraries and institutions in the community and does not needlessly duplicate functions and materials.
- B. The library does not attempt to acquire textbooks, journals or other curriculum and professional related materials, except as such materials also serve the general public.
- C. Because the library serves a public embracing a wide range of ages, educational background, reading and viewing skills, it provides materials of varying complexity.
- D. The library attempts to respond to the special characteristics of the community in determining the public need for specific subjects and types of materials.
- E. The library provides materials in any format that helps meet its objectives. Formats may include, books, periodicals, pamphlets, newspapers, audio recordings, video recordings, and computerized databases.
- F. Materials that are no longer useful are systematically removed from the collection and disposed of according to the policy for disposition of library materials approved by the Board of Trustees.
- G. The library depends upon a variety of resources in evaluating materials to be added to the collection, including reviews, patron recommendations, award lists, media trade information, and bibliographies. Bestseller lists, and other indicators of potential interest are used to anticipate popular demand.
- H. The library emphasizes expedient purchasing and processing so that materials are available when public interest is high.
- I. The selection criteria described in this policy are used in the evaluation of gifts of potential library materials, within the framework established by the gifts policy approved by the Board of Trustees.
- J. Items locally published or produced are evaluated by the same criteria as other acquisitions, such as probable citizen interest and permanent value. Locally created items may be given special consideration because of their community interest, at the discretion of the librarian.
- K. The library does not accept individual items or collections, whether temporarily or permanently, for the convenience of members of particular organizations rather than for the use of the general public. The only exception which may be made is for local genealogy.

- L. The library maintains separate collections on the basis of format, function, and age of audience.
- M. The library will not attempt to replace school libraries, but merely supplement that function on a limited basis.

Collection Maintenance

Weeding

Riverside is not a library of historical record, except in the area of local history and genealogy. To ensure a vital collection of continued value, materials that have outlived their usefulness are withdrawn. The MUSTY* criteria are used for evaluation. *See "CREW" manual. Items that are out-of-date, worn out, soiled, damaged beyond simple repair, or no longer used should be withdrawn.

Reassignment

Materials that are no longer in active use at a location may be transferred to the central library or another branch at the discretion of the library director.

Gifts

Gift materials, regardless of format, are accepted with the understanding that they will be used or disposed of as the library sees fit. The same criteria used for the purchase of new materials will be applied to the inclusion of gift materials into the collection. The library does not provide a monetary evaluation of any gifts for tax deductions or other purposes.

Replacement

The library does not automatically replace all materials withdrawn from the collection. The need for replacement is judged by the age of the material and the existence in the system of more current coverage of the same subject; availability of more recent and/or comprehensive materials, or similar material in different format; number of additional copies available in the system; public demand for the title; cost.

Disposal of withdrawn materials

Materials that have been withdrawn from the collection may be sold, discarded, or given away to local organizations.

AUDIO-VISUAL MEDIA

The AV department collects, maintains, and circulates nonprint cultural, educational, informational, and recreational materials. The collection includes formats that communicate through listening, and/or watching. Although written materials occasionally accompany the audiovisual items, the media materials are largely nonprint and most require electronic equipment to use.

The AV department lends to patrons presentational audiovisual equipment such as slide projectors, overhead projectors, opaque projectors, and projection screens.

Formats presently collected by the department include movies and films on VHS and DVD, books and spoken word on audio cassette tape and CD, and music on audio cassette tape and CD.

Because of the long-term investment required to establish a collection in a new format, and the risk of investing in a format which might prove commercially unsuccessful, the decision to add a new format is made neither frequently nor lightly.

For media selection, heavy consideration is given to patron requests, particularly if those requests reflect current trends in audio-visual materials usage. The AV department emphasizes the currency of its collection in accord with budgetary considerations. Criteria for selecting media titles includes whether or not they meet the needs of the intended audience, popularity and timeliness, patron suggestions, favorable reviews, appropriate format for the subject matter, cost, and contribution to the collection.

The visual collection is composed of nonfiction/instructional/educational films, as well as theatrical feature films both current and classic.

General Guidelines

The library acquires and circulates audio-visual materials in order for people to educate and inform themselves and also to support their cultural and recreational needs.

The library will purchase audio and video materials for the collection for the same reasons it selects and buys books and other nonbook items. The goal of the AV collection is to build a distinctive well-rounded collection of materials that appeal to a broad range of interests and ages. As such, attention will be given to the following types:

- Documentary/Educational.

- Musicals, plays, and dramatizations of classic literature

- Film classics

- Local and regional topics

- How-to materials

- Children's films

- Feature films

- Self-help/improvement materials

- Comedy and comedic expressions

- Science fiction/Adventure

- Westerns

- Mysteries

- Travel series

Biography
History

Specific Considerations

The following guidelines will be used for selection:

- A. The library will not purchase audio or visual materials designed specifically for classroom use unless the general public also has a use for them and are interested in the materials.
- B. Single or multiple copies of a single title may be purchased, depending on patron requests, popularity, and need.
- C. Programs specifically designed to sell a product will be excluded from the collection.
- D. AV materials that require more than simple repairs should be discarded. Repairs that take longer than five minutes should not be attempted, nor should parts be purchased or stored for major repairs of AV materials.
- E. Emphasis will be on less expensive, consumer oriented, home-view-only materials. Programs with public performance rights will be purchased if they are affordable and meet our selection criteria; these programs will be labeled on the container as public performance videos.
- F. Subject matter should be either timely or timeless and material should be presented in a manner suited to its content. Materials should be considered an art form and as such judged on artistic merit, taking into consideration style, imagination, originality and aesthetic qualities, while possessing exceptional technical qualities such as imaginative photography, sense of movement, superior sound, imaginative narration or dialog, and good color (black & white included).
- G. The principle of intellectual freedom applies to the selection and retention of all library materials. Special interest materials, such as religious films, are acquired when they are of good quality, acceptable to many denominations, and explanatory rather than persuasive in nature.
- H. Gifts are accepted only if the library may dispose of them in accordance to the same gift policy as books and other library materials. They will be evaluated by the same guidelines as new purchases.
- I. Titles are considered for addition to the collection on their individual merit and are neither purchased nor excluded because of their MPAA rating. Any rating information included on the packaging is left as is, and the library does not rate or add any other type of rating labels other than for location purposes.

"Internet" (Web) Collection Development

In light of current trends in library technology, it is becoming increasingly important to maintain a fully developed library Internet web site. The current trend indicates that library web sites should be considered a branch of the library. If the web site is to be considered a branch, then the Riverside Regional Library has the advantage of having a branch that is open to patrons twenty four hours a day, seven days a week, regardless of patron location.

Just as the Riverside Regional Library strives to provide the most reliable and accurate print resources to its patrons, it is vital that the Riverside Regional Library assist patrons to sort through the mass of available Internet web sources. Web based information resources are a valuable addition to the library collection, not only for patrons and staff who use them from within the Riverside Regional Library, but also for the growing number of "remote" patrons who use the Library's web based collection from home, school, or work.

Remote patrons are becoming an increasingly large and important part of the Library's patron base. Thus, the Riverside Regional Library must strive to ensure that remote patrons will find a collection of web resources that is just as complete and well organized as the traditional library material collections found within the Riverside Regional Library. Consequently, in order to provide library patrons with quality resources, the collection housed "in the Internet Web Site Branch" must be developed and maintained under the identical principles as the print collections housed in the traditional branch library facilities.

The responsibility of selecting and maintaining the collection of print resources is the duty of the Director of the Riverside Regional Library. As a result, the Director will also have the duty of selecting and maintaining web resources to be included on the Riverside Regional Library web site.

(Approved by RRL Board, February 27, 2014)

Riverside Regional Library

Circulation Policy

Revised & approved by the RRL Board 27 February 2014

CIRCULATION RULES: The Library will establish the length of loan periods, rates of overdue fines, number of renewal periods and item and fine limits. The Library may adjust these rules from time to time in order to maximize usage of the collection by all library patrons.

UNIFORM ENFORCEMENT: These circulation policies apply to all Riverside Regional Libraries. Our patrons deserve to expect that the same standard rules will apply at all branches. Employees shall be subject to reprimand and/or dismissal if these policies and procedures are not enforced at every facility equally and the same, without bias or prejudice.

LEGAL SERVICE AREA: The “legal service area” of Riverside Regional Library is defined by state law and includes the residents of Cape Girardeau, Scott, and Perry Counties, with the exception of those people who reside within the 1965 city limit boundaries of the towns of Cape Girardeau, Chaffee, and Sikeston.

GETTING A LIBRARY CARD

FREE LIBRARY CARDS: A free Riverside Regional Library card will be issued to any resident or property owner of Cape Girardeau, Perry, or Scott County or any Missouri county adjacent to these three counties--Bollinger, Madison, Mississippi, New Madrid, St. Francois, Ste. Genevieve, and Stoddard Counties. Proper identification—which includes a photo ID, and documentation showing the physical address of their residence or property ownership within the above mentioned counties—is required. Post office box addresses will not suffice in obtaining a card.

Certified commercial daycares and residential care facilities may get one card in the business name, with the business owner as responsible party, and the names of current employees who may use the card during a group visit. Owners are responsible for keeping the list of employees up-to-date. Limit of 3 videos per business card at any one time.

ANNUAL USER FEES: Residents outside Cape Girardeau, Perry, Scott County and adjacent Missouri counties are subject to an annual user fee. They may receive services provided they apply in person, show proof of identity, and make a non-refundable payment of \$24 per household for 12 months or \$12 per household for six months, renewable on the date of issuance.

CHILDRENS’ LIBRARY CARDS: The signature of responsible party (a parent or guardian's signature is required on a Library Card application for a person under the age of 16) is required for them to get a library card. Children ages 16 and 17 with proper ID and proof of residence may get a library card without an accompanying adult. A child, 15 years of age or younger, is not required to be able to sign the application in order to receive their card.

RESPONSIBILITY FOR PAYMENTS: All library card holders are responsible for payment of overdue fines on library materials that are returned after the due dates and replacement costs for lost, damaged, or unreturned library materials. Parents or legal guardians of children under the age of 18 specifically assume the responsibility for library materials checked out by children in their care. As

such they are responsible for the payment of overdue fines incurred by the child and for replacement charges for accidental or intentional misuse, erasure, mutilation, or loss of library materials by the child.

USING YOUR LIBRARY CARD

IN-HOUSE USE OF LIBRARY MATERIALS: A library card is not necessary for in-house use of the collections at any Riverside branch. But a valid library card that has not been “blocked” is required to check materials out of the building and to use the public access computers.

FIRST-TIME USE OF CARD: The library card may be used immediately upon issuance, with a limit of three (3) items at the first check-out. These must be returned before more items can be checked out.

USING YOUR OWN CARD: A patron must present their own valid Riverside Regional Library card in order to (1) remove any library materials from the building and (2) before signing in to use a public computer. A patron cannot use another person’s card—this includes cards belonging to other family members. *Exception: If the Parents or legal guardians of children under the age of 16 have the proper proof of identification and have their children’s cards on hand they may use their child’s card. A patron may check out or use the computer one time and one time only without a card; a notation will be made on their record. Other exceptions may be made under special circumstances approved by the Director on a case-by-case basis.*

(revised & approved by RRL Board, April 28 2016)

KEEP YOUR CARD WITH YOU! Library cards will NOT be kept at the library. (The only exception is an organization’s card.) Not allowing others to use a patron’s card is for the patron’s protection.

LOST CARD: Patrons are to notify the library as soon as possible if their library card is lost or stolen; the record will be blocked and a notation will be added to the patron’s account. If the card is found, no person may use it without first showing proper photo ID.

If the card is not found, a new one can be issued upon presentation of proper ID and payment of a non-refundable \$5 replacement fee payable by cash or check; this fee cannot be charged to the patron’s account; the old card will become null and void.

PLACING A “HOLD”: If an item is not immediately available, a patron may place a “hold” on that title. The library will notify the patron when the item becomes available. Books, magazines, and audios will be kept on the “hold shelf” for no longer than seven (7) days; videos will be kept for no longer than three (3) days. If the patron does not pick up the item within these time frames, the hold will be removed immediately and the item will move to the next person on the hold list or be put back on the public library shelves as quickly as possible so it will be available to other patrons. (See VIDEO holds on page 33).

NEW BOOKS— The newest items to the collection are labeled with “New” spine stickers. The library requests that you limit yourself to 3 “NEW” books so that more items will be available to more patrons.

NEW VIDEOS— The newest videos are labeled with “2-day loan” stickers. They may be checked out for only 2 days and no renewals.

(revised & approved by RRL Board, April 28 2016)

HOT BOOKS—Books that are in high demand will be labeled with “7-day loan” stickers. They may be checked out for 1 week, with a one-week renewal, and a limit of one per card.

TEST PREPARATION BOOKS—Some test preparation books, such as GED, ASVAB, SAT, and others may require a refundable cash deposit before they can be checked out.

RENEWALS: If an item can be renewed, it may be done so by phone, in person, or online. No renewals beyond the number stated in the chart below will be allowed. The item must be checked back in, reshelfed in the public areas, and be available to other patrons for a minimum of a day before the same patron can re-check the item or place a hold on it. This is to allow all patrons free and fair access to the item, and prevents one patron from keeping the item for an inordinate amount of time.

VIDEOS:

Holds on videos:

- Patrons must call the library; only employees can place a video on hold and only from library staff computers.
- Maximum of three 7-day videos can be placed on hold at any one time.
- New 2-day videos can never be placed on hold.

(revised & approved by RRL Board, April 28 2016)

PUBLIC COMPUTER USE: Patrons have access to free Internet public computers at each of the Riverside libraries. Before their first use, patrons must read and sign the Riverside Internet policy (this must be done only once). The signed form is kept on file at the library. Thereafter, the patron must present their library card to a staff member, then write their name and time on the sign-in sheet at the circulation desk, and choose which computer they want to use. Time limit is 2 hours per day. If, after 1 hour and other patrons are waiting, the patron may be asked to relinquish his/her chair. His/her second hour for the day may be taken later. Patrons with “blocked” library cards may not access the public computer until some or all of their charges are paid to below \$5.

BORROWING FROM OTHER BRANCHES: Card-holders may borrow and/or return materials at any Riverside library in Jackson, Perryville, Altenburg, Scott City, Benton or Oran. Materials within the library system are available upon request (see Holds). A weekly courier service delivers items between the branches for patrons who have requested those materials. “Reference” materials can be loaned from one branch to another for patron in-house use only.

BORROWING THROUGH INTER-LIBRARY LOAN: If the desired item cannot be found in the Riverside collection, card-holders may borrow books (if available) from other libraries in the state through “inter-library loan.” The lending library determines how long the item may be borrowed and how much the overdue fine will be (if any). Riverside charges the patron \$1 per item to help defray the cost of postage; this fee is due at the time the item is checked out. If the ILL item is lost, damaged, or stolen, the patron is responsible for the replacement cost as determined by the lending

library; such payment must be made immediately and cannot be charged to the patron's account. To request an ILL book, contact the library.

RETURNING ITEMS: Borrowed items can be returned inside the library during open hours or put in drop boxes outside after hours. Book drops are available at all the branches; video drops are available at some. To avoid damage, videos should be placed in video drops—not book dropboxes.

ACCESSING PATRON'S ACCOUNT FROM HOME: Patrons with a current Riverside Regional Library card and a PIN number can access their account from their home computer to change their address, phone number, PIN number, email address, see items currently checked out, place items on hold (with the exception of videos), cancel pending holds, see overdue fines and fees, or renew items. PIN numbers must initially be created in person at the library circulation desk, but thereafter can be changed online at any time by the patron. NOTE: If there are fines or charges on a patron card, the automation system will not allow items to be renewed from home.

KEEPING YOUR ACCOUNT CURRENT: Patrons are asked to notify the library if they change their address, phone number, email address, name, or in the case of children, their responsible party. Patron information is not shared with outside groups, Friends groups, organizations, or businesses.

EXPIRED LIBRARY CARDS: Cards expire 12 months from date of issuance. Upon renewal, patrons will be asked to update all personal information (including email address).

INACTIVE LIBRARY CARDS: A library card with no activity in the last five (5) years will be deleted from the system by the Director only if no fines or other charges are attached to that card.

OVERDUE FINES, REPLACEMENT CHARGES & MORE

OVERDUE FINES: No fee is charged for materials returned on or before the due date. Overdue fines will be charged for all items returned after the due date. Items which are overdue and returned in book/video drop boxes will still be charged overdue fines. Fines cannot be waived except under special circumstances approved by the Director on a case-by-case basis.

NOTIFICATIONS: As a courtesy to our patrons, the library may notify them of late items by phone, email, or postcard/letter. Patrons will be notified of "arrived holds" by the same methods.

BLOCKED ACCOUNTS: Borrower cards are "blocked" when outstanding fines or other charges of \$5 or more exist, irregardless of the type of item overdue. Patron borrowing and computer privileges will be revoked until some or all of the fine is paid to less than \$5.

REPLACEMENT COSTS: Replacement costs at the full retail price will be charged for any library materials that have suffered accidental or intentional misuse, erasure, mutilation or loss by the patron. Lost or damaged items must be paid for by cash or check. Donated items (either new or used) will NOT be accepted as replacements.

Individual replacement costs for multi-part items:

Kits--\$5 per item

Kid Kits--full retail price of individual item (see price sheet)

Audio book--\$10 per CD

Music CD--\$15 per CD

These prices apply only if all other parts of the item are returned unharmed.

MISCELLANEOUS CHARGES: Charges for photocopies, faxes, blank CDs, book sales, ILL charges, replacement library cards, NSF check fees, cash donations, notary fees, and any other miscellaneous cash transactions cannot be charged to the patron's library account. Any item for sale must be purchased by cash or check at the time of sale and entered into the computer under CIRC—not under the patron's name. Employee is to write a receipt for the patron. The only charges that should ever be added to a patron's account are (1) fines and (2) lost/damaged items.

BAD CHECKS: A \$15 charge will be incurred on each insufficient funds check from a patron.

LOAN PERIODS, RENEWALS, FINES

| <i>TYPE OF ITEM</i> | <i>LOAN PERIOD</i> | <i># OF RENEWALS</i> | <i>LIMIT PER CARD</i> | <i>FINE PER ITEM PER DAY</i> | <i>MAXIMUM FINE PER ITEM</i> |
|--------------------------------|--------------------|----------------------|-----------------------|------------------------------|------------------------------|
| Books | 3 weeks | 1 | 15 | 5¢ | \$5.00 |
| “Hot” Books (high-demand) | 1 week | 1 | 1 | 5¢ | \$5.00 |
| “Hot” Audio Book (high-demand) | 1 week | 1 | 1 | 25¢ | \$5.00 |
| New DVD releases (high-demand) | 2 days | none | 1 | \$ 1.00 | \$10.00 |
| Videos (DVD, VHS) | 1 week | none | 3 | \$ 1.00 | \$10.00 |
| eBooks | 3 weeks | none | 2 | NA | NA |
| Audio books | 3 weeks | 1 | 5 | 25¢ | \$5.00 |
| Music CDs | 3 weeks | 1 | 5 | 25¢ | \$5.00 |
| Magazines | 3 weeks | none | 10 | 5¢ | \$5.00 |
| Kits | 3 weeks | 1 | 5 | 5¢ | \$5.00 |
| Kid Kits | 3 weeks | 1 | 1 | \$ 1.00 | \$20.00 |
| Art Prints | 3 weeks | 1 | 1 | \$ 1.00 | \$20.00 |

(revised & approved by RRL Board, April 28 2016)

EDUCATORS

Riverside Regional Library does not attempt to provide services which may in any way be considered a substitute for good school library service.

Currently-working teachers in public and private schools K-12 and daycare/preschool teachers in certified commercial daycares: All circulation rules apply with the following two exceptions. (1) They may borrow at any one time up to 30 books for their students on their own library cards (or daycare card), with the understanding that they are responsible for the proper care and prompt return of such books, and for payment of overdue fines and/or replacement costs. (2) The library suggests that if a teacher wants to put a video on hold, they do so up to a week in advance of the date needed in their classroom. After being notified by the library that the video has arrived, it will be held for no longer than 7 days on the library “hold shelf” waiting for pick up by the teacher. The library cannot guarantee the availability of requested videos for the required dates. *Other exceptions may be made under special circumstances approved by the Director or nearest branch manager on a case-by-case basis.*

(revised & approved by RRL Board, April 28 2016)

EMPLOYEES AND BOARD MEMBERS

All circulation policies apply to all current library employees and all current library Board members. The only exception--these groups (excluding substitutes) do not incur overdue fines.

“Professional” materials may be checked out only to current library employees and current Board members and may be checked out for up to six months at a time.

Employees are never to place a hold on an item without the patron requesting such a hold.
Employees are never to keep back new items.

Employees shall be subject to reprimand and/or dismissal if these Circulation policies and procedures are not enforced at every facility equally and the same, without bias or prejudice toward patrons. Our job is to provide fair and equal availability of library materials to our patrons. All patrons have access to the lists of new books and are to determine for themselves if they want to check an item out or place a hold on it.

Riverside Regional Library

Confidentiality of Library Records Policy

The Board of Trustees of Riverside Regional Library endorses the idea that libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such resources must not be compromised by an erosion of the privacy rights of library patrons. Therefore, the Board of Trustees specifically establishes that:

1. All records, formal and informal, in the Riverside Regional Library relating to patron registration and the subsequent circulation by patrons of materials provided by the library, as well as other library records, are considered to be confidential in nature.
2. Any library staff member receiving such a request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the library director, who shall explain the confidentiality policy.
3. In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under written order of the library director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.
4. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form if there is a showing of good cause for its issuance.
5. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel except under further due process of law.
6. Any problems or conditions relating to the privacy of a patron through the records of Riverside Regional Library which are not provided in the policy statement shall be referred to the library director, who, after study and consultation with the library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Riverside Regional Library
**Policy Limiting Computer Access to
Material that is Pornographic for Minors**
(approved June 24, 2004)

Introduction

It is the policy of Riverside Regional Library to restrict minors from gaining computer access to material that is pornographic for minors in accordance with Sections 182.825 and 182.827 RSMo.

Definitions

Key terms are as defined in Section 182.825, RSMo.:

- (1) "Child", any person under the age of fourteen
- (2) "Pornographic for minors", as that term is defined in section 573.010, RSMo;

"Pornographic for minors", any material or performance is pornographic for minors if the following apply:

- (a) The average person, applying contemporary community standards, would find that the material or performance, taken as a whole, has a tendency to cater or appeal to a prurient interest of minors; and
- (b) The material or performance depicts or describes nudity, sexual conduct, sexual excitement, or sadomasochistic abuse in a way which is patently offensive to the average person applying contemporary adult community standards with respect to what is suitable for minors; and
- (c) The material or performance, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

- (2) "Public access computer", a computer that is:

- a) Located in an elementary or secondary public school or public library;
- (b) Frequently or regularly used directly by a minor; and
- (c) Connected to any computer communication system.

Access to Inappropriate Material

All public access computers shall be equipped with software that limit minors' ability to gain access to material that is pornographic for minors. Riverside Regional Library will purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is pornographic for minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Riverside Regional Library staff to supervise and monitor usage of the public access computers in accordance with this policy and Sections 182.825 and 182.827, RSMo.

(Approved by the Board of Riverside Regional Library on June 24, 2004)

Public Internet Access Policy

(approved December 5, 2002)

Internet Access at the Library

In response to advances in technology and the changing needs of the community, Riverside Regional Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational and educational needs of Riverside's diverse community. It is within this context that the Riverside Regional Library offers access to the Internet.

Patron Responsibility

1. Inappropriate Images—Use of the library's Internet computer to access material that is obscene, child pornography, or "harmful to minors" is expressly prohibited. Public display or printing of offensive or explicit sexual material is a violation of RS MO-573.060 and will result in suspension or revocation of library services and appropriate penalty under law.
2. Age limits—All patrons age 16 and above may use any public access Internet computer. The library reserves the right to ask for proof of age.
3. Internet access by children—As with other library materials, supervision of a child's access to the Internet is the responsibility of the parent or legal guardian.
4. Parental permission required—Children age 16 and under must have a signed Parental Permission form on file. This form must be filled out at the library by the parent or legal guardian.
5. Parental assistance required—Children age 7 and under must have a signed Parental Permission form on file AND must sit with the child at the computer when the child is accessing the Internet. Children age 7 and under who are not accompanied by an adult will only be allowed access to the computers without Internet access.

6. Signing up—Before using the computers for the first time, patrons must read and agree to abide by this *Internet Use Policy* by signing the form at the end of this document.
7. Signing in—Patrons must **show their Riverside Regional Library card and** sign in and out at the circulation desk each time they use the Internet computers.
(revised & approved by RRL Board, July 23, 2009)
8. Time limits—Patrons may sign up for a one-hour block of time. The patron must give up a terminal at the end of the hour if another person is waiting to use it. If not, then he/she may sign up for one additional hour. **Limit of two (2) hours per day.**
(revised & approved by RRL Board, July 23, 2009)
9. Reserving computer time—No more than 1 day in advance. Can be reserved at the library or over the phone. If patron has not arrived and signed in by 5 minutes after the hour, that time slot will be made available to other patrons.
10. There is a minimal cost per page for printing. Pay at the circulation desk.
11. Flash drives can be purchased at the circulation desk.
(revised & approved by RRL Board, April 28 2016)
12. Headphones can be purchased at the circulation desk.
(revised & approved by RRL Board, April 28 2016)
13. E-mail can be accessed on the library's terminals.
14. Damage—Patrons agree to pay for any repair or replacement costs of equipment or software intentionally damaged by the patron or by minors for whom the patron is responsible.
15. Computer use—Computers are not to be altered for any purpose. Patrons may not install or use their own software on the library's computers or any external electronic device in conjunction with the library's computers, including but not limited to flash drives, cell phones, laptops, MP3 players, etc. *(approved 24 July 2008)*
16. Ethical Use—Internet computers may not be used for commercial, unauthorized, illegal or unethical purposes. This includes, but is not limited to, (a) harassment of other users, (b) libel or slander of other users, (c) destruction of or damage to equipment, software, or data belonging to the library or other users, (d) disruption or unauthorized monitoring of electronic communications, or (e) unauthorized copying of copyright-protected material.
17. Penalties—Patrons are solely responsible for violations they or their legal dependents commit in relationship to library guidelines and policies as well as local, State and Federal laws that apply to usage of library electronic systems. Such violations may result in suspension or revocation of library service and appropriate penalty under law.

Library System Responsibility

1. The library provides only access to the Internet and assumes no responsibility for the suitability, quality, accuracy, or timeliness of its contents.
2. The library adheres to the basic tenets of the Library Bill of Rights and Freedom to Read Statements, however, we reserve the right to investigate violations of patron responsibility as stated in this policy.
3. Computer terminals are in public locations and can be easily seen by staff and other patrons in the library. The staff reserves the right to ask a patron not to access a site that displays images that may be offensive to other library users or, if he/she persists, to ask the patron to stop using the computer or, if necessary, to suspend or revoke that patron's Internet use privileges.
4. The library staff provides limited assistance with Internet use. If you have little or no experience in using the Internet, we encourage you to take the 30-minute introductory training offered weekly at the Central library in Jackson.
5. The library staff provides limited assistance with software programs that are installed on the library computers, but please note that the staff may not be familiar with every application available. Tutorial manuals are available on the computer tables, plus computer instruction books are available for checkout.
6. Riverside Regional Library assumes no responsibility for damage or loss to a patron's data or any other liability that may occur from patron use of the library's computers.
(revised 24 July 2008 by Riverside Regional Library Board of Trustees)
7. Riverside Regional Library and its Board members and employees will be indemnified and held harmless from any actions or judgments resulting from any breach of this policy statement. They shall not be criminally liable or liable for any damages that might arise from a minor gaining access to material that is pornographic for minors through the use of a public access computer that is owned or controlled by the library.

Wireless Internet Policy

By choosing to use this free filtered wireless service you agree to abide by the Riverside Regional Library's Rules of Conduct and the Library's Internet Policy that prohibits abusive or illegal activity while using the Library's Internet service. This policy can be found on the Library's website: www.RiversideRegionalLibrary.org

This service is free of charge and subject to the terms and conditions of use as follows:

Limitations & Disclaimers

- Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library's Wireless network is subject to periodic maintenance and unforeseen downtime.
- **Wireless Network Security**--The wireless network is not secure. Virus, security and privacy protection are not provided by the library and are the responsibility of the patron. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access. All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- **Connecting to the wireless network**--You are responsible for understanding how to set up and configure your own equipment. There is no staff available to assist with setting up wireless internet on your computer device, provide technical assistance, or do any troubleshooting. Library staff is not permitted to handle your Internet device or peripheral equipment
- The Library assumes no responsibility for damage, theft, or loss of personal equipment, software, data files or other personal property used in or around the library facility. Users must keep their equipment with them at all times.
- In using this free Internet access, you agree and hereby release, indemnify, and hold harmless, Riverside Regional Library, its officers and employees, and any affiliate, from any damage that may result from your use of this wireless access. Riverside Regional Library cannot guarantee Internet speed or quality of connection.
- While using this wireless access, you acknowledge that you are subject to, and agree to abide by all laws, and all rules and regulations of the State of Missouri and the federal government that is applicable to Internet use.
- At its sole discretion, Riverside Regional Library may terminate this public service at anytime without prior notice.
- **Printing**--Printing is not available via the wireless connection. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to themselves and printed from a public computer for a nominal fee per page.
- **Power Outlets**--Available power outlets may be used wherever the cord does not present a tripping hazard or block access for patrons or staff. Chairs or tables are not to be moved to electrical outlets. It is recommended that you charge your battery before coming to the library.

- **Headphones**--Please access Internet applications with sound using your own headphones.
- Due to limited bandwidth, during peak hours Library staff may limit the type of internet use.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.
- If you do not agree to the above terms, please disable your wireless connection or turn off your computer.
- All Riverside Regional Library Internet connections are filtered, as required by Missouri law Section 182.825 and 182.827 RSMo.

(revised and approved by the Board of Trustees, June 28, 2012)

Use of Social Media Policy

The Riverside Regional Library utilizes web based and mobile social media applications to encourage community involvement in the library, and to create a dialogue between the Library and its patrons regarding library services, resources, library-sponsored events and programs, and community information. Patron feedback may be used to evaluate current and future programs and events and to guide collection development decisions.

Patrons are expected to follow the basic rules of civility. The Riverside Regional Library reserves the right to remove any patron-contributed content that violates the Riverside Regional Library Conduct of Patrons Policy.

The Riverside Regional Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Riverside Regional Library's views or positions.

(Approved by RRL Board, February 27, 2014)

Patron Service Policy

Riverside Regional Library is committed to providing courteous, responsive, quality service to our patrons by fostering a respectful, positive, and welcoming environment for all.

Our patrons service philosophy:

- We care about all of our patrons and seek to give each one attentive service.
- Our patrons are entitled to efficient service from knowledgeable, motivated, and well-trained staff members.
- We listen to our patrons and respond to their suggestions and concerns.
- We seek out innovative approaches to serve our patrons in the best ways possible.
- We act responsibly provide fair and equitable access to information and our commitment to the best stewardship possible of library resources.

(Approved by RRL Board, February 27, 2014)

Riverside Regional Library Conduct of Patrons Policy

Riverside Regional Library is a public institution dedicated to serving patrons whose purposes are to read, study, obtain information and benefit from programs presented at the library. In order to maintain an appropriate environment for these purposes, the Library Director and Board of Trustees of Riverside Regional Library asks those using the library to comply with the following rules:

1. Library personnel are authorized to call the police should it become necessary to enforce any of these rules.
2. Loitering in the library building or on its grounds is prohibited.
3. Shoes and shirts are required; bathing suits are prohibited in the building unless they are dry and covered with appropriate attire.
4. No food or drinks are allowed in the library.
5. Tobacco products, alcohol, and weapons (concealed or otherwise) are prohibited in the library building.
6. Roller skates, skateboards, and roller blades are prohibited in the library building.
7. Soliciting in the library building or on its grounds is prohibited.
8. Congregating for any purpose, other than use of library resources or for authorized meetings, is prohibited.
9. Disruptive, abusive, inappropriate, or threatening language is prohibited.
10. Library staff may request to see a patron's identification as necessary.
11. Damaging, defacing, misusing, or removing without authorization, library resources, equipment or facilities is prohibited.
12. No patron may interfere with another person's use of the library or with library personnel's performance of her/his duties.
13. Patrons with children accompanying them in the library building and on its grounds are responsible for the supervision of those children.
14. Animals, except handicapped patrons' guide animals, are prohibited in the library.
15. Cell phone use is prohibited in the library building.
16. A patron guilty of flagrant or serious violation of any of the aforementioned rules may be asked to leave the library temporarily or permanently and/or have his/her library card suspended or revoked.

(revised & approved by RRL Board, July 22, 2010)

Riverside Regional Library

Meeting Room Policy

Within the Riverside Regional Library, meeting rooms are made available to the general public for non-library sponsored events as a public service and as a mechanism for meeting our mission statement. The library's facilities are open to organizations engaged in educational, cultural, intellectual, or charitable activities, including partisan political or religious groups. The following guidelines govern the public use of library meeting rooms:

1. Application for use of a meeting room is made with the individual library or branch in advance of the meeting. An "Application for Use of Meeting Room" form must be completed by a representative of the organization before first use of the meeting room.
2. Meetings may not be held in public service areas without specific approval of the library director.
3. No fees, dues, or donations may be charged or solicited by the user for any program. All programs must be free and open to the public and not for specific commercial purposes—including groups such as private business boards and sales organizations. The only exception to the fee rule is in the case of paid registration necessary to cover formal institutes or a fee not to exceed the actual cost of the program and this must be specified in any publicity distributed.
4. Meeting rooms may not be used for private parties, wedding or baby showers, private receptions, or the like.
5. All library-sponsored programs will be given priority in room reservations.
6. Rooms will be assigned as requested on a space-available basis.
7. Notice of cancellation should be given the library twenty-four hours in advance. Failure to do so may result in loss of meeting room privileges.
8. Persons attending the meetings are subject to library rules and regulations regarding appropriate behavior. Programs may not disrupt the use of the library by others.
9. Library facilities must be left clean and in good order. **Failure to comply may result in loss of meeting room privileges.** Users must pay the cost of repair for any damages to facilities. The library assumes no responsibility for materials or equipment left in the building by users.
10. The library reserves the right to revoke meeting room privileges at any time.
11. Permission to use library facilities does not constitute an endorsement by the library staff or Board of any users or their beliefs.
12. Generally, no group or organization may use the meeting room more than twice a week. Exceptions may be granted. No more than two exceptions will be granted in any one year for any group without Board approval.
13. Organizations will be responsible for scheduling library-owned electronic equipment. Organizations using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.

Riverside Regional Library Policy

Bulletin Boards and Exhibit Spaces Policy

It is part of the mission of Riverside Regional Library to provide access to intellectual and cultural resources of the communities served. Exhibits and bulletin boards can fulfill an integral part of the library's total program of public service. Exhibits and bulletin boards may be planned to direct the public's attention to materials and services of the library itself, or may provide exposure to works of artists and artisans of the communities, region, or national in scope.

Uses made of exhibits and bulletin boards should conform to the *Library Bill of Rights*.

Therefore the following principles shall apply:

1. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
2. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.
3. Exhibit space and bulletin boards will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
4. The library's exhibit space, bulletin boards and grounds are open to organizations engaged in educational, cultural, intellectual or charitable activities, including partisan political or religious groups.

Consistent with statements in the *Library Bill of Rights*, the library shall have the final decision on the content, arrangement, and space utilization of exhibits and bulletin boards just as it does for materials selected for the collections. By the same token, just as libraries do not endorse the viewpoints of those whose works are represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics subject to exhibits or bulletin boards.

The following rules apply:

- Publicity material relating to exhibits should be submitted for library approval.
- Any group wishing to use exhibit space must receive library approval for the amount of time, place, and manner of use.
- The library reserves the right to accept or reject any materials subject for display consistent with the principles above.
- The library bulletin boards may be used to post notices of public interest but the library will determine size, appropriateness, and length of display.

Riverside Regional Library

Unattended Children Policy

Riverside Regional Library welcomes the use of its facilities and services by children of all ages. Our services and programs are offered to make the library enticing to children, to encourage them to visit the library, and to develop a love of books, reading and libraries.

Because the library is an open, public building, the safety and welfare of children left alone in the library is a serious concern of the Library Board of Trustees and the administration. Young children, left unattended, often become frightened and anxious. Even older children, though they may be able to occupy their time for a short while, often become bored, hungry, and restless which can lead to disruptive behavior that interferes with the legitimate library business of other patrons and staff. Library staff cannot know if unattended children are leaving the building with parents or strangers or even by themselves.

For the protection and well being of children who enjoy our libraries, and to prevent undue disruption of normal library activities, the Riverside Regional Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

1. **Children aged 11 and under may not be left unattended at the Library.**

Children ages 11 and under must be accompanied by a responsible person—an adult or mature adolescent (16 years of age or older). Parents/caregivers are responsible for their children’s behavior while in the library and while attending library programs. Parents/caregivers should remain in the building while their child is attending a storytime or other program. The public library is not a babysitting service, but an open, public institution where all patrons have an equal right to quality library services in a safe, relaxed environment. If a child is left unattended in the library, the staff will attempt to locate the parent or caregiver. If the parent or caregiver cannot be located within 30 minutes, the police or sheriff’s department may be contacted to pick up the child.

2. **Self-supervised children, ages 12 and up, are welcome to use the library unattended, as long as they display acceptable library behavior.**

For safety’s sake, parents should make sure that their children are sufficiently mature before allowing them to visit the library by themselves. Parents should be advised that if their children display disruptive behavior, the staff may call the parent and the child may be told to leave the library. Parents, even in their absence, are legally responsible for their children’s behavior.

3. **The library assumes no responsibility for an unattended child—even for a very short time—before, during, or after library hours.**

Staff should not be placed in the position of supervising children who are too young to be unattended, or whose behavior indicates that they have stayed at the library for too long a time.

4. Unattended Children at Closing.

Children should have definite arrangements to be picked up before closing time. Youngsters left to wait outside for a ride after the library has closed are placed in a vulnerable position. It is not the intention of Riverside Regional Library to seek out unattended children, but rather to have a reasoned response prepared if necessary. The Library respects the privacy of patrons and will intervene only when, in the opinion of our Staff, the safety and well being of a child is threatened. If staff has reason to suspect that a child has been left at closing time, staff will ask the child if he/she is waiting to be picked up, determine the child's name, and call the child's parent. If the parent cannot be reached or the transportation does not arrive within fifteen minutes, the police or sheriff's department will be called to assume responsibility for the child. Two staff members should remain with the child for 15 minutes after closing until the parent or the police arrive. If the police remove the child from the library premises, staff will leave a note on the door notifying the parent/caregiver.

Staff members use their judgment when dealing with unattended youth at closing, but the library staff will **UNDER NO CIRCUMSTANCES** transport or take the child away from the building.

In any situation involving youth safety and specifically whenever parents/caregivers or law enforcement personnel are contacted, staff will complete an Incident Report to be sent immediately to the Director, and a copy to be filed at the library.

In order to institute this policy, signs will be posted in each library building as follows: "While in the library, children 11 and under must be accompanied by an adult. At library closing time, a parent or guardian whose child has not been picked up will be telephoned. If there is no response to the call, the police will be contacted."

APPENDIX I:

Library Bill of Rights

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

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

APPENDIX II:

The Freedom to Read Statement

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.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

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

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

*Adopted by the
Council of the American Library Association
February 3, 1999*

Code of Ethics of the American Library Association

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

Adopted June 28, 1997, by the ALA Council; Amended January 22, 2008.