



WASHINGTON PUBLIC LIBRARY  
WASHINGTON, MISSOURI

HORN ARCHITECTS  
WASHINGTON, MISSOURI

Washington Public Library  
410 Lafayette Street  
Washington, MO 63090

# POLICY MANUAL

# Washington Public Library Policy Manual

## Table of Contents

Introduction & Mission Statement.....	3
<b>Board of Trustees Bylaws.....</b>	<b>4</b>
<b>Policies</b>	
Behavior.....	9
Collection Management.....	12
Library Display Policy.....	15
Library Program Policy.....	15
Confidentiality of Library Records.....	16
Copyright.....	17
Electronic Media Communication.....	18
Exhibits/Displays.....	20
Facilities.....	22
Fees.....	23
Friends of the Library Organization.....	24
Gifts/Service to Library.....	25
Holidays.....	28
Internet Acceptable Use.....	29
Wireless Connection Acceptable Use Policy.....	30
Lending Policy.....	33
Library Card Policy.....	35
Lost Materials.....	36
Meeting Room.....	37
Personal Equipment Use.....	40
Personnel Policy.....	41
Posters, Flyers, and Public Information.....	42
Safe Child Policy.....	43
Volunteers.....	44
<b>Addenda</b>	
Addendum 1 – Library Bill of Rights.....	45
Addendum 2 – Freedom to Read Statement.....	46
Addendum 3 – Freedom to View Statement.....	50
<b>Appendix</b>	
Exhibit Area/Display Cases Application	
Library Card Application	
Meeting Room Use Application	
Reconsideration of Library Materials Form	
Request for Purchase Form	
Donation Form	
Velma Jones Stroetker Service Award Application	

# **Washington Public Library**

Washington, MO

## **Policy Manual**

### **Introduction**

The purpose of this manual is to provide the members of the Washington Public Library Board, the Library Administration and Staff, and library patrons a consolidation of policies relating to the overall direction and operation of the Washington Public Library.

### **Mission Statement**

The mission of the Washington Public Library is to provide the community with open and equitable access to cultural, intellectual, and informational resources and promote literacy in a pleasant, community-oriented environment.

**By-Laws of the Board of Trustees  
Washington Public Library  
City of Washington, MO 63090**

**Article I**

**Membership and Officers of Board of Trustees**

**Section 1:1 Appointment to Board**

The Mayor shall, with the approval of the City Council, appoint a Board of nine (9) Trustees for the public library, chosen from the citizens at large, with reference to their fitness for such office. No member of the City Government shall be a member of the Board. The members shall be divided into groups of three (3) members each, with each group serving staggered terms. Each trustee will serve for three (3) years or the appointed time for which appointed. Three (3) Trustees shall be appointed by the Mayor of the City each year at the first meeting of the City Council in June, following the April elections.

**Section 1:2 Reappointments**

No member shall serve for more than three (3) successive full terms and shall not be eligible for further appointment to the Board until two (2) years after the expiration of the third (3<sup>rd</sup>) term.

**Section 1:3 Vacancies**

The Mayor shall also fill any vacancy that may occur on the Board, the Board making three (3) recommendations. A trustee appointed to fill a vacancy shall hold membership only for the unexpired term of the member creating the vacancy.

**Section 1:4 Removals**

The Mayor, by and with the consent of the City Council, may remove any Trustee for misconduct or neglect of duty.

**Section 1:5 No Compensation**

No Trustee shall receive compensation as such, and no person shall be employed by the Board who is related either by blood or by marriage to any Trustee of the Board.

**Section 1:6 Officers**

The officers of the Board shall be President, Vice-President/Treasurer, and Secretary, who shall be elected by the Board from its own members at the first regular meeting of the Board in July of each year. Each officer shall hold office until the next July or until his successor shall have been duly elected and shall have qualified, or until his death, or until he shall resign or shall have been removed in the manner herein provided.

Any officer may be removed from office at any time on the affirmative vote of a majority of the Board of Trustees whenever, in its judgment, the best interests of the Board of Trustees will be served thereby.

Vacancies in offices, however occasioned, may be filled at anytime by election by the Board of Trustees for the unexpired terms of such offices.

### **Section 1:7 Duties of the Officers**

#### **President:**

It shall be the duty of the president to preside at all meetings of the Board and appoint special committees as needed, as well as signing any documents as required by any entity of the local, state or federal government.

In the absence of the Library Director, the president shall appoint a temporary director.

The president will vote only to break a tie.

#### **Vice-President/Treasurer:**

In the absence or inability of the president to act, all duties of the office shall devolve upon the vice-president. The treasurer of the Board shall sign the annual application for State Aid. If the treasurer is unable to sign, any other officer may sign.

#### **Secretary:**

The secretary of the Board shall keep an accurate record of the proceedings of the Board and shall perform all other duties that the Board directs.

Subject to the foregoing, the officers of the Board of Trustees shall have such powers and duties as usually pertain to their respective offices and such additional powers and duties specifically conferred by law, by these Bylaws, or as may be assigned to them from time to time by the Board of Trustees.

## **Article II**

### **Meetings of the Board**

#### **Section 2:1 Regular meetings**

Regular meetings of the Board shall be held at a day and time agreed upon by the Board.

#### **Section 2:2 Special meetings**

Special meetings may be called by the president, or by three (3) members of the Board.

**Section 2:3 Quorum**

Five (5) members shall constitute a quorum for the transaction of business. Lacking a quorum, there will be no meeting. In case of emergency, less than a quorum of members may attend a meeting electronically via conference telephone call or an online meeting site, if agreed upon by a majority of the other members in attendance and a quorum of the Board is physically present. All members so participating by means of conference telephone or similar communications equipment shall be deemed present at the meeting.

**Section 2:4 Order of Business**

The order of business shall always include the following items: Roll call, Acceptance of minutes of last meeting, Presentation of financial report and monthly expenditures, Monthly report of Director, Committee reports, Unfinished business, New business, Adjournment. The Director of the Library shall prepare an agenda for each meeting of the Library Board and make a copy available to each member of the Board of Trustees present at the beginning of each meeting.

Members of the public will be allowed three (3) minutes each to address the Board on library matters. No more than thirty (30) minutes may be spent on public comment. Subjects may be postponed to be included in the next meeting's agenda.

**Section 2:5 Attendance**

Failure of a member of the Board to attend fifty percent (50%) of the regular meetings through the year may constitute reason for replacement of said member by the Mayor and City Council.

**Article III**

**Executive and Special Committees**

**Section 3:1 Special Committees**

Special committees may be appointed by the president. Any special committee as may be appointed from time to time shall serve until a final report is made by the committee to the Library Board, at which time the committee disbands.

**Section 3:2 Executive Committee**

If necessary, the president may call for the formation of an Executive Committee. Formation, terms, powers, meetings, quorums and reports will be at the discretion of the Board president.

**Article IV**

**Parliamentary Authority**

Roberts Rules of Order, latest revised edition, when not in conflict with these by-laws, shall govern the conduct of business of the Board.

**Article V**  
**Duties of the Board**

1. Hire and fire Director of library in cooperation with the office of City Administrator. Board may for good cause, at any time, remove the director by a vote of the majority of the Board.
2. Set policy.
3. Consult with Director on budget.
4. Set hours of operation of the library.
5. No non-budgeted appropriation shall be made, indebtedness incurred, or major agreements made without the majority vote of the Board.
6. Give notice of any Board meeting or committee meeting 24 hours in advance, in accordance with applicable Missouri law.
7. Make and adopt such by-laws, rules and regulations for their own guidance and for the government of the library as may be expedient, and not inconsistent with Section 230.040 of the City's Code.
8. Promote the mission of the library.

**Article VI**  
**Duties of the Director**

1. Be the chief executive and administrative officer for the library and carry out the policies of the Board.
2. With the advice and consent of the Board, prepare written rules for the use of the library by the public.
3. Annually make reports required by law to the Board and to the State Library.
4. Hire and fire personnel in accordance with the city's personnel policy.
5. Determine a yearly budget with the city administrator and serve as budget officer.
6. Attend monthly Board meetings and special committee meetings as required by the Board.
7. Serve as the official liaison to Friends of the Library.

**Article VII**  
**Employees of the Library**

Benefits for employees will be as stated in the city policy manual.

**Article VIII**  
**Indemnification**

The City of Washington shall indemnify each trustee of the Board of Trustees against any and all liabilities incurred as trustees. The City shall purchase and maintain a good and sufficient policy of liability insurance for each of the trustees, individually, against any and all liabilities incurred as trustees.

**Article IX**  
**Law Controls**

It is the purpose and intention of the Board of Trustees that these Bylaws be consistent with all laws and statutes of the state of Missouri. In the event any provision of these Bylaws is determined by the Board of Trustees, at a later date, to be inconsistent with the laws and statutes of the State of Missouri, then the laws and statutes of the State of Missouri shall control and these Bylaws shall be deemed amended in accordance therewith and the inconsistent provision shall be deemed severed from these Bylaws. A determination that a particular provision is inconsistent with the laws and statutes of the State of Missouri shall in no way affect the validity of any other provision and it shall not invalidate the remainder of the provisions of these Bylaws.

**Article X**  
**Amendment of By-laws**

These by-laws may be amended by a unanimous vote at any regular meeting of the Board when a quorum is present.



## Behavior Policy

Washington Public Library strives to provide the highest level of service to all library patrons. In order to foster an environment in which all patrons are able to use the library's resources, services and programs as effectively as possible, we require that all patrons comply with the following rules of conduct.

- The use of cell phones, pagers, and other communication devices is prohibited inside the library and during classes or programs. Cell phones and pagers should be answered promptly, and conversations should be brief and carried on in quiet tones. If conversations cannot be conducted quickly, patrons are expected to move to the lobby or outside the building.
- The use of phones or other electronic devices to take photos or record video or sound is prohibited without prior permission of the library.
- Patrons may not talk loudly or behave in a disorderly or disruptive manner. The use of profane or threatening language or other harassment of library users or library staff will not be permitted.
- Patrons may not create a disturbance in any matter that interferes with people's ability to use the library or staff's ability to do their job.
- Sleeping for any extended period of time is not permitted inside the library or on the library grounds. Using blankets or bedding in the library is prohibited with the exception of small children. Habitual sleeping is not permitted inside the library.
- Leaving belongings unattended for an extended period of time (30 minutes) inside the library or on the library grounds, is not permitted.
- Monopolizing library space, equipment, or outlets to the exclusion of others will not be permitted.
- The library allows patrons to bring in covered drinks and light snacks, which may be consumed in areas away from computers. Patrons must dispose of trash in proper receptacles.
- Any patron neglecting personal hygiene so that it is offensive and constitutes a nuisance to other patrons may be asked to leave library property.
- The use of skateboards, roller blades or scooters is not permitted on Library property. Bicycles and scooters are not permitted inside the library.

- Patrons may not misuse restrooms for bathing or shaving, soiling surfaces or facilities, or using restrooms for an extended length of time. Bathing, shaving, or washing clothes in public restrooms is not permitted.
- Patrons must wear clothing that covers both the upper and lower torso of the body. Any state of undress, including lack of shoes, will not be permitted. Proper attire should be worn inside the library at all times.
- Weapons are prohibited on library property.
- Vandalism of Library facilities, equipment or materials will be prosecuted.
- Smoking, use of smokeless tobacco and any type of e-cigarette or vaping device is prohibited inside the library.
- Selling, soliciting, panhandling, or loitering on library premises is not permitted.
- Engaging in any illegal activity or behavior will be reported to proper authorities.
- Petitioning inside library buildings is prohibited. The circulation of petitions outside library facilities may not impede the free access of the public to library buildings and resources.
- Patrons are expected to abide by established time limitations for the use of public access computers and other equipment and must observe the library's internet use policy.
- Patrons should leave the library promptly at closing time.
- Parents are responsible for the behavior of their children while they are on library property. Children under ten years of age must be accompanied and adequately supervised by a responsible adult or caregiver. Older brothers, sisters, or caregivers under the age of sixteen are not considered adequate supervisors.
- Patrons of any age with cognitive, physical, or emotional impairments who require supervision should be accompanied by a parent or caregiver at all times.
- The teen and children's areas of library facilities are designed for children, teens, their families and caregivers. Use of these areas by adults who are not parents, guardians, teachers, or caregivers may be restricted to ensure that children, teens and their families have adequate access to the resources provided specifically for them.
- Animals are not permitted on Library property except when needed to aid persons with disabilities or used in conjunction with library programs.
- Library materials must be properly checked out before being removed from the building.

Persons who fail to observe this code will be asked to leave the building or will be subject to arrest.

Library Management reserves the right to expel any person whose behavior is judged to be disruptive or inappropriate to the library environment or prevents effective use of the library by other customers. Patrons may be expelled for a week, month, one year or longer depending on the seriousness of the offense.

Patrons who feel they have wrongly been expelled from the library can submit their complaint in writing. Their complaint will be submitted to the Board of Trustees at the next regularly scheduled meeting. The decision reached by the Board of Trustees will be put into writing and the Library Director will present it to the patron.

Approved by Board of Trustees October 25, 2010  
Revised & approved by Board of Trustees January 23, 2012  
Revised & approved by Board of Trustees July 23, 2018  
Revised & approved by Board of Trustees January, 2023

# Collection Management Policy

## Statement of Purpose

Effective democratic societies require that individuals have free and open access to information and ideas on all subjects. The Washington Public Library recognizes that, for many residents of the City of Washington, the public library serves as the primary resource for information access. The library actively integrates information and referral services, various interlibrary loan functions and collection management to provide the most efficient and timely delivery of information services.

## Philosophy of Collection Management

Central to the Washington Public Library's Collection Management Policy are the Library Bill of Rights and the Intellectual Freedom to Read Statement as adopted by the Council of the American Library Association. Materials, for the purposes of this policy, shall be defined as all print and non-print materials selected by the library for public use.

The Washington Public Library, governed by this policy and specified collection management procedures, shall select recreational and informational materials within the constraints of budget and physical limitations. The library will not attempt to collect either the most ephemeral of popular materials or the most esoteric of research documents.

Exhaustive collections designed to service the patron engaged in serious and extensive research are considered to be the province of the academic and special libraries in the area. Nonessential duplication of materials held by branches in the Scenic Regional Library System will be avoided.

Professionally adequate information management also requires the timely removal of materials which have become dated or are for other reasons no longer considered suitable for retention. The removal of items from the collection shall be governed by this policy through the application of established collection management procedures. The disposition of library materials which have been removed on the basis of accepted professional practices shall be at the discretion of the Director.

## Responsibility for Collection Management

The responsibility for assisting in the selection of library materials belongs to every member of the staff. The ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Board of Trustees and established annual budget.

The general public also has certain rights and responsibilities concerning the collections of the Washington Public Library. Library patrons may recommend specific titles for purchase by completing a written *Request for Purchase* form. Similarly, patrons may request the reconsideration of a title by completing a written reconsideration form. Both requests for purchase and reconsideration will be given careful consideration. The library will uniformly

apply the standards and selection criteria developed in this policy and implemented through established procedures during any such review.

The Washington Public Library is cognizant of parental concern over the questions of suitability of reading matter for children and young adults. The library has established criteria and procedures for the general selection of materials for children and young adults; however, parents are the most capable judges concerning the contents of material and the reading and comprehension levels of their children. As a result, the library considers that the responsibility for those materials which individual children select must rest with the child's parents or legal guardians.

Donations are accepted by the Washington Public Library and are governed by the Collection Management Gift Policy.

### **Selection Criteria**

In considering which materials to place in the library, an attempt will be made to provide a diversity of viewpoints in all areas, including political, social, and religious. The library's selectors will not automatically include or exclude an item based solely on any of the following criteria:

- Race, religion, nationality, sexual orientation, age, gender or political views of the author
- Frankness or coarseness of language
- Controversial nature of item
- Endorsement or disapproval of an item by any individual or organization in the community

Each item will be judged on the basis of its overall content and style, not on the basis of any isolated or random portion.

Ideally, all publication in all media should be available to everyone. Because libraries are limited by budget and space, it is necessary to establish qualitative and quantitative standards to assist in the evaluation of materials to be purchased or accepted as donations.

Some criteria for selection of materials may include:

- Significance of subject matter
- Accuracy, quality, authenticity
- Sufficiency of scope
- Presentation of diverse viewpoints
- Current interest or relevance
- Acceptability of format
- Effectiveness of presentation
- Expressed or anticipated patron demand
- Favorable reviews in professional or popular media

- Scope and depth of present collection
- Continuation of a series already held

Selection tools may include the following:

- Professional review media, such as *Publishers Weekly*, *Library Journal*, *School Library Journal*, *Booklist*, *Kirkus Reviews*
- Popular media, including newspapers, magazines, broadcast programs and electronic media
- Subject bibliographies chosen by specialists

### **Designating Age Appropriateness**

The library collections for patrons under age 18 are split in the “E” collection, which is intended for ages birth to 2<sup>nd</sup> grade, the “REA” collection, which is intended for ages kindergarten to 2<sup>nd</sup> grade, the “J” collection which is intend for patrons 3<sup>rd</sup> grade to 5<sup>th</sup> grade and the “YA” collection which is intend for patrons 6<sup>th</sup> grade to 9<sup>th</sup> grade. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth to 2<sup>nd</sup> grade for “E” materials, ages kindergarten to 2<sup>nd</sup> grade for “REA” materials, ages 3<sup>rd</sup> grade to 5<sup>th</sup> grade for “J” materials, ages 6<sup>th</sup> grade and above for “YA” materials; and/or the publisher’s suggested age range if available. This statement is required by Missouri Regulation 15 CSR 30-200.015.

The responsibility for materials used by minors rests completely with their parents or legal guardians. Materials selected for the Adult and Young Adult collections are intended for mature readers. Checkouts to minors from these collections are allowed with the signed parental permissions on a minor’s library card form. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.

Patrons are not limited by these age recommendations. All patrons are welcome to checkout any materials in our collections. Responsibility for minor’s reading must rest with the parent or legal guardian, not with the library.

### **Replacement Criteria**

Non-repairable damaged items, missing items (those six months or more overdue) and items lost and paid for by patrons should be evaluated for possible replacement, based upon the following factors:

- Currency
- Need for material in the subject area (for nonfiction only)
- Popularity of item
- Status as a classic on standard lists

## **Materials Not Collected**

Washington Public Library does not attempt to provide exhaustive collections for the serious researcher; these are considered to be the province of the academic and special libraries in the metropolitan St. Louis area.

Also excluded from consideration are items which require long-term usage in excess of the library's normal loan period and those materials which should be in school or academic libraries, including:

- Textbooks
- Curriculum-related items
- Professional materials, except for library and information science
- Those of interest only to one specific group
- Highly technical items

## **Weeding**

When damaged materials cannot be repaired, they must be discarded or "weeded." In addition, professional collection management dictates the timely removal of materials from the collection for other reasons.

Criteria for Weeding:

The decision to weed will be made on an individual, item-by-item basis, using the following criteria:

- Physical condition is beyond reasonable repair
- Library has an excess number of duplicate copies
- Edition is superseded
- Material is outdated
- Material is not being used or checked out (this is a consideration but not the only factor)

Besides aiding in the retention of a current and appealing collection, weeding facilitates effective use of available space and helps define categories in which additional material is needed. A systematic assessment of both the circulation and reference collections for weeding purposes will be done on a rotating basis. Periodicals will also be reviewed annually for retention or weeding when the next year's list is compiled.

The removal of materials on this basis will be guided by established collection management procedures. The disposition of materials which have been removed on the basis of accepted professional practices will be at the discretion of the director.

## **Criteria for Retaining Seldom Used Materials**

- Local author, setting, or topic
- Unique and/or out-of-print subject matter
- Famous illustrator or unique/unusual illustrations or photographs
- Prize winner
- Analyzed in standard index
- Considered primary source material in its subject
- Part of a series that is retained
- Reflects the mores of a particular time and place

## **Reconsideration of Materials**

If a patron objects to the inclusion of a particular item in the library's collection, they may question the reason for inclusion. The patron can fill out a *Request for Reconsideration of Library Material* and return it to the Library. The matter will be passed to the director for their review. If the patron is dissatisfied with the director's decision, they may appeal the decision to the Board of Trustees whose decision will be final. A form for reconsideration is appended to this policy and available to the public upon request. The decision will be communicated to the challenger by phone or email. Results of the challenge will be posted on the website. Challenges will be a public record. Challengers names will not be posted. Future challenges for the same title cannot be made for one year from the initial challenge date.

Challenges made under Missouri Regulation 15 CSR 30-200.015 can only be made by a parent or legal guardian of a minor child with an active library card who reside in the Library's legal service district.

## **Withdrawal and Disposal of Weeded Materials**

Items no longer useful or repairable are sent to the Technical Services Department for official withdrawal from the collection.

## **Library Display Policy**

Displays in the designated Children's Area are designed for children.

Approved by Board of Trustees January 23, 2012  
Revised & approved by Board of Trustees June 26, 2023



## **Confidentiality of Library Records**

The Washington Public Library Board of Trustees, in accordance with Missouri State Statutes Chapter 182, Section 182.815 and 182.817, mandates that the Library's circulation and patron records be kept confidential. The Board designates the Library Director as the "Custodian of Records." Such records shall not be made available to any non-authorized individual or entity. Such records are not to be made available to any state, federal or local government agents except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. The issuance or enforcement of such an order or subpoena shall be resisted until a proper showing of good cause has been made in a court of competent jurisdiction. The library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured. The Library Director shall be the person to ultimately release the requested record.

The established procedure is, if a person, including a person of authority such as a law enforcement officer, approaches a library employee asking for personal information about a patron, the employee is not to divulge that information. Any such request should be referred to the Library Director, or if she/he is not available, her/his designee. Notwithstanding the provisions of any other law to the contrary, no library or employee or agent of a library shall be required to release or disclose a library record or portion of a library record to any person or persons except in response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library, or in response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime. The Library Director, as Custodian of Records, will use her/his discretion as to how to respond properly to the request.

## Copyright

It is the intent of the Washington Public Library Board of Trustees that the Washington Public Library complies with the U.S. Copyright Law (Title 17, *US Code*, Sect. 101, et seq). This policy represents a sincere effort to observe the copyright law.

Employees and patrons are prohibited from copying copyrighted works unless the action is authorized by (a) specific exemptions in the copyright law, (b) the principle of fair use, (c) the fair use guidelines, or (d) licenses or written permission from the copyright owner. Any other copying must be approved by the Library Director on a case-by-case basis.

The Library Director shall assure that the following copyright warning is displayed on or near copying equipment:

*Notice: The copyright law of the United States (Title 17 US Code) governs the copying of copyrighted materials. The person using this machine is liable for any infringement.*

Employees who willfully disregard the Library's copyright policy do so at their own risk and assume all liability, including the possibility of disciplinary action, for persistent copyright infringements. If the Library Director is aware of copyright infringements by an employee or patron, he/she shall take appropriate steps to stop the illegal actions.

Approved by Board of Trustees January 23, 2012

## **Electronic Media Communication**

The Washington Public Library is considered a department of the City of Washington government and is primarily governed by the principles and provisions of the City of Washington's *Electronic Media Communication Policy*. In many instances, as outlined below, the Library's staff is also governed by the Library's policy on *Confidentiality of Library Records* and other library policies approved by the Library Board of Trustees.

### **Ownership, Leasing, Licensing and Use of Equipment and Software**

The Washington Public Library uses the City's e-mail system. All library hardware, software and peripherals are wholly operated, owned, leased, licensed and are the responsibility of the City of Washington.

The Washington Public Library provides personal computers, wireless connectivity, and Internet access for use by the public. The Library's *Internet Acceptable Use Policy* and *Guidelines for Use of Public Computers and Wireless Connection* govern use of these resources.

### **Policy and Law**

The Library staff's electronic communications containing personally identifiable library user information are subject to Missouri State Statutes Chapter 182, Section 182.815 and 182.817 pertaining to disclosure of library records stating that such records are confidential.

### **Computer and E-mail Usage**

All computers, computer files, the e-mail system and software furnished to employees are the property of the City of Washington. All personally identifiable library user information is governed by the confidentiality provisions of Missouri State Statutes, as stated above, unless superseded by applicable Federal law. Monitoring of employee computer or e-mail use that may contain such user information is also governed by the confidentiality provisions.

The Library provides hardware, software and peripherals to the public to enable Internet access, including the ability to access personal web-based e-mail accounts. The Library does not manage or monitor these accounts nor take any responsibility for their content.

### **Global E-Mail**

The City of Washington operates the e-mail network and it is frequently necessary to send global messages to all employees and Library staff. Therefore, no special permission is required to send an e-mail message to Library or All Employees global distribution lists. All such communications should be work-related and pertinent to library or city operations.

Inclusion of a patron or other interested individual in a mass email distribution list will be by consent of the patron and handled in compliance with the CAN-Spam Act.

## **Internet Usage**

All personally identifiable library user information is governed by the confidentiality provisions of Missouri State Statutes, Chapter 182, Sections 182.815 and 182.817, as stated above, unless superseded by applicable Federal law. Monitoring of employee computer or Internet use that may contain such user information is also governed by these confidentiality provisions. Monitoring or disclosure of Internet data, received or transmitted, which contains such personally identifiable user information is subject to the same confidentiality provisions as stated above, unless superseded by applicable Federal law.

The Washington Public Library provides personal computers and Internet access for use by the public. The Library's *Internet Acceptable Use Policy* governs use of these resources. It is expected that all library users will use these resources in compliance with all Federal, State and local laws and with Library policy.

Approved by Board of Trustees January 23, 2012

## Exhibits/Displays

Use of Washington Public Library's areas for displays and exhibits is primarily for library and library-sponsored programs, thus the Library will have priority over other exhibits/displays. However, WPL recognizes that exhibits/displays are extensions of the library's cultural and educational services to its community. Exhibits/displays including works by local artists, collections belonging to local collectors, as well as informational exhibits/displays shall be permitted in the library's facility. All exhibits/displays shall be in accordance with policies approved by the WPL Board of Trustees.

The library does not evaluate the belief or purposes of sponsoring organizations and providing space for exhibits/displays does not imply endorsement by the library of any group, their ideas, or programs. Exhibitors may not list the Washington Public Library as a sponsor or co-sponsor of the exhibit or display unless authorized by the Library Director.

Exhibits/displays in the library will be viewed by individuals of all ages. The materials of the exhibits must therefore meet "a standard acceptable to the community," as determined, or in the sole discretion of the Library Director. Exhibits/displays must not interfere with normal library use. The Library reserves the right to review requests for display/exhibit space. Permission to use display space will be granted by the Library Director and is reserved under a first-come, first-served policy. Any cases of disagreement with the Director's decision may be appealed to the Board of Trustees whose decision will be final. The Library reserves the right to limit the size and length of exhibits/displays.

### Available Space:

- Two lockable, glass display cases
- The Gallery and Entrance Hallway wall on the lower level

### Basic Policies:

1. All exhibits/displays must be appropriate for the area in which they will be displayed. Items being displayed must be appropriate for all age levels. Time, manner and placement of exhibits/displays will be considered by the library administration when determining appropriateness.
2. The purpose of exhibits/displays shall be for the edification or education of the public and not for the exhibitor's personal gain.
3. Library staff is not responsible for the arrangement, care, supervision, or dismantling of exhibit/display, but reserves the right to approve or disapprove of the handling of such.
4. Exhibitors must complete an application form and supply proof of insurance coverage for the exhibited items.

5. Washington Public Library is not responsible for any damages, theft or loss of items being displayed.
6. No permanent exhibits, gifts or museum materials will normally be accepted. Any offers of such exhibits or gifts shall be made to the Library Director who shall present the offer to the WPL Board of Trustees.
7. Hours of exhibits shall coincide with library hours unless special permission is granted by the Library Director or WPL Board of Trustees.

Rules:

1. Exhibits/displays must be scheduled in advance with library administration.
2. A copy of this policy shall be given to individuals prior to an exhibit being scheduled.
3. Exhibitors interested in reserving one of the display areas must complete a Display Case/Exhibit Area application and provide proof of insurance.
4. Library administration shall determine the duration of exhibits/displays.
5. Exhibitors may provide business cards or a sign with their name, address, web address, and telephone numbers. The sign shall not exceed 8 1/2"x11". Prices may not be attached to items or price lists included with the display.
6. The installation and removal of the display or exhibit is the responsibility of the exhibitor. Exhibitors must use library-furnished hangers for the display of art work. No exhibitor-supplied fixtures may be attached to the walls.
7. While the Library tries to avoid cancelling or suspending displays or exhibits, the Library reserves the right to do so if facilities are needed for library purposes. Every effort will be made to give as much advance notice as possible.
8. Any individual or organization wishing to prepare a press release about the exhibit must submit same to the library administration for review before publication or dissemination. The library reserves the right to write or edit all press releases.

### **Library Program Policy**

Programs at the library are intended for ages 18 & up unless otherwise stated.

Approved by Board of Trustees January 23, 2012

Approved by Board of Trustees June 26, 2023

## **Facilities**

### **Physical facility of the Library**

The Library, as a public institution in City of Washington facilities, is committed to providing a clean and welcoming environment for both the general public and the staff. Patrons are expected to help maintain this environment. The facilities will comply with the "Americans with Disabilities Act." Reasonable accommodations will be made to serve the needs of library users. If necessary, staff assistance will be provided.

All buildings of the City of Washington are smoke-free. Smoking is prohibited in all interior areas of the Library.

Approved by Board of Trustees January 23, 2012

## Fees

Fees may be applicable, at the discretion of the Board of Trustees of the Washington Public Library, for services which may include:

- Providing a service that incurs an additional cost to the Library with each use, such as materials for programs
- Providing Library facilities and staff to outside organizations
- Providing use of equipment, such as photocopiers, computer printers, fax machines, scanners, etc.
- Providing new services for which funding is not otherwise available
- Providing certain popular and high-demand material
- Other materials and/or services at the discretion of the Director or Board of Trustees.
- Approved by Board of Trustees January 23, 2012



## **Friends of the Library Organization**

### **General Statement of Support**

The Board of Trustees of the Washington Public Library recognizes the need for community involvement in providing quality library services and accepts the philosophy that a Friends of the Library group is highly desirable since it provides an excellent bridge between the library and the community.

The Board encourages the organization of a Friends of the Library group.

Friends of the Library should develop and enact by-laws and should be self-supporting.

Proceeds from programs and projects should be devoted to library improvements developed by the Friends of the Library and Library Board and staff.

The Library Director or Director's delegate is the liaison to the Friends of the Library group.

Officers of the Washington Public Library Friends of the Library may not be on the Library's staff or a member of the Board of Trustees.

The Director and staff of the Library are available to offer assistance and guidance to the Friends of the Library.

Approved by Board of Trustees January 23, 2012

## **Gifts to the Library**

The Board of Trustees of the Washington Public Library actively encourages gifts and contributions that will help the Library better serve the needs of the community. All donations and gifts are subject to applicable Missouri statutes as well as the Library's existing materials selection policy. The cost of processing, availability of space and the physical condition of the item are also factors in the acceptance process. The Library, through the Board or the Board's delegated authority, makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, and access. The Library is granted unconditional ownership of each gift. In all instances, the Library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the Library.

### **Acceptance of Gifts**

Gifts to the Washington Public Library are tax-deductible.

#### *Gifts of Books and other library resources*

The Library Director is authorized to act for the Board in accepting or declining offers of gifts in the form of books, recordings and other library materials or resources. The Library Director, in accordance with existing materials selection policies, may exercise discretion concerning which materials shall be retained for the Library's collection and which will be sold on the Friends of the Library book sale. The Library Director will decide whether use of gift recognition plates is appropriate.

#### *Monetary Gifts*

Donations of money are welcomed. Unrestricted gifts are encouraged so that contributions can be used in ways that best support the Library's strategic plan and the needs of the community. The Library will consider the wishes of donors when accepting restricted gifts. When the Library receives a cash gift for the purchase of materials or other resources, whether as a memorial or for any other purpose, the general nature of subject area of the item(s) to be purchased may be specified by the donor. Selection of specific titles, however, will be made in accordance with the needs and selection policies of the Library.

#### *Gifts in Kind*

Gifts of furniture, art, statuary, other tangible personal property, and professional services may be accepted or declined by the Board with advice and counsel from the Library Director. Any conditions attaching to the proposed gift will be considered by the Board. Any conditions which the Board regards as inappropriate or impractical may provide basis for rejection of the gift or further negotiation with the donor.

### *Gifts of Securities*

Marketable securities received by the Library as gifts may be accepted by the Board. Such securities will be sold as soon as practicable at the market rate. The net proceeds of unrestricted gifts may be used as recommended by the Board. The net proceeds of restricted gifts will be used as directed by the donor, subject to Missouri statutes, the policies outlined herein, and other relevant Board policies. The acceptance of gifts offered to the Library consisting of securities that are not readily marketable will be considered by the Board.

### **Valuation of Non-monetary Gifts**

Neither the library staff nor the Board will issue a written or verbal statement to the donor regarding the deemed value of non-monetary gifts. If a donor is in need of an appraisal, an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. The Library Director may provide, on request, a letter of acknowledgement to the donor describing the gift and its apparent condition or a receipt for items received.

### **Recognition of Gifts and Service to the Library**

There will be no naming of the library facility or rooms/spaces within or outside the library, other than "Friends of the Library" Room, either for service or contributions to the library.

### *Written acknowledgement*

The Library shall provide prompt written acknowledgement to donors of all gifts, including the amount of all monetary gifts. In the case of a memorial or honorarium, an acknowledgement shall be sent to the honoree or the family of the memorialized person, if applicable.

### *Designated Contributions*

For a significant item given or for substantial monetary contributions designated for a specific purpose/item, a special placard of uniform design and size will be placed on the item. Wording might be, "Given by (or in memory of) \_\_\_\_\_." These placards will be placed for contributions made either to the library or the Friends of the Washington Public Library for a specific purpose. Any items, furniture, furnishings, etc. given to or purchased for the library will be used and eventually disposed of at the discretion of the Library Director and the Board of Trustees.

### *Library Wall of Donors*

The library shall maintain a cumulative record of gifts. For cumulative undesignated financial contributions of \$10,000 or more made either to the Library or the Friends of the Washington Public Library, the name of the individual, family, organization, corporation, or business donor

will be listed on the *Library Wall of Donors*. The Wall of Donors shall be prominently located within the library. The Friends of the Library shall be responsible for maintaining and submitting to the Library Director the information needed to provide all such recognition on the Wall of Donors for contributions made to their group. The Wall of Donors will be updated annually.

*Velma Jones Stroetker Service Award*

The Velma Jones Stroetker Service Award will be utilized to recognize individuals, organizations or businesses who have given outstanding service to the library in the form of volunteer or service activities, advocacy, or professional/business support. The award will be presented through a nomination process and final selection will be made by the Library Board of Trustees. The award will be given annually in April, if deemed appropriate. More than one entity/individual may be recognized with this service award at the same time. Award recipients will have their names and year of award inscribed on the permanent plaque that will be displayed in the library alongside the Wall of Donors.

Approved by Board of Trustees January 23, 2012

## **Holidays**

Washington Public Library will observe and be closed on the same holidays as the City of Washington:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on Sunday, the following Monday will also be observed as a holiday. If a holiday falls on Saturday, the previous Friday will also be observed.

Approved by Board of Trustees January 23, 2012

Revised & approved by Board of Trustees June 26, 2023

## **Internet Acceptable Use Policy**

While the library staff will assist users of all ages in making use of the Internet, users are responsible for the access points they reach. The Internet and its available resources may contain materials of a controversial nature. The library cannot censor access to material or protect users from offensive information.

Under Missouri Law, the parents of minor children (17 and under) are responsible for their children's use of the Internet through the library's connection.

The WPL does not assume responsibility for any damages, direct or indirect, arising from use of the library's Internet connection or the connections with other systems which users may make through our connection.

All Internet users agree to adhere to the WPL Internet Policy and to any "appropriate use policy" of the library's current Internet service provider. Failure to follow policy will result in loss of use of the WPL Internet connection.

### Rules of Use:

1. User must sign on to the library's network with his/her library card or guest pass. Guest passes must be obtained at the Service Desk by showing photo ID and agreeing to this policy.
2. User will be limited to 180 minutes of usage per day.
3. There is a limit of two adults (18 years and older) at a time on the terminal.
4. A parent or guardian must sign the cardholder agreement for a child under the age of 18 if internet access is desired.
5. No personal files or software may be saved on a library computer.
6. Failure to use the Internet appropriately, responsibly and legally will result in the revocation of Internet use privileges. Determination of what constitutes abusive conduct will be left to the discretion of the library staff.
7. Unacceptable use of the computers includes, but is not limited to, harassment of others; libel; slander; destruction of or damage to equipment, software or data belonging to the library; unauthorized monitoring of electronic communication; viewing inappropriate content; and unauthorized copying of copyright-protected material.
8. Computers must be vacated by closing time. Printing must be completed by that time.
9. Failure to comply with the above policy or any damage done to the computer system will result in loss of privileges.

**By obtaining a WPL library card or obtaining a guest pass, user agrees to abide by these rules.**

Approved by Board of Trustees April, 2008

Revised & approved by Board of Trustees January 23, 2012

Revised & approved by Board of Trustees August 27, 2012

Revised & approved by Board of Trustees January 25, 2016

Revised & approved by Board of Trustees June 26, 2023

## **Wireless Connection Acceptable Use Policy**

It is the policy of the Washington Public Library to restrict minors (under the age of 18 years) from gaining computer access to material that is pornographic for minors in accordance with Sections 182.825 and 182.827, RSMo. To this end, WPL's Internet connection is equipped with software that limits such access. Otherwise, it is the parent's or legal guardian's responsibility to control his/her child(ren)'s use of the Internet through the library's connection.

The WPL does not assume responsibility for any damages, direct or indirect, arising from use of the library's Internet connection or the connections with other systems which users may make through its connection. Library staff will not give assistance with a user's personal computer.

All Internet users must agree to adhere to the WPL Internet Policy and to any "appropriate use policy" of the library's current Internet service provider.

### **Rules of Use**

1. Failure to use the Internet legally will result in the revocation of Internet use privileges.
2. Unacceptable use of the Internet includes libel, slander, destruction of or damage to equipment, software or data belonging to the library, unauthorized monitoring of electronic communication, and unauthorized copying of copyright-protected material.
3. Failure to comply with the above policy or any damage done to the library's computer system will result in loss of privileges.

**By using the Washington Public Library Wireless Network user agrees to abide by these rules.**

Approved by Board of Trustees February 2, 2009  
Revised & approved by Board of Trustees January 25, 2016  
Revised & approved by Board of Trustees June 26, 2023

## **Guidelines for Use of Public Computers and Wireless Connection**

1. A computer user must have a valid Washington Public Library or Scenic Regional Library card and agree to abide by the Internet Aceptable Use Policy. Non-card holders may request use of a public computer or the wireless connection as guests and must read and agree to the IAUP.
2. Guests must present photo identification at the Service Desk to receive a guest pass.
3. Public computers are normally available whenever the library is open, subject to periodic maintenance.
4. Use of the computers is on a first-come, first-served basis. A time limit of thirty (60) minutes may be imposed when all of the computers are in use and patrons are waiting. Library staff will attempt to ensure that all library users have fair access to the computers.
5. Patrons may send or receive electronic mail by means of web-based mail providers.

6. Programs from the Internet may not be downloaded to the library computers. Patrons may download information to personal USB drives. Personal documents will not be saved on the library's computers.
7. Other than personal CDs or DVDs, USB drives or headphones, personal equipment may not be used on library computers.
8. Computer printouts are 15 cents per page color prints 25 cents per page. Using the "Print Preview" function can avoid unwanted printouts. Wireless printing is available.

Inappropriate use of the public computers will result in the loss of computer privileges for a period determined by the library director based upon the severity of the infraction. Examples of inappropriate use include, but are not limited to:

- Unauthorized tampering with or modifying computer hardware or software
- Violation of software license agreements and copyright laws
- Violation of another user's privacy or interfering with his/her peaceful use of the computers, i.e. talking loudly with other computer users or talking on a cell phone while using computers
- Use of sounds or visuals that might be disruptive to others
- Violation of federal, state, or local law including "hacking" and other similar activities
- Use of library computers/printers to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material
- Not paying for computer printouts

**Remember: Public computers are not private or secure. Public computers cannot be modified for individual use.**

### **Internet Access**

Washington Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons access it at their own risk. Not all sources on the Internet provide accurate, complete or current information. A patron needs to be a good information consumer and question the validity of the information he may find.

**Washington Public Library, in order to comply with federal and state laws governing Internet access by minors under the age of 18, has filtering software on all of its public computers. Be aware that filtering does not block all sites that a patron may feel are offensive and does block some sites that are valid and inoffensive. Filtering software may be temporarily disabled by library staff for patrons 18 and older to gain access to a blocked site, provided the site does not violate other terms of this policy. Patrons under the age of 18 *must* use filtered Internet access.**



## **Minors and the Internet**

Parents/legal guardians, not the Library, are responsible for the Internet information accessed by their children. Only parents/legal guardians may restrict their children's access to Internet resources accessible through the Library. Parents should realize that filtering software does not block all material that they might feel is inappropriate for their children and can block material that is valid and not offensive. It is the responsibility of parents to discuss with their children what types of sites they feel are appropriate for them. This includes access to electronic mail, chat rooms and other forms of social media. Minors should also be made aware of the dangers of disclosing, using and disseminating any personal information via the Internet.

## **Staff Assistance**

Library staff cannot provide in-depth training concerning Internet or computer hardware or software usage. Staff may offer searching suggestions and answer some questions, however will not be available to provide extensive assistance. Staff is not allowed to handle a patron's personal laptop computer or computing device.

Approved by Board of Trustees January 23, 2012

Modified & approved by Board of Trustees January 25, 2016

## Lending Policy

Washington Public Library reserves the right to limit the quantity of materials loaned to patrons as materials are being checked out based upon limitations listed below and the availability of materials in a particular collection.

Generally, with the exceptions noted, Washington Public Library asks that patrons limit themselves to the number of items they may reasonably use in the loan period.

### Standing Limits:

100 per card for a loan period of two (2) weeks regardless of type (except for specialty items)

Books Up to 100 per card for a loan period of two (2) weeks

Recorded books Up to 100 per card for a loan period of two (2) weeks

DVDs Up to 100 per card for a loan period of two (2) weeks

Music CDs Up to 100 per card for a loan period of two (2) weeks

Magazines Up to 100 per card for a loan period of two (2) weeks

### Specialty Items:

Hotspots & Chromebooks 1 per **household** for a loan period of six (6) months

Telescope

Fishing rods

Materials may be renewed twice as long as there are no reserves on the items. Holds may be placed on any item in the Consortium Catalog as long as a patron's account is in good standing.

Temporary limitations may be placed on materials when the demand exceeds the ability to fill requests. Examples of types of materials that may be limited are:

- Materials relating to class assignments
- Materials on one subject
- Current book award nominees
- Holiday materials
- Duplicate copies of the same title

All materials checked out on a patron's card are the responsibility of the patron, including responsibility for loss or damage. There are no overdue fees, but it is expected that materials will be returned on time. Specialty items may have overdue fees.

## Denial of Service

Patrons will be denied use of the services of Washington Public Library and Scenic Regional Library System, including the use of public computers, for the following reasons:

- Failure to return or pay for borrowed materials that are six weeks overdue, provided the value of the materials is \$10.00 or more
- Failure to pay fees for damaged materials, provided the amount is \$10.00 or more
- Failure to pay for any outstanding fines that equal \$10.00 or more

If the patron with overdue materials or fines/fees is under the age of 18, a hold will also be placed on the card of the parent or legal guardian who accepted responsibility for items checked out on that card.

### **Stolen Materials**

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes. The library reserves the right to purchase new materials rather than replace the exact item that was stolen.

### **Video Loan Policy**

It is the policy of Washington Public Library that all video recordings, regardless of MPAA rating, may be borrowed by any patron, regardless of age, who holds a valid library card.

Removing This: However, parents may request that their child not be allowed to borrow R-rated videos by completing a Video Loan Form. A notation will be placed on the child's card account. Library staff will then permit the child to borrow only G, PG, PG-13, and unrated videos.

In the case of a child for whom a Video Loan Form has been filed, the restriction will expire upon the child's 18<sup>th</sup> birthday.

Approved by Board of Trustees January 23, 2012

Modified & approved by Board of Trustees January 25, 2016

Revised & approved by Board of Trustees June 26, 2023

## **Library Card Policy**

Because of Washington Public Library's cooperative service agreement with the Scenic Regional Library System, permanent residents of Franklin, Warren and Gasconade counties may obtain a library card without charge. Proof of residency with current name and address and a photo identification are required at time of application. Residency is considered a permanent address verified by valid Missouri Driver's License, tax receipt, utility bill, rent agreement or receipt, settlement statement, piece of cancelled mail, etc. Mail received at the address of a non-residential building is not acceptable. Non-residents who own property within the three-county area may obtain a free card when presenting a recent tax receipt for that property.

Parents or legal guardians may obtain a library card for their children under the age of 18. Proof of identification, guardianship and address are required. Parents will be responsible for all materials checked out on their child(ren)'s card(s).

Institutions or organizations within the three-county area temporarily housing residents will not be an acceptable address for the issuing of cards to individuals. An authorized member of the staff of such an institution or organization may obtain a card for the institution, following library policy, and allow the residents to check out materials on that card. The cardholder will be responsible for the library materials checked out. Library privileges will be suspended, as stated in the lending policy, if materials are lost or not returned.

Non-residents of the three-county area may obtain a library card for an annual fee of \$50.00 per household. Multiple cards for family members in that household may be issued. This fee will give access to all library services.

Residents of St. Charles and St. Louis Counties may obtain a library card for free due to a reciprocal borrowing agreement with those libraries.

Educators working in Franklin, Warren, and Gasconade Counties will be able to obtain a free library card. They must provide their school ID or a pay stub to verify that they are employed with the school. This card will be active all year around.

Materials may be borrowed only with a valid library card. Use of a library card signifies acceptance of responsibility for materials borrowed on that card.

Approved by Board of Trustees January 23, 2012

Approved by Board of Trustees July 23, 2018

Revised & approved by Board of Trustees June 26, 2023

## **Lost Materials**

The library maintains a Lost & Found area. After three months, personal items not claimed will be discarded or given to local charities.

Library materials lost by a patron remain the responsibility of the patron. The library reserves the right to purchase new materials rather than replace the exact item that was lost.

Approved October 22, 2007

Revised & approved by Board of Trustees January 23, 2012

## Meeting Room Policy

The purpose of this policy is to insure an orderly, peaceful and efficient use of library meeting rooms and equipment so as to accommodate and provide equal access to as many not-for-profit groups and organizations as is reasonably possible.

The Director or other designated library staff members shall schedule or reserve meeting rooms in accordance with the following regulations. It is the policy of the Board of Trustees to allow use of the Library meeting rooms when the facilities are not needed for Library sponsored activities and events, or for activities and events sponsored by the Friends of the Washington Public Library. The Board of Trustees shall have the final authority in granting or refusing permission for use of the rooms where conflicts arise between the proposed use of the library meeting room and regulations outlined below.

1. Meeting rooms are available for use between the hours of 7:00 a.m. and 11:00 p.m. daily.
2. Meeting rooms are available free of charge to non-profit groups and organizations whose membership is composed primarily of residents of the Washington area. **Private social gatherings are prohibited.** Children's or teenage groups may use the meeting room(s) provided they are supervised by adults. The adult supervisor and the organization he/she represents will be responsible for any damage to the library or its furniture, fixtures, or equipment. Such use by community organizations and groups may not disrupt the orderly conduct of the Library, its programs or activities.
3. Applications for the use of a meeting room must be made in writing to the Director of the Library or to members of the library staff who have been assigned responsibility for scheduling such meetings. A form is provided by the library for this purpose. Applications shall be made at least one (1) week in advance and no longer than one (1) year prior to the scheduled meeting. Scheduling is made on a first come, first serve basis. Prior use of the Library meeting room does not entitle any group or organization to future use. A completed application form and any necessary deposit are required before a meeting is scheduled. The Library reserves the right to revoke or modify permission to use the meeting room and to modify conditions imposed on the use of the meeting room when necessary to adapt to the operational needs of the Library or its users.
4. Permission to use the meeting room is revocable and does not constitute a lease.
5. Washington Public Library sponsored programs shall receive priority in the event of a scheduling conflict. Organizations engaged in educational, cultural, intellectual or charitable activities may reserve meeting rooms for dates up to one year in advance. Individuals may arrange spot-use of meeting rooms as scheduling and availability permit, provided all other provisions of this policy are met.
6. Groups may not, in advance, excessively book a meeting room. The Library shall determine what is excessive based on time and day requested, and intervals between meetings. Generally, a group may not book a meeting more than one day a month, except with permission of the Library Director.
7. Meetings shall be open to the public, except that a public governmental body may hold a closed session pursuant to the provisions of RSMo 610. Normally fees or collections may not be charged. Programs conducted by educational institutions, including the

Washington Public Library, may pass charges for tuition, supplies, or refreshments on to the registrant. Due to the public nature of meeting rooms, booking requests shall not be protected as a library circulation transaction, but treated as public documents.

8. Facilities may not be used for commercial purposes, (i.e., sale of goods or services, executing fee-for-service agreements, or securing contracts of commitment to services provided elsewhere). Commercial programs listed or presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose.
9. Purposes, objectives, or views of groups or organizations using library meeting rooms shall in no way be announced, advertised, or displayed so as to suggest that the organization, its mission, beliefs, or purposes are endorsed by the Washington Public Library.
10. Meetings must be conducted in a quiet, orderly manner.
11. All Library facilities are smoke-free and the use of tobacco products is prohibited.
12. Light refreshments may be served in the meeting room. No alcoholic beverages are allowed. A deposit of \$100 in the form of a check may be required if catered or hot refreshments are to be served. The deposit will be returned to user if the room is left clean and orderly. Users shall be assessed for damage to, and excessive cleaning of meeting rooms. Trash receptacles will be provided in the meeting room. The group is responsible for cleaning up any spills and disposing of all trash in the available receptacles.
13. No materials, equipment or furniture belonging to these groups may be stored or set up outside the reserved meeting space. Washington Public Library will assume no responsibility if materials, etc. are left on the premises. Nothing is to be taped, tacked or stuck to the walls, doors, windows, or ceilings of the meeting room or any part of the library.
14. Classes in handicrafts involving paint or other related materials are permitted, however a \$100 deposit in the form of a check is required in advance. The deposit will be returned to the user if the room is left clean and orderly. Demonstrations will be permitted provided proper care is taken to protect library property, including tables, chairs, equipment, walls, ceilings and carpeting.
15. No signs, displays, decorations or exhibits may be attached to the doors, walls, windows or ceilings of the meeting room(s) or library.
16. Access to library-owned equipment/furniture may be limited by availability, staffing, or type of equipment required. Organizations desiring to use library-owned equipment/furniture in a meeting room should request permission for its use when applying for the meeting room. Organizations using such equipment/furniture assume full responsibility for any damage to same while it is in their possession. Organizations must provide a qualified operator for any special equipment used. Use of electrical and other equipment must conform to normal fire and safety standards. The group or organization is responsible for setting up the meeting room, using the tables and chairs provided by the Library, and for breaking down the setup at the end of the meeting. No setup can begin until the previous program has exited the room. Library personnel are not available to assist in the setup or breakdown. The room must be left in the same condition in which it was found.

17. A sign stating the maximum capacity of the room, as determined by the Fire Marshal, shall be posted in the room. Groups and organizations must comply with the posted capacity. At any program or event where the attendance is anticipated to be near capacity, a maximum attendance must be stated and advance registration required.
18. In accordance with the library's Safe Child Policy, parents may not leave children under the age of 10 unattended while using meeting room facilities.
19. If the Library closes due to inclement weather or other emergency, the meeting room may not be available for the scheduled use. In such instances, Library staff shall make their best effort to contact the person who scheduled the use of the facility in a timely manner and notify him/her of the cancellation.
20. Any group or organization that has scheduled use of the meeting room and subsequently determines that use is no longer needed shall notify the Library of the cancellation in a timely manner, hopefully 24 hours prior to the scheduled use.
21. It is the responsibility of the organization to have a representative pick up a key to the meeting room the day it is to be used or, in the event of a meeting being held on Saturday or Sunday, on the Friday before. The key must be returned to the library's outdoor book drop immediately following the scheduled event. Organizations will be charged for lost keys and/or lock replacement.
22. All outside groups that use the meeting room must advertise the age recommendation on all publications for the meeting. Failure to do so will result in denial of room.

Adopted June 25, 2007

Revised & approved by Board of Trustees January 23, 2012

Revised & approved by Board of Trustees June 26, 2023



## **Personal Equipment Use**

Laptop computers and other electrical equipment may be used in public areas of the Library if their use is not disruptive to others and if electrical cords are not a danger to users by trailing across aisles or creating other obstacles.

Video and audio recording and the taking of photographs may be done inside the library only with the permission of the person being recorded or photographed.

Abuse of this policy may be grounds for dismissal from the library by library staff.

Approved by Board of Trustees January 23, 2012

## **Personnel Policy**

The Washington Public Library is considered a department of the City of Washington government, and its staff members are City employees. The Board of Trustees of the Washington Public Library affirms that Library staff is governed by the personnel policies of the City of Washington. City personnel policies are included in the City of Washington Employee Handbook.

It may be necessary for the Library and Library Board to develop additional policies or guidelines for the Library that address specific concerns arising from the nature of the Library as a public facility open seven days per week or from other situations not directly covered in the City Handbook.

Any time a Library policy or guideline is construed to conflict with City personnel policy, City policy takes precedence.

Approved by Board of Trustees January 23, 2012

## **Posters, Flyers and Public Information**

Washington Public Library will post information/literature regarding charitable, cultural, educational, recreational, religious, or human services programs or community-related events which are available/open to the public at large.

The library does not evaluate the beliefs or purposes of the sponsoring organizations and posting information does not imply endorsement by the Library of any group, their ideals or programs.

Basic policies:

- Because of space limitations, priority will be given to library posters, flyers, and information.
- The appearance and content of a notice must be appropriate for the location in which it will be posted and for viewing by all ages.
- The library does not post political campaign posters or literature or material relating to activities undertaken for individual gain or commercial profit.
- Permission to post material must be requested in advance of posting. Posting will be done by library staff.
- Generally, notices will not be posted for longer than one month and will be removed after the date of the event by library staff.

## **Safe Child Policy**

No child under the age of ten (10) shall be left unattended while in the library.

Parents are responsible for their child(ren)'s behavior in the library. Children will be expected to behave in a manner that does not disrupt library services to others. When a child's behavior is disruptive, staff members shall talk with the child and/or parent/caregiver of the child about the behavior. If the disruptive behavior does not stop after two warnings, the staff shall ask that the child leave or be removed from the library.

Washington Public Library and its staff shall not be liable for children left unattended in the library or on its property. For the child's safety, a parent or responsible caregiver should accompany children while in the library.

If a child under the age of 18 has not left or been picked up from the library by a parent/caregiver by closing time, the staff shall obtain the name, address and telephone number of the responsible parent/caregiver so he/she may be called to pick up the child. If the staff member is unable to reach the parent/caregiver within ten minutes after closing, she will ask the child for the name of a local relative who might be contacted to pick him/her up. When all attempts to contact a responsible adult have failed, the staff member shall call the local police to pick up the child.

As a safety and liability precaution, a staff member is not, under any circumstances, to give a child a ride home in her/his automobile.

## **Volunteers**

The Board of Trustees of the Washington Public Library supports and encourages the participation of qualified volunteers for the benefit of the Library within a structured program to supplement the work of paid staff. Written guidelines for volunteers will be maintained and distributed. Volunteers will acknowledge and comply with Library policies and procedures. Supervision of volunteers will be the responsibility of the Director or her/his designee(s).

While “on duty” at the Library, volunteers will be covered by the City of Washington’s liability and Workmen’s Compensation insurance.

## 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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

---

## 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.

## 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 guarantee 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.