

A PRIMER IN MISSOURI LIBRARY LAW

The State in its Constitution endorses the existence of public libraries and it promises its support to them.

Local communities are authorized to tax levies approved by the support of public libraries.

Local libraries are supported by tax levies approved by a vote of the people served.

Though a local government levies and collects the library tax, the use of the library funds is controlled by the Library board.

Cities and counties may establish public libraries.

Library Boards are appointed by officials of general government (county courts or mayors or councils) but they are independent of those appointing bodies in the operation of a library.

A Library Board, though it exercises ultimate control over a library, is required by law to employ a librarian who manages the affairs of the library.

Local libraries may contract with one another for mutually beneficial activities.

City libraries and county libraries may merge into single units.

County libraries may consolidate with one another.

Libraries are political subdivisions of the State and as such possess a very high degree of independence from general government.

Libraries have means other than their operating levies to erect buildings.

The State Library exists to assist local libraries. It has no authority over the operations of any local library.

OBJECTIVES

It is the purpose of the Maryville Public Library to assemble, preserve, and circulate books, recordings, pamphlets, magazines, art prints, and other materials for the free communication of ideas, the dissemination of accurate information, and the enrichment of the personal lives of all the citizens of the area which it serves, regardless of race, color, or creed. Our Library also proposes that every individual will have access through it to the more extensive library facilities provided by State and Federal Library agencies, and to other libraries in the area through planned cooperation.

MISSION STATEMENT

The mission of the Maryville Public Library is to provide patrons with quality informational services and educational opportunities.

BUDGET AND FINANCIAL PROCEDURE

In August each year, the Director is charged with the task of preparing a budget of the Library's estimated expenditures for the ensuing fiscal year. Such budget shall show the unused balance in the treasury and the purpose for which the fund is reserved. The budget will show the sources of anticipated income and a detailed list of proposed expenditures. The proposed items of expenditure shall cover the use of all accumulated balances and expected incomes including the scheduled reserves and restricted funds. The budget shall be submitted to the Library Board for approval and to the City Council for adoption.

The Director shall submit for approval by the Library Board at each of its meetings a complete financial status report showing amounts budgeted and amounts spent to date.

The Director shall be the only authorized purchasing agent for the Library under such rules and instructions as the Library Board may deem necessary.

RELATIONS WITH OTHER LIBRARIES

The Board of Trustees recognizes that no single library can meet all demands in its community. For this reason, the library will participate in statewide Interlibrary Loan to borrow books from other sources when necessary. A reciprocity agreement with Owens Library allows public library patrons to use that facility and university students to borrow materials from this library.

RECOMMENDED POLICIES FOR GENERAL OPERATION OF LIBRARY

1. Criticism of library service, the Director, or library staff members which is brought to the attention of a board member shall be reported immediately to the Director. The person making the complaint should submit it in writing. The Board should be apprised of any cases which cannot be resolved by the Director and take whatever action it deems appropriate.
2. Board members, the Director, and the staff shall at all times support each other in all their relations with the public.
3. No Board member shall make any individual decision on library policy, or take individual action on library matters.
4. The circulation records and records identifying the names of library users will be confidential in nature. Library employees shall not make available such records to any individual or to any agency of state, federal, or local government except upon receipt of a subpoena or order (in proper order and showing good cause) authorized under state, federal, or local law relating to civil, criminal legislative investigatory power.
5. No Board member shall release to the public orally or in writing information on matters discussed or actions take at any closed session of the Board.
6. Board Calendar (attachment A)
7. Goals and Objectives (attachment B)
8. Family and Medical Leave (attachment C)
9. The Library Bill of Rights (attachment D)
10. The Freedom to Read (attachment E)
11. Freedom to View (attachment F)
12. Code of Ethics (attachment G)
13. Citizen's Request for Reconsideration of Material (attachment H)
14. Meeting Room/Key Policy (attachment I)
15. Sunshine Law (attachment J)
16. Staff Performance Evaluation (attachment K)
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20. Travel report (attachment O)
21. Conflict of Interest (attachment P)
22. Non-resident Fee (attachment Q)
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COLLECTION DEVELOPMENT POLICY

1. The Maryville Public Library endeavors to maintain a collection of good, representative books of permanent value and current interest. Principles subscribed to in the selection of books and the building of the book collection are contained in the American Library Association's statements, "The Library Bill of Rights" and "The Freedom to Read" (attachments D and E) and the Education Film Library Association's "Freedom to View" (attachment F). ("Books" as used in this statement includes all kinds of materials acquired for library use.)
2. The Library shall maintain a collection of materials for all ages from pre-school to maturity. Because of budget limitations, careful selection must be made from the thousands of books that are printed annually. This selection shall be made by the Director in accordance with the general policy outlined above. In making selection for acquisition, the Director should read reviews, consult recognized book lists, and consider the interest, reading tastes, and educational level of the community, and the need for the book in the library to strengthen the versatility of the collection. If time permits, the Director should examine or read the book.
3. Books shall be ordered regularly consistent with the budget. Non-book materials shall be ordered as the budget permits.
4. Regular weeding of the library collection is a vital part of the collection development cycle. Weeding not only makes space available for new materials, but also contributes to an attractive library where the best materials are easy to find and the convenience of the user is a top priority. The Maryville Public Library employs several established library standards in choosing which materials to weed from the collection. The CREW method (Continuous Review Evaluation Weeding) is used, which takes into account the age of the item, the length of time since the last circulation transaction, and the presence of one or more MUSTIE factors (Misleading content, Ugly appearance, Superseded by newer or better material, Trivial value, Irrelevant to community needs, and Expeditiously available elsewhere). Other factors that may be considered include inclusion in standard indices of best books, bibliographies, core collection lists, and local interest. Items withdrawn from the library collection will be made available to the public in a used book sale, with the exception of materials in very poor condition. Withdrawn items that are not purchased by the public may be given away or recycled.
5. Items donated or purchased with memorial funds will be subject to the same selection and deselection criteria as the rest of the collection. Suggestions may be made as to the type of book or books to be purchased, but in the event the library is well provided with books in the suggested category, the condition of receiving said gifts shall be that the Director is free to augment some other area. It is understood that gift money is not to be spent on books of a controversial nature or works of fiction unless so requested.
6. The Library does not exist wholly for the school student, and most of the student's materials should be provided by the school library. However, the library should always provide what help it can. The adult and the preschool have no other means of securing reference and reading materials and should not be neglected.
7. Complaints concerning books or materials in the collection must be filed in writing using a Citizen's Request for Reconsideration of Library Material form (attachment H.) The Library Board shall take action on the request upon its submission to them by the Director.

PURCHASING PROCEDURES

1. PURCHASING PROCEDURES FOR ITEMS COSTING MORE THAN \$500

No purchases of more than \$500 for the Library are to be made without prior approval by the Library Board of Trustees or by a majority of Board members. These do not include emergency and immediate need purchases which are defined as purchases required;

- a. to prevent or reduce a disruption of operation at the present or in the immediate future; or
- b. when an unforeseeable, non-recurring situation exists which threatens life, property or severe disruption of operations.

2. PURCHASING PROCEDURES FOR ITEMS COSTING \$25 OR LESS

For items costing \$25 or less, payment may be made by the Library Director from a petty cash fund. The Director shall make an accounting to the Board each month for all petty cash expenditure for the preceding month.

3. PAYMENT PROCEDURE

When invoice are received, they are entered into the financial software program. Prior to the monthly Board meeting, checks are written for the accounts payable. A summary of expenses is prepared for Board approval and checks are co-signed following the meeting. The financial statement is prepared by the accountants and available for Board approval at that meeting.

4. FORMAL BID PROCEDURES

To solicit bids for a previously budgeted major purchase, the Library Director will be responsible for preparing purchase specifications and providing a list of potential vendors or suppliers and submitting them to the Board. Upon approval by the Board, the Director will prepare the invitation to bid and distribute the bid invitation to prospective vendors. Bid invitations will include a bidding schedule, conditions for bidding, and the detailed specifications. A notice of the invitation to bid shall be published in a newspaper of general circulation in the area. The Library Director will receive and publicly open all bids and present all bids received to the Board for possible further action.

TERMS OF LIBRARY USE

APPLICATION FOR A CARD: When applying, two forms showing proof of current residence are required, along with one photo ID. Children must be 6 years old, able to write their own name and understand basic library fundamentals to have their own card.

LOAN PERIOD: The regular loan period of books, magazines, and all other library materials will be three weeks, with the exception of new adult fiction and new young adult fiction, which will be two weeks. Videocassettes and DVDs are a seven-day loan.

RENEWALS: There is a maximum of three renewals. No book may be renewed if on reserve for another patron or if more than one week overdue.

LIMITS:

There shall be a limit per address (not per card) of:

New books	3
Magazines	18 (6 of one title)
Cassettes	3
Books on Cassette	5
Video cassettes	5
CD's	6
Books on CD	3
DVD's	3
Books by same author	3
Books on same subject	3

NON-RESIDENT FEE:

The Library attempts to serve as many local patrons as possible. Non-city residents who do not pay any Maryville property or real estate taxes will be charged a \$25 per year fee. A three-month summer card (June, July and August) is available for \$10. Balance of \$15 may be paid September 1 if desired. Any city resident moving to non-resident status may use their library card until December 31 of the current year without paying non-resident fee. (attachment N)

LIBRARY HOURS:

9:00 a.m. - 6:00 p.m. Monday, Tuesday, Wednesday, Thursday, Friday
9:00 a.m. - 3:00 p.m. Saturday

MEETING ROOMS: (Attachment I)

FINES: Patrons are responsible for the materials lent to them. Prompt return is expected of all items. Fines for adult books are 5 cents per day excluding Sundays and holidays. The maximum adult fine is \$5 per title for books and other materials (excluding videos and DVDs). Fines for videos and DVDs are 50 cents per day. Children's book fines are 5 cents per day with the maximum fine of \$2 per book. All fines at one household address must be paid before issuing another card to a family member or before any materials can be checked out on any card at that address. Failure to return after 90 days cancels library privileges.

OVERDUES: Overdue materials must be returned before any additional materials can be checked out. Computer generates overdue notices weekly. After patron is notified by telephone on first two notices, the third notice is mailed. A \$2 processing fee is added to fine when materials are set to missing or lost.

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PATRONS HAVING LIBRARY MATERIALS WHICH ARE DAMAGED WHILE IN THEIR POSSESSION OR NOT RETURNED TO THE LIBRARY SHALL BE CHARGED FULL CURRENT LIST PRICE FOR THE REPLACEMENT OF EACH INDIVIDUAL TITLE. THE REPLACEMENT FEE FOR BOOKS AND MATERIALS NO LONGER IN PRINT SHALL BE AT THE DISCRETION OF THE DIRECTOR. PROMPT PAYMENT OF THE FEE IS EXPECTED AND MUST BE PAID BEFORE ANY FURTHER ITEMS CAN BE CHECKED OUT.

REPLACEMENT:

List price will be charged for replacement of book. If list price is not available, the default price schedule is:

Paperback	\$ 5
New hardback	\$20
Hardback	\$15
E/Youth/YA hardback	\$10
Book/cassette	\$15
Book/CD	\$25
Juvenile book/cassette	\$ 8
CD's	\$15
Cassette	\$10
Video	\$15
DVD	\$20
Encyclopedia	\$25

DAMAGE:

Costs to repair materials which are damaged while in patron possession will be as follows:
Remain in circulation = \$3 for tears, scissor cuts, crayon, animal damage, water damage, etc.
Taken out of circulation = list price (or Director discretion)

REPEATED DAMAGE, OVERDUES, NON-RETURN:

Patrons with repeated offenses toward library materials will be denied further usage of their present card and any future card privileges.

AMNESTY: Amnesty on overdue materials may be extended to the public during National Library Week and at various times selected by the Director.

RECIPROCAL AGREEMENT/NWMSU: An agreement with NWMSU allows Maryville Public Library patrons to use Owens Library and University students, staff, and retired staff to use the public library. This applies to non-resident status as well. Valid I.D. cards are necessary. Proof of validation is the responsibility of the student. Student status must be shown by accessing their student account. During interim periods at NWMSU, if a person is not a registered student, they must have a Maryville driver's license, pay a \$10 summer card fee or \$25 non-resident fee or show proof of registration for the next semester.

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BY-LAWS
BOARD OF TRUSTEES
MARYVILLE PUBLIC LIBRARY

MEETINGS:

1. The regular monthly meeting of the Library Board shall be held at the time determined by the members each year.
2. Special meetings may be called by the President, or upon written request of three members, for the transaction of business stated in the call for the meeting.

QUORUM:

A quorum for the transaction of Library Board business shall consist of a simple majority of the Board.

OFFICERS:

1. Officers of the Board shall be chosen at the regular September meeting and shall be as follows: President, Vice President, Treasurer and Secretary.
2. The term of office shall not exceed two consecutive years.
3. The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.
4. The Vice President shall preside in the absence of the President.
5. The Secretary shall keep a true and accurate account of all proceedings of the regular Board meetings, Executive Committee Board meetings, and Executive Session Board meetings.
6. The Treasurer performs fiscal duties as necessary.
7. Any officer may be elected to the same office after one or more intervening terms.

EXECUTIVE COMMITTEE:

The officers of the Board shall serve as the Executive Committee. They are empowered to speak for the Board on matters between regular meetings. Their decisions are subject to approval or disapproval by the entire Board at the next regular meeting at which a quorum is present.

MEMBERSHIP:

Vacancies on the Board shall be filled by submitting names for each position to the city. Final selection is made by the City Council. (See Missouri State Statutes.)

COMMITTEES:

Any special committees as may be appointed from time to time shall serve until a final report is made by the committee to the Board, at which time the committee passes out of existence, provided that all Committees make a progress report to the Board at each of the meeting.

ORDER OF BUSINESS:

1. The Director shall prepare an agenda of business for each meeting of the Library Board. In preparing the agenda, the President will be consulted.
2. The agenda of business shall include the following in order:
 - Approval of minutes of previous meeting
 - Approval of monthly expenditures
 - Monthly financial report
 - Monthly financial statement
 - Service report of Director
 - Correspondence
 - Unfinished business
 - New business
 - Adjournment

AMENDMENT OF BY-LAWS:

These by-laws may be amended by an unanimous vote at any regular meeting of the Library Board at which the total membership is present. In the absence of an unanimous vote, amendments may be passed and put into force by a 2/3 vote of the total membership at the next regular meeting.

REVISION OF POLICIES:

The need for revision will be considered in the spring of every other year.

REVISION OF OBJECTIVES:

The need for revision will be on a yearly basis.

LIBRARY BOARD OF TRUSTEES

DUTIES OF LIBRARY BOARD MEMBERS:

1. To employ a competent and qualified Director.
2. To determine the purpose of the library and to adopt written policies to govern the operation and program of the library.
3. To determine the program and needs of the library in relation to the community and to keep abreast of standards and library trends.
4. To cooperate in securing adequate funds to carry on the library program.
5. To establish, support, and participate in a planned public relations program.
6. To consult with the Director in his or her preparation of the budget, and give final approval to the document.
7. To know local and state laws and to actively support library legislation in the state and the nation.
8. To establish among the library policies those dealing with book and material selection.
9. To attend all board meetings and see that accurate records are kept on file at the meetings.
10. To become oriented to the library.
11. To be aware of regional, state, and national trustee meetings and workshops, to affiliate (if desired) with appropriate professional organizations and to study library publications.
12. To be aware of the services of the state library.

ATTENDANCE:

After the second consecutive regular Board meeting has been missed, formal notification of the attendance policy will be sent to the non-compliant member prior to the recommendation of dismissal to the City Council if the member misses the third meeting.

If any Board member has been absent from a total of five regular monthly meetings in any twelve-month period, the Board at the meeting which constitutes the fifth absence shall recommend to the City Council the immediate removal of that Board member.

GOALS AND OBJECTIVES:

At the August meeting, Board members and the Library Director will formulate Goals and Objectives which will be integrated into the budgetary process. These Goals and Objectives will be reviewed at the February meeting.

EVALUATION:

At the January meeting, Board members will evaluate their yearly accomplishments through a review of the above mentioned duties. Ratings of 3 (excellent), 2 (good) or 1 (marginal) will be given. The Director also participates in this evaluation.

BOARD CALENDAR

OCTOBER

Organization of committees

NOVEMBER

Appointments to committees

Assignment of items to committees

DECEMBER

JANUARY

Board evaluation of self

Start the process for the Annual Evaluation of the Director

FEBRUARY

Annual Evaluation of the Director

Goals and Objectives review

MARCH

APRIL

MAY

Nominations for replacements for board members whose terms expire in June

JUNE

Terms expire

JULY

Welcome to new board members

Start budget process

AUGUST

Appoint nominating committee for election of officers in September

Formulate Goals and Objectives for next fiscal year

Establish salary schedule for next fiscal year

Approve the budget

SEPTEMBER

Elect officers for next fiscal year

Attachment B

Goal	<i>Objectives</i>	Responsibility	Timeline
I. Increase Revenue	A. Continue to pursue means of increasing revenue 1. Use of Foundation funding 2. Optional tax levy a. Explore feasibility (city/county) b. Needs assessment	Stephanie/Fiscal Affairs Com.	Ongoing
	B. Partner with community to increase Collections	Stephanie/Fiscal Affairs Com.	Ongoing
	C. Search out and apply for grant funding	Stephanie	Ongoing
II. Increase Programming	A. Explore and initiate new programming Ideas 1. Partner with businesses, service organizations, schools, Northwest .. 2. Develop programs for families and all age groups 3. Seek out matching funds/sponsors B. Explore Friends of the Library	Stephanie/ Asst. III Stephanie	Ongoing Quarterly Board Update
III. Education of Board Members	Provide tools which allow Board members to make informed decisions during their terms including legislative updates and new member orientation	Board/ Stephanie	Ongoing
IV. Yearly Updates of Library Board Documents	A. Review goals and objectives B. Revise Policy Manual C. Revise evaluation instruments	Board/Stephanie Board/Stephanie Board/Stephanie	
V. Preservation and use of Building	A. Maintain the interior and exterior	Stephanie	August
	B. Stay compliant with ADA requirements and overall building safety	Stephanie	Ongoing
	C. Maximize use of space	Stephanie	Ongoing
VI. Professional Development	A. Seek out training for support staff	Stephanie	Ongoing
	B. Take advantage of Professional Development opportunities for the Director	Stephanie	Ongoing
VII Enhance use of Technology	A. Continue to provide online access for patrons	Stephanie & Staff	Stephanie/ Staff
	B. Maintain and update technology 1. Web page 2. Hardware 3. Software	Stephanie & Staff	Stephanie/ Staff
	C. Educate public on programming, collections, and other services via web	Stephanie & Staff	Stephanie/ Staff

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PERSONNEL PRACTICES

SALARIES: Salaries and hourly wages shall be paid according to the current salary schedule. The Board and Director retain discretion in setting salaries, subject to, but not totally dependent upon, performance evaluations.

ANNUAL LEAVE: The Director shall have vacation accrued as follows:

- 1 to 5 years of employment = 1 1/3 days per month
cumulative to 32
- 6 to 12 years and over of employment = 1 2/3 days per month
cumulative to 40
- 13 years and over of employment = 2 days per month
cumulative to 48

It shall be taken at the convenience of the Library. The Board should be given notice at a regular meeting of the time that the Director will be away on vacation. If, on the Director's anniversary date, days above the cumulative would be forfeited, the Director may make a written request to the Board for those days to be added to the total. At resignation/retirement, unused accumulated annual leave will be paid at the existing hourly wage with the last paycheck.

ANNUAL LEAVE: An option that may be granted to persons working 35 hours or more weekly as follows:

- 1 to 5 years of employment = 1 day per month
cumulative to 24
- 6 to 12 years and over of employment = 1 1/3 days per month
cumulative to 32
- 13 years and over of employment = 1 2/3 days per month
cumulative to 40

ANNUAL LEAVE: An option that may be granted to persons working 30 to 34 hours weekly as follows:

- 2 or more years employment = 1 day per month
cumulative to 16

SICK LEAVE: The Director shall have sick leave accrued at the rate of one and one-quarter (1 1/4) days per month. Sick leave is an option that may be granted to persons working thirty (30) or more hours weekly at the same rate after two or more years of employment. In the event that sick leave is used up, vacation time may be substituted. Illness in the immediate family requiring the absence of the employee is charged to sick leave. Sick leave is cumulative to 30 days. If ten days of sick leave are unused, the employee may take the option of five annual leave days.

FAMILY AND MEDICAL LEAVE:
(Refer to Attachment C)

RESIGNATIONS: Resignations must be in writing. The Director and Assistant should give as much notice as possible before leaving, preferably not less than two months' notice. Other staff members should give two weeks' notice.

DISMISSALS: The Board may dismiss the Director or the Director may dismiss any employee working 30 hours weekly or more by either a two-weeks' notice or a two-weeks' severance pay. No advance notice or severance pay is required when dismissing employees working less than 30 hours per week.

BEREAVEMENT LEAVE: Three days leave with pay will be allowed for death in the immediate family. The Director will have discretion on unusual circumstances.

RETIREMENT: Retirement must be paid to persons working 1500 hours yearly. See LAGER's information for details.

HEALTH INSURANCE: May be paid to persons working 1800 hours yearly as deemed necessary by the Board.

HIRING: A written application is required for all positions. The Director is selected by the Library Board. The Assistant is recommended by the Director to the Board for approval. Clerical helpers may be employed by the Director within the limits of the budget. Employment is subject to criminal background checks.

ZERO TOLERANCE: It is the Library's policy not to hire or continue to employ any individual that abuses alcohol, takes illegal drugs, has an arrest record, exhibits violent behavior or racist or intolerant speech or brings firearms on library premises.

PROBATION: Each employee shall serve a 90-day probationary period under the supervision of the Director before attaining the status of permanent employee. The Director's position requires a six-month probationary period under the supervision of the Board. If a new employee fails to meet required standards of performance, he or she shall be dismissed after being given two weeks notice or two weeks severance pay.

PERFORMANCE EVALUATION : The purpose of the performance evaluation is to improve communication about job performance, calling attention to progress and problems in regard to library operation. A new Director will be evaluated at 90-days (of the six month probationary period): thereafter, once a year. The Director will be reviewed by the Board and self. The Director's self evaluation will be given to the Board to be compiled along with the Board's rating (Attachment L). These forms are confidential. All new salaried and hourly employees will be rated at the 90-day period by the Director. Thereafter, they will be rated by the Director and self yearly. These evaluations will be discussed with the Director prior to October 1. In their final form, results of the completed evaluations will be communicated to the Board. All staff evaluations will be signed and dated by the involved parties. These forms are confidential. (Attachment K)

SALARY SCHEDULE: Salary increases are subject to, but not totally dependent upon, satisfactory performance evaluations. The salary schedule shall consist of a schedule showing salary ranges for the various salaried and hourly wage positions. This schedule shall be reviewed and adjusted on an annual basis during budget preparation.. The Board recommends the Director's salary from the salary schedule and the Director recommends all other salaries for employees from the salary schedule prior to October 1 (Attachment M).

SEXUAL AND OTHER UNLAWFUL HARASSMENT:

The Maryville Public Library is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated.

Any person who believes they have been subject to conduct that violates this policy should promptly report the matter to the Library Director. Anyone engaging in sexual or other harassment will be subject to disciplinary action which may include termination of employment.

HOLIDAYS: Holidays to be observed by the Library are New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas. If the holiday falls on Sunday, the following Monday will be observed. If the holiday falls on Friday, the following Saturday will also be observed. The Director may close the Library at earlier times as deemed necessary (New Year's Eve, snowstorms and/or other holidays observed by local city government) giving the public as much notice as possible.

DRESS CODE: When on duty, library staff members shall be neat and clean in clothing and grooming. Shorts, T-shirts, and any kind of athletic attire (sweat clothes, jogging outfits, etc.) are not suitable. Visible tattoos will be covered. Visible body piercing, with the exception of earrings in ears, will be removed during scheduled work hours.

PROFESSIONAL MEETINGS: Time will be allowed for attendance and expenses paid for one professional meeting a year of a group of which the Director is a member. Membership in professional state and national organizations is encouraged. The Library shall maintain an institutional membership in MLA. Membership fees in the state association will be paid for the Board President by the Library.

TRAVEL: Travel expenses shall be paid at the same rate per mile as the current amount established by the IRS. Travel authorization and report forms are required for payment. (Attachments N and O)

SAFETY: Safety-related policies for library staff are contained in the City of Maryville's Loss Prevention and Safety Program Manual on file in the Director's office. Workmen's Compensation Act procedures are contained in the City of Maryville Personnel Manual also on file. All Library employees will conform to those guidelines. Staff will attend, as feasible, all safety-related training made available by the City of Maryville.

FAMILY AND MEDICAL LEAVE

This policy applies to full time employees who have worked for the Library for 12 months preceding the leave. Eligible employees may take up to twelve weeks of unpaid leave per a 12-month period for a qualifying event. Qualifying events are:

1. Birth of the employee's child
2. Placement of a child with the employee for adoption or foster care when employee is needed to take care of the child.
3. Spouse or parent who has a serious health condition.
4. Employee is unable to perform his or her functions due to a serious health condition.

Employees must first use vacation and sick leave time accrued prior to requesting FMLS leave. No loss of seniority will occur while the employee is on this leave of absence. Employees must continue to pay any premiums that are paid for his/her health insurance coverage and that of his/her dependents.

If the employee fails to return to work at the end of the approved leave, the Library may recover from the employee the cost of any payments made to maintain the employee's coverage, unless the failure to return was beyond the employee's control.

FMLA DEFINITIONS:

CHILD: Anyone under 18 who is the employee's biological, adopted or foster child, stepchild, legal ward or an adult legally dependent child. This may also include a child for whom the employee has previously established day-to-day responsibility.

PARENT: Biological, foster or adoptive parents, stepparents, legal guardians, grandparents or someone who fills the role of parent or grandparent.

SPOUSE: A legal marital relationship in Missouri.

12-MONTH PERIOD: Measured from the date the employee first uses any FMLA leave.

FMLA PROCEDURE:

1. FMLA leave will start when an employee is on leave for three or more consecutive calendar days due to a qualifying event.
2. A Leave of Absence Form must be completed requesting family and medical leave of absence and submitted to the Director thirty days prior to commencement date, except where medical conditions make such a requirement impossible.
3. When the leave is to care for a sick child, parent or spouse, the requesting employee must submit a letter signed by a physician that states:
 - a. the date the illness or condition began
 - b. the probable duration of the condition
 - c. the estimated time the employee will need to care for the family memberand
 - d. a statement that the illness or condition requires the participation of a family member
4. When the leave is for planned medical treatment, the employee must attempt where possible to schedule the treatment so as not to disrupt Library operations.

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5. When the leave is for the employee, the employee must submit a letter signed by a physician that the employee is unable to perform the functions of his or her position. The requesting employee must submit a letter signed by a physician that states:
 - a. the date the illness or condition began
 - b. the probably duration of the condition
 - c. physician permission to resume the normal duties of employment

FMLA REINSTATEMENT:

1. Upon return from a FMLA absence, the employee will be reinstated in the following priority of position reassignment:
 - a. first: prior position if available
 - b. next: a comparable position for which the employee is qualified
2. Employees on leave must notify the Director at least two weeks prior to end of leave to inform the library of availability to return to work.
3. An employee's failure to return from leave or failure to contact the director on the scheduled date of return will be considered a voluntary resignation.

FAMILY AND MEDICAL LEAVE APPLICATION

I am requesting FMLA (Family and Medical Leave Act) leave. I understand that all requests must be approved.

I understand that if I am unable to apply, any extended leave that I take that qualifies for FMLA will be documented as such.

EMPLOYEE NAME _____

ESTIMATED LEAVE DATE _____

ESTIMATED RETURN DATE _____

TOTAL TIME OF LEAVE* _____

*employee will be required to use accrued annual and sick leave prior to this request

I AM REQUESTING FMLA LEAVE FOR THE FOLLOWING REASON:

- Birth of my child
- Adoption of a child/foster care of a child
- My child's illness
- Spouse or parent serious illness
- Employee's serious health condition

ADDITIONAL COMMENTS (OPTIONAL)

I understand the policy and procedures pertaining to this request and have read the Family and Medical Leave Act policy in the Library Policy Manual.

Signature _____ Date _____

Please return form 30 days prior to the beginning of the anticipated leave or as soon as the need for the leave arises.

MISCELLANEOUS LIBRARY POLICIES

Libraries and library employees strive to make their libraries safe and welcoming places by creating and implementing policies that assure that every person can enjoy their visit to the library.

Cell Phones and All Personal Electronic Devices

Cell phones should be turned off upon entering the library. All necessary phone conversation should be taken care of in the North lobby. All personal electronic devices should be turned off while in the library.

Food and Drink

Food and drink are not allowed in the library. Anyone with an item will be asked to take it outside or it will be held for them until they are ready to leave.

Dress Code (Patron)

Library users shall be appropriately dressed. Shirts and shoes are required. Wet bathing suits are not allowed.

Safety Concerns

The Zero Tolerance Policy applies to patrons as well as staff. The library staff will call police if they observe any of the following behaviors:

1. An individual threatens to or does strike or physically harm another individual.
2. An individual threatens to or does damage library or personal property within the building or parking lot.
3. An individual refuses to leave after being asked to leave library property.
4. An individual possesses illegal drugs or alcohol or is publicly intoxicated.
5. An individual views or prints out pornographic images
6. An individual engages in an act of public indecency. This includes:
masturbation, fondling of another's sex organs, sexual intercourse, nudity or exposure, public urination.
7. Abusive comments by library visitors, made either to other library users or staff.

General Policies

To prohibit all campaigning, petitioning, interviewing, survey taking, photography or video taping, soliciting or sales in library buildings and on library property without written permission from the library administration.

Sexual and Other Unlawful Harassment

The Maryville Public Library is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated.

Any person who believes they have been subject to conduct that violates this policy should promptly report the matter to the Library Director. Anyone engaging in sexual or other harassment will be subject to disciplinary action, which may include termination of employment.

PERSONNEL-JOB DESCRIPTIONS

Professional Qualifications of Director:

1. College graduate with a graduate degree in Library Science or/
2. College graduate with a major or minor in Library Science or/
3. College graduate with Certification in Library Science or five years of library experience.

Personal qualifications of the Director are important. He or she should meet people well and be interested in them. This person shall be well informed and have a good background in reading and books. Managerial ability is also necessary in the promotion of the activities of the library, supervising the work of the staff, managing the financial affairs of the library and all aspects of library technology. Character references may be requested by the Board.

DUTIES OF THE DIRECTOR: BOARD

Goal: To advise and inform the Board of Trustees both on the present and future needs of the Library and the legal requirement governing the Library and its administration and to implement Board decisions and policies.

1. Present an annual budget for Board approval which is related to the established goals and objectives.
2. Is present at all Board meetings, reports regularly on the progress of the library, statistical information on the operation of the library and budget expenses and balances.
3. Informs the Board and complies with State and Federal laws and regulations pertaining to public libraries.
4. Recommends and carries out the policies formulated by the Board as well as recommending changes to those policies when necessary.
5. Informs the Board of attendance and participation in professional meetings, workshops and community affairs.

FISCAL

Goal: To administer the budget and make optimal use of library funds to provide library services.

1. Develop a budget based on goals and objectives as stated in the short-and-long-range plans adopted by the Library Board with consideration of monies available.
2. Have budget work completed to meet the fiscal year legal requirement of the City of Maryville and submits annual reports to appropriate state agencies.
3. Seek grant funding when funds are available.
4. Pays all bills and maintains accurate financial records.

PERSONNEL/STAFF

Goal: To select and administer the necessary staff to fulfill the mission and goals of the Library.

1. Hires, trains, supervises, promotes and dismisses staff and informs Board of such.
2. Recommends salaries to the Board as part of the budgetary process.

LIBRARY SERVICES AND PROGRAMS

Goal: To provide library services and programming according to the Library chosen mission and roles.

1. Provides assistance and guidance for patrons, staff and Board.
2. Directs and supervises all activities and programs which are sponsored by the Library.
3. Develops needs assessments and uses those assessments to determine acquisitions within budget limitations and in accordance with the Library's mission.
4. Informs the Board of new technologies, proposes, and coordinates appropriate enhancements in existing programs and services.

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5. Selects and purchases books, non-book materials, equipment and supplies.
6. Effectively communicates the programs and services of the Library to the public using a variety of methods.

FACILITY

Goal: To assess and plan for the provision of adequate facilities and advise Board of same. To maintain the existing facility economically and efficiently.

1. Arrange for the cleaning and maintenance of the interior and exterior of the building.
2. Review all building service agreements and recommend renewal, rebidding or termination.
3. Comply with statutory requirement such as life and safety codes, handicap accessibility, and environmental.
4. Incorporate necessary repairs/replacement of building and equipment into the budget.

ANNUAL LIBRARY GOALS AND OBJECTIVES

Goal: Meet specific time line of the annual goals and objectives assigned to the Director.

PERSONNEL—JOB DESCRIPTIONS

QUALIFICATIONS FOR ASSISTANT DIRECTOR

1. Some college work and library experience or/
2. Some college work or/
3. Experience in library.
4. Computer training/experience desirable.

DUTIES OF THE ASSISTANT DIRECTOR

1. To assist the Director in all areas of library management and operation.
2. To be the direct supervisor of clerks.
3. To supervise the circulation desk and all areas to which it pertains.
4. To service as the interlibrary loan contact person.
5. To provide reader assistance and reference service.
6. To serve as one of the library's main in-house public relations persons.
7. To perform technical services as related to cataloging and the processing of books and other materials.
8. Circulation reports, borrower's file, and various other duties.
9. To service as the main technology coordinator for public access computing.

PERSONNEL—JOB DESCRIPTIONS

QUALIFICATIONS FOR ASSISTANT II—INFANT AND TODDLER SERVICES

1. Must be a high school graduate with a minimum of two years of college completed.
2. Experience with teaching parents of infants and toddlers about early childhood development skills is essential.
3. Technology/computer knowledge is essential.
4. Knowledge of library procedures and public relations is helpful.

DUTIES

1. Prepares and implements a minimum of two programs per week aimed at parents and their toddlers or infants, with emphasis on preliteracy skills.
2. Plans and implements a minimum of two annual library events (i.e. Family Literacy Night, caregiver/parent workshop).
3. Prepares and distributes publicity related to infant/toddler programming.
4. Selects resources for parents of infants and toddlers, to be added to the library's collection.
5. Establishes and maintains partnerships with other community agencies such as Parents As Teachers, Head Start, La Leche League, etc.
6. Works with the Director to identify and pursue additional sources of funding for infant/toddler programming and materials.

PERSONNEL—JOB DESCRIPTIONS

QUALIFICATIONS FOR CLERKS:

1. Must be in high school or college or have completed.
2. Interest in and knowledge of library procedures is necessary.
3. Some experience desirable.

DUTIES:

1. Mending weekly
2. Bulletin board as directed
3. Shelf reading weekly
4. Serves as one of Library's main *in-house*public relations persons
5. Reader assistance as needed.
6. Call reserves daily
7. Mail and magazines

QUALIFICATIONS FOR JANITOR

1. Experience is preferred, but not required

DUTIES OF JANITOR

1. To maintain the Library building as set forth and requested by the Director.

LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

THE FREEDOM TO READ

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

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

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

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

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

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

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

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.

Endorsed January 10, 1990, by the ALA Council

CODE OF ETHICS

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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

Adopted June 28, 1995, by the ALA Council

CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

To the person requesting reconsideration:

Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library's materials selection policy and other documents on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Address: _____

City: _____ Telephone: _____

Complainant represents:

_____ Self

_____ Organization (name): _____

_____ Other Group (name): _____

1. To what in the library materials do you object? (Please be specific; site pages): _____

2. What do you feel might be the result of reading this library material? _____

3. For what age group would you recommend this material? _____

4. Is there anything good about this library material? _____

5. Did you read the entire library material? _____ What parts? _____

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6. Are you aware of the judgment of this material by reviewers? _____

7. What do you believe is the theme of this library material? _____

8. In its place, what material of equal library literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

9. Additional comments:

Signature of Complainant: _____ Date: _____

Source: Library Trustees, St. Charles City-County Library

MARYVILLE PUBLIC LIBRARY
MEETING ROOM POLICY

A copy of this policy is to be made available to all persons using either the Ruth H. Robb Price Conference Room or the Lewis G. Moore Community Room.

The Board of Trustees of the Maryville Public Library is aware of the need for accommodations to be used by groups and committees in the area. The use of these rooms is an additional service which the library can render to the public. The rooms are not available for meetings for political, religious, or commercial purposes.

Reservations will be taken for the rooms on a six-month schedule excluding regularly scheduled groups. Reservations for January 1 – June 30 will be taken after December 1. Reservations for July 1 – December 31 will be taken after June 1. Reservations must include the name and phone number of a contact person for the group.

Library programs receive first consideration in the scheduling of the rooms. The Library has the right to cancel or limit an outside group's use of a library room, for the purpose of library programming or a lack of staff availability for resetting the room, assessing damage, or being on call during closed hours. At least 24 hours notice will be given for cancellations.

Groups using a room may not charge admission, but they may restrict their meetings to their own members. Not-for-profit groups charging a fee for registration or training may be allowed to use the room at the Director's discretion. The sale of books or CDs related to the program may be allowed as determined by the Director.

No food or drink is allowed in the Conference Room. Groups using that room may use the coffee bar area or kitchen area in the basement. All groups using the Community Room will be charged \$25 per use. Groups using the room on a monthly basis will be charged \$15 per use. Groups serving any refreshments will need to make a \$25 deposit which will be returned provided no damage occurs. Groups wishing to serve more than light refreshments will need to pay a \$25 fee in addition to the usage fee.

Organizations holding meetings assume responsibility for any damage to room or contents.

No alcoholic beverages are allowed.

Smoking is not allowed.

It is suggested that a member of the group serve as the "host" at the entry door as expected attendees are arriving. The door should be securely latched, and therefore closed to the public, after all attendees arrive.

The room should be left with 10 chairs and 2 tables at the end of the meeting. Groups are expected to leave the room orderly and tidy. A vacuum is available for that purpose. All trash should be in the containers provided and secured in the trashbags.

Groups using the rooms after regular library hours should pick up a key during the Library's open hours. A form containing the key policy statement is to be completed and filed each time a key is checked out. (see following page)

The Library Director has final discretion in granting permission to use the room. Any group violating these regulations may be denied further use.

Maryville Public Library Meeting Room/Key Agreement

1. The key is to remain the responsibility of the person to whom it is checked out. It is to be used at the time and for the purpose indicated below. This person is also responsible for seeing that no one remains in the building after the meeting and that the following conditions are met:

_____ **Please do not put liquids in trash cans. Leave any liquids on a community room table.**

_____ **Thermostat must be set on “Continuous Unoccupied” before the room is vacated. Failure to do so will result in the deposit being retained by the library to pay for utility costs.**

_____ **Please leave keys on table in community room or return the keys to library staff on the next day the library is open.**

_____ **Please make sure all lights—including kitchen, chair closet, hallway and restroom lights are turned off.**

_____ **Outside doors MUST be locked securely. Please double check before leaving.**

Failure to meet one or more of the conditions listed above may result
in the user’s deposit being retained.

2. No copies of any keys are to be made by persons using the meeting rooms.
3. Unless the library is open to the public, no one using the meeting rooms is to be in the main reading areas of the building for any reason.
4. Groups will report in writing any damage or problems to the Director of the Library. Emergency situations should be reported to the Director immediately (816)387-1371.

SUNSHINE LAW

LIBRARY POLICY RELATED TO MISSOURI STATE SUNSHINE LAW

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That the acting Maryville Public Library Director be and hereby is appointed custodian of the records of Maryville Public Library and that such custodian is located at 509 N. Main Street, Maryville, MO, 64468.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.
4. That it is the public policy of the Maryville Public Library that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That Maryville Public Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

MARYVILLE PUBLIC LIBRARY
STAFF PERFORMANCE EVALUATION AND REVIEW

Name: _____ Job Title: _____

Date: _____

Check degree applicable for each factor.

1. ACCURACY OF WORK

- Exceptionally accurate
 Maintains high standards
 Work usually acceptable
 Quantity low, unacceptable

2. QUANTITY OF WORK

- Accomplishes high volume of work
 Quantity acceptable
 Moderately acceptable
 Quantity low, unacceptable

3. TIME SPENT PRODUCTIVELY

- Makes best use of time
 Keeps busy effectively
 Sometimes ineffective
 Wastes time

4. UNDERSTANDING MPL
GOALS & OBJECTIVES

- Thorough understanding
 Above average understanding
 Basic knowledge
 Limited knowledge

5. KNOWLEDGE OF POLICIES &
PROCEDURES

- Thorough knowledge
 Above average knowledge
 Basic knowledge
 Limited knowledge

6. MEETING & HANDLING PUBLIC

- Enthusiastic and courteous
 Easily approached, responsive
 Does not offer, but helps on request
 Indifferent

7. SELF-IMPROVEMENT IN JOB

- Continuously strives to improve
 Puts forth effort to improve and learn
 Limited ambition; little effort of improve
 Displays no ambition or desire to progress

8. ENTHUSIASM AND INTEREST IN JOB

- Abundant enthusiasm well directed
 Generally enthusiastic
 Lack of enthusiasm: work not adversely affected
 Apathetic

9. ADAPTABILITY

- Exceptionally eager to try new ideas
 Receptive to change and new ideas
 Slow to change from old ideas and procedures
 Will not accept new methods or change

10. RESPONSE TO WORK AREA NEEDS

- Aware of needs and always willing to assist where needed
 Generally aware of needs and willing to shift from regular work to jobs seen as priorities
 Slow to shift from regularly assigned duties to help others
 Makes no effort to fill gaps in workload

11. ATTITUDE TOWARD CRITICISM

- Uses and profits by criticism
 Acts upon criticism
 Makes little effort to act upon criticism
 Resists criticism

12. DECISION MAKING

- Assembles facts and makes sound decisions
 Usually makes reliable decisions
 Indecisive
 Unreliable

13. WORK RELATIONS WITH OTHER STAFF

- Always cooperative
 Usually cooperative
 Sometimes abrupt and uncooperative
 Uncooperative, induces antagonisms

14. RESOURCEFULNESS

- Highly creative; comes up with new & useful ideas
 Has imagination; usually a source of usable ideas
 Able to develop ideas on routine matters
 Rarely has a usable idea

15. ATTENDANCE

- Rarely absent
 Absences within acceptable limits
 Irregular attendance
 Excessive absence

16. PUNCTUALITY

- Ready for duty promptly
 Usually punctual
 Careless about punctuality
 Excessive tardiness

17. POISE AND SELF-CONTROL

- Self-controlled in any situation
 Usually self-controlled
 Tends to lose control
 Easily upset

18. DISPOSITION

- Consistently cheerful
 Pleasant under most circumstances
 Uneven disposition
 Seldom pleasant

19. ORGANIZATION OF WORK

- Analyzes and organizes work thoroughly
 Organizes work satisfactorily
 Work sometimes lacks proper planning
 No ability to organize work

20. ABILITY TO COMMUNICATE

- Excels in oral & written communication
 Good communication skills
 Adequate communication ability
 Lacks ability to communicate effectively

SUPERVISORY STAFF**1. FAIRNESS TO SUBORDINATES**

- Exceptionally fair
 Deals fairly in most cases
 Sometimes unjust or partial
 Plays favorites. Easily prejudice

2. ABILITY TO MOTIVATE STAFF MEMBERS

- Motivates others exceptionally well
 Gets good results from others
 Occasionally able to develop good staff
 Rarely able to get the best out of staff

3. ABILITY TO INSTRUCT

- Gives careful instructions with clear explanations
 Usually gives adequate instructions
 Gives instructions which are often vague & ambiguous
 Directions wholly inadequate

4. LEADERSHIP

- Provides exceptional & inspired leadership
 Good leader. Highly respected by staff
 Able leader, but not inspiring
 Has little influence on staff members

5. SUPERVISORY ABILITY

- Good supervisor. Keeps work running smoothly
 Obtains acceptable results from staff
 Has considerable difficulty in attaining acceptable results

6. PROFESSIONAL INTEREST & KNOWLEDGE

- Very evident
 Moderately evident
 Slightly evident
 Not evident

7. PLANNING ABILITY

- Exceptional skill in planning
 Ability to set goals and report on progress adequately
 Sets goals, but makes little effort toward evaluation or reports
 Drifts along without planning ahead

SUMMARY OF PERFORMANCE EVALUATION

Check the overall rating that most adequately represents your evaluation of employee's performance. This is a summary of all the above rating factors.

_____ Unsatisfactory

_____ Satisfactory

_____ Very Satisfactory

_____ Outstanding

In what areas do the staff member excel? _____

Areas of performance improvement (rated c or d)

AREA	RATING	ACTION AGREED UPON

Rater's Signature: _____

Date of Review: _____

Staff Member's Signature: _____

Evaluation reviewed with staff member on: _____

Staff member comments: _____

EVALUATION OF DIRECTOR

PROCEDURES:

1. The evaluation form is to be given to the Library Board of Directors at the January meeting.
2. The Board members are to return the completed forms to the president one week before the February meeting.
3. The president and another executive of the Board of Trustees will compile the data.
4. The president will present the results to the Board in Executive Session, at the February meeting.
5. The Library Director is to be provided with the results of the evaluation at the February meeting immediately following the Executive Session.
6. If the Director has any questions or comments concerning the evaluation results, the Director should have time to develop answers after the Executive Session and before meeting with the Board.
7. If there are no questions or comments, the evaluation process is complete for the year.

Date: _____

Date: _____

Library Director

Board President

THE EVALUATION PROCESS

1. Be open and objective. The process should foster open communication and be based upon objective assessment of behavior, not personality traits.
2. There should be a two-way exchange, with feedback from the Director. The Board needs to evaluate itself and its effectiveness.
3. Be positive and constructive.
4. Base evaluations upon mutual trust and respect. Each party must be prepared to listen responsively to the other, be flexible in its dealing and strive for mutual agreement.
5. Establish mutually shared expectations and objectives. One member on a seven-member board whose perspective might pose many pitfalls can be partially offset if the Board and the Library Director consciously establish objective performance criteria and expectations.
6. Avoid surprises completely. Evaluative communication should be ongoing; it should not be stored up, than unloaded at the end of the year. The performance review is a time for summing up and looking ahead.
7. Keep the process and communication clear and simple.
8. Provide a relaxed atmosphere for discussion.

XX

Attachment L-2

EVALUATION FORM

EVALUATION SCALE:

The Library Director will be rated in six general categories:

Board	Library Services/Programs
Fiscal	Facility
Personnel/Staff	Annual Goals and Objectives

The Objectives will be rated as follows:

3= Excellent 2= Good 1= Needs Improvement

The items under Considerations are used by the respondent as framework to form your responses and as clarification.

BOARD

Goal: To advise and inform the Board of Trustees both on the present and future needs of the Library and the legal requirements governing the Library and its administration and to implement Board decisions and policies.

Considerations:

- Were monthly and other reports informative and helpful in Board decisions and/or policy determinations?
- Are Board decisions implemented on a timely basis in a professional manner?

Items to be evaluated

- _____ 1. Present an annual budget for Board approval which is related to the established goals and objectives.
- _____ 2. Is present at all Board meetings, reports regularly on the progress of the library, statistical information on the operation of the library and budget expenses and balances.
- _____ 3. Informs the Board and complies with State and Federal laws and regulations pertaining to public libraries.
- _____ 4. Recommends and carries out the policies formulated by the Board as well as recommending changes to those policies when necessary.
- _____ 5. Informs the Board of attendance and participation in professional meetings, workshops and community affairs.

FISCAL

Goal: To administer budget and make optimal use of library funds to provide library services.

Considerations:

- Was the budget related to the goals and objectives?
- Does the budget cover all necessary expenses?
- Are funds allocated or reserved to unanticipated contingencies?
- Are funds allocated or reserved for replacement of necessary equipment and furnishings?
- Are the expenditures controlled within the budget authorized by the Board?
- Are the financial reports presented to the Board in a clear, concise format and do they indicate the library's true financial picture?
- Are the recommendations of the audit firm brought to the Board and incorporated in the library financial operations as much as possible?

Items to be evaluated

- _____ 1. Develop a budget based on goals and objectives as state in the short-and-long-range plans adopted by the Library Board with consideration of monies available.
- _____ 2. Have budget work completed to meet the fiscal year legal requirements of the City of Maryville and submits annual reports to appropriate state agencies.
- _____ 3. Seek grant funding when funds are available.
- _____ 4. Pays and bills and maintains accurate financial records.

PERSONNEL/STAFF

Goal: To select and administer the necessary staff to fulfill the mission and goals of the Library.

Considerations:

Are positive management/staff relations maintained?

Are fair and equitable personnel policies proposed for Board adoption and then fairly administered?

Items to be evaluated

- _____ 1. Hires, trains, supervises, promotes and dismissed staff and informs Board of such.
- _____ 2. Recommends salaries to the Board as part of the budgetary process.

LIBRARY SERVICES AND PROGRAMS

Goal: To provide library services and programming according to the Library's chosen mission and roles.

Considerations:

Does the Director have standard measures to determine circulation trends?

Are the services and programs at the Library adequately promoted and or distributed to the community?

Items to be evaluated

- _____ 1. Provides assistance and guidance for patrons, staff and Board.
- _____ 2. Directs and supervises all activities and programs which are sponsored by the Library.
- _____ 3. Develops needs assessments and uses those assessments to determine acquisitions within budget limitations and in accordance with the Library's mission statement.
- _____ 4. Informs the Board of new technologies, proposes and coordinates appropriate enhancements in existing programs and services.
- _____ 5. Selects and purchases books, non-book materials, equipment and supplies.
- _____ 6. Effectively communicates the programs and services of the Library to the public using a variety of methods.

FACILITY

Goal: To assess and plan for the provision of adequate facilities and advise Board of same. To maintain The existing facility economically and efficiently.

Considerations:

Have funds been budgeted in the current year for necessary repairs and repayments? If not, has a budget projection been established to show how these needs can be met?

Are the exterior building and grounds adequately maintained within the bounds of the budget?

Attachment L-4

Were all contracts and service agreements reviewed and the recommendations reported to the Board?
Are insurance needs covered and inventory records kept?

Items to be evaluated

- _____ 1. Arrange for the cleaning and maintaining of the interior and exterior of the building.
- _____ 2. Review all building service agreements and recommend renewal, rebidding or termination.
- _____ 3. Comply with statutory requirements, such as life and safety codes, handicap accessibility, and environmental.

ANNUAL LIBRARY GOALS AND OBJECTIVES

Goal: Meet specific time line of the annual goals and objectives assigned to the Director.

Considerations

Does the Director take a leadership role in goal setting, development of a work plan, and determining the objectives of the library?

If goals and objectives were not met were adequate reasons given?

Items to be evaluated

- _____ 1. For the current year were assigned goals and objectives met?

GENERAL COMMENTS:

2010-2011 Salary Schedule

YEARS	DIRECTOR	ASST. DIRECTOR	(LIBRARY ASST. II)	(LIBRARY ASST. I)	CLERKS
START	32,500		9.00	8.00	7.25
6 MOS.	33,000		9.50		
1 YEAR	33,990		10.00	8.25	7.15
2 YEARS	35,010		10.30	8.50	7.40
3 YEARS			10.60	8.75	7.65
4 YEARS			10.95	9.05	7.90
5 YEARS			11.30		8.30
6 YEARS					
7 YEARS					
8 YEARS					
9 YEARS					
10 YEARS					
11 YEARS					
12 YEARS					
13 YEARS					
14 YEARS					
15 YEARS					
16 YEARS					
17 YEARS					
18 YEARS		13.31			
19 YEARS		13.70			
20 YEARS		14.30/ (29,744)			
21 YEARS		14.75 (30,637)			
22 YEARS		15.19/ (31,600)			
23 YEARS					
24 YEARS					
25 YEARS					
26 YEARS					
27 YEARS					
28 YEARS					
29 YEARS					
30 YEARS					

MARYVILLE PUBLIC LIBRARY
TRAVEL AUTHORIZATION

Accounting Code _____ Date _____

Name of Employee _____

Destination _____

Purpose _____

Dates away from city: From _____ To _____

Estimates of Expenses:

Automobile \$ _____ (_____ miles x _____ \$ per mile)

Air Fare \$ _____

Bus \$ _____

Limo/Taxi \$ _____

Lodging \$ _____

Meals \$ _____

Other \$ _____

Total \$ _____
=====

Advance requested ____ Yes ____ No Amount \$ _____

Date Advance Needed _____

Employee Signature _____

I, _____, President of the Board of Trustees of the Maryville Public Library, hereby affirm that the above described travel has been duly authorized by the Library Board.

(Signed) _____ Date _____

Note: An itemized accounting of costs incurred, with receipts where appropriate, shall be submitted to the Finance Director with the travel report and this form with the voucher. No reimbursement will be made if an original receipt is not presented.

Attachment O

MARYVILLE PUBLIC LIBRARY
TRAVEL REPORT

Name of Employee: _____ Date: _____

Trip to: _____ Dates: _____

Authorized Travel Amount: \$ _____

Actual Cost of:	<u>Total Cost</u>	<u>Prepaid or Direct Billing</u>	<u>Advance Payment</u>	<u>To Be Reimbursed</u>
Registration/Tuition	_____	_____	_____	_____
Automobile	_____	_____	_____	_____
Air Fare	_____	_____	_____	_____
Bus	_____	_____	_____	_____
Limo/Taxi	_____	_____	_____	_____
Lodging	_____	_____	_____	_____
Meals	_____	_____	_____	_____
Other	_____	_____	_____	_____
TOTALS	=====	=====	=====	=====

I certify that the above amounts are correct and that all items are reimbursable as Maryville Public Library related travel items.

(Signed) _____ Date _____

Authorized and approved by the Library Board of Trustees.

(Signed) _____ Date _____
President

Note: Please attach all original receipts/invoices. No estimated costs will be allowed.

Attachment P

CONFLICT OF INTEREST POLICY

Maryville Public Library Board of Trustees members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the library wishes to operate.

An actual or potential conflict of interest occurs when a Board member is in a position to influence a decision that may result in a personal gain for that member or for a relative as a result of library business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if members have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of Trustees as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a member or relative has a significant ownership in a firm with which the Library does business, but also when a member or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the firm.

PROCEDURES

1. The Board member is to notify the entire Board of Trustees of any potential conflict of interest during relevant discussion of the issue or decision and prior to any voting on such an issue or decision.
2. A Board member believing they have a conflict of interest should state the conflict of interest directly and withdraw from actions/decisions/or discussion of the issue or pending issue.
1. The President (or Vice-President if the conflict of interest issue directly involves the President) will resolve the issue of conflict of interest prior to any Board decision or actions pertaining to the matter over which a conflict or potential conflict exists.
2. The President or Vice-President may ask for a vote regarding the matter from the non-affected Board members. This session may be held in private with the affected member asked to leave the room during discussion (following the opportunity for the Board to ask questions of the affected Board member in person). The vote would spell out one of the following courses of action:
 1. Conflict of interest present. Board member resignation is requested.
 2. Conflict or potential conflict of interest present. Board member asked to abstain from all discussion and voting on the relevant matter.
 3. No conflict of interest. Board member able to participate fully in relevant discussion and voting.
 4. The Library Director, though having no voting privileges, is bound by this policy and personnel policies regarding conflict of interest. Any such potential conflict should be revealed to the Board of Trustees prior to discussion or action on Board agenda items.

NON-RESIDENT FEE
MARYVILLE PUBLIC LIBRARY

The Maryville Public Library is a city tax-supported institution. City taxpayers pay 14 cents per \$100 assessed valuation on real estate and personal property to support the yearly operating budget. In 1981, it was necessary to augment the cost of serving residents outside the Library's tax base with a \$10.00 non-resident fee. At that time, over 25% of the Library's borrower's cards were county residents.

In September of 1991, "Books on Wheels" service was started through a Library Services and Construction Act Grant. The non-resident fee was discontinued temporarily to provide library service to the entire county. In July of 1992, the Library Board of Trustees decided to continue the van service without charge to county residents. Fifteen communities were served every two weeks.

On April 6, 1993, residents of Nodaway County had the opportunity to support county-wide library service. A county library district had been established and a 5-member board was appointed. Funding for county-wide service was needed. The election was unfavorable and support for expanded county service was defeated. The "Books on Wheels" van service was discontinued on April 30, 1993.

The non-resident fee for the Maryville Public Library was reinstated on June 1, 1993. Anyone living outside the city limits of Maryville will need to purchase a family card for \$25.00. Persons living outside the city limits, but providing a tax statement as proof of payment of real estate and personal property taxes to Maryville will not be charged the fee. The card will be renewable yearly on the expiration date. This card is for all family members at one address. It is not transferable to persons not living with the cardholder.

Library service is costly. Since the early 1980's, the cost of books has risen from an average of \$7.95 to over \$30.00 in 2008. Operating costs increase substantially each year. If Libraries are seen as a priority in American society, financial funding and support from all who seek to use their services is necessary.

We thank you for your patronage.

NON-APPROPRIATION CLAUSE

In the event sufficient funds shall not be appropriated for the payment of the costs associated with this Contract, and if the Library has no funds legally available for such payment from other sources, then the Library may terminate this Contract at the end of any fiscal year and the Library shall not be obligated to make any payments provided for in this Contract beyond the then current original or renewal fiscal year. The Library agrees to deliver such notice to _____ of such termination at least thirty (30) days prior to the end of the then current original or renewal fiscal year. If this Contract is terminated pursuant to this provision, then the Library agrees to satisfy all sums for professional services completed by _____ prior to the notice of termination.

INTERNET MARYVILLE PUBLIC LIBRARY

Welcome to the Maryville Public Library Internet Access. To maximize availability to this resource and to insure fair accessibility for all, please follow these Internet Access Guidelines, which include our Internet policies, rules and procedures.

INTERNET ACCESS POLICY

In response to advances in technology and the changing needs of the community, the Maryville Public Library endeavors to develop collections, resources and services that meet the cultural, informational, recreational and educational needs of our community. It is within the context that the Maryville Public Library offers access to the Internet.

The Maryville 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 worldwide community with a highly diverse user population and it is your responsibility to use this resource wisely.

Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Approval must be provided by a parent or guardian before a child who has not completed the eighth grade will be allowed to use the Internet computers. Parents must be present to supervise their children's Internet sessions.

To be more specific:

- The Maryville Public Library does not censor your access to materials or protect you from information you find offensive. There is sexually explicit material and other information resources, which you may find controversial or inappropriate.
- Sexually explicit material is unacceptable viewing on Library computers.
- Not all sources on the Internet provide accurate, complete or current information
You need to be a good information consumer, questioning validity of the information you find.

STAFF ASSISTANCE

We will be glad to assist you in accessing the Internet and we will provide you with reference materials to aid you in your search. Library staff cannot provide in-depth training concerning Internet computer jargon, search strategies or personal computer use. Trained staff may not always be available.

Have fun exploring the Internet, but please remember that many times you will find the specific information you need right here...in books and periodicals.

GUIDELINES FOR ACCESSING THE INTERNET AT THE
MARYVILLE PUBLIC LIBRARY

1. First time users will receive a packet of Internet Access information. All Internet users must sign an Internet Agreement, which explains behavior considered appropriate. Children who have not completed the eighth grade (or under 14 years old) must be accompanied by an adult while on the Internet. Users 18 and under must have parent signature.
2. Computers will be available on a first come, first serve basis. There will be a time limit of ½ hour per sessions with a total of 90 minutes during one library working day.
3. You may not use your own software programs on the Internet Access computers. This will help prevent computer viruses that are common on public computers.
4. You are welcome to save information to a disk, which you must provide.
 - a. **WARNING:** Although we use a virus-checker on the Internet Access computers, this will not completely protect you from getting a virus. Software downloaded from the Internet may contain a virus and you need to have a virus checking software on your home computer. The Maryville Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data, damage, or liability that may occur from patron use of the Library's computers.
5. You may print information you find. Materials printed in black and white are 15 cents per page and materials printed in color are 35 cents per page. Payment is made at the circulation desk.
6. In some cases complete access to websites may not be possible. There are many reasons, among them:
 - a. The host computer has changed its address or has closed.
 - b. The Library's Internet connection may be temporarily inoperable due to technical difficulties
 - c. There are too many Internet visitors and the host computer has limited access from the "outside world".
7. Misuse or vandalism of the computer or failure to follow Internet Access guidelines will result in loss of your computer privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network, district computer systems, related equipment and/or data and the uploading or creation of computer viruses. Review the screen upon beginning your session and report any problems immediately.
8. Procedures should sexually explicit viewing occur:
Patron is given one verbal warning by the Director after site is seen by at least one other staff member. If a second offense occurs, user is given a written notice of ban from library computers. Usage will not be reinstated. If a minor, one offense means they will not use library computers and will not be reinstated.

INTERNET AGREEMENT

I have read and agree to comply with the Maryville Public Library Internet Access Policy. In addition, I agree to the following principles, which are common to all Internet users:

1. Respect for the property of others. It is not acceptable to modify or gain access to files, passwords or data belonging to others; to seek unauthorized access to any computer system; or to damage or alter software components or equipment of any network or database by the propagation of computer worms and viruses.
2. Respect for the legal rights of others. It is not acceptable to use the Internet access for any purposes which violate U.S. or state laws, including the licenses and copyright laws governing software programs or data.
3. Respect for the privacy of others. It is not acceptable to misrepresent oneself as another user; to use the Internet access to transmit threatening, obscene or harassing materials; or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising and sending, receiving or displaying text or graphics which are sexually explicit.
4. Vandalism. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network, district computer systems, related equipment and/or data and the uploading or creation of computer viruses.

I understand that failure to comply with the Maryville Public Library Internet Access Policy or the Internet principles will result in a loss of my computer privileges.

Name (Please Print)

Date

Address

Phone

Signature

Parent/Guardian Signature (If minor under 18 y/o)

XX

INTERNET ACCESS FOR MINORS

PARENTAL PERMISSION AGREEMENT

As the parent of legal guardian of the minor child signing below, I have read and agree to comply with the Internet Access Policy of the Maryville Public Library. I also agree to abide by all other rules as identified in the Library's Internet Agreement forms. I understand that some material on the Internet may be objectionable, but I accept the responsibility and agree to allow my child age 14 to 18 to use the Internet independently. I agree to accompany my child under age 14 or allow my child to use the Internet when accompanied by myself or the adult listed below.

I understand that my child will forfeit Internet access at the Library if he/she fails to follow Internet Access guidelines.

I hereby grant permission for my child to access the Internet at the Maryville Public Library.

PARENTS'S SIGNATURE _____

CHILD'S NAME _____

CHILD'S AGE _____ BIRTHDATE _____

ADDRESS _____

PHONE NUMBER _____

SUPERVISORY ADULT (if not parent) _____

Maryville Public Library Wireless Internet Policy

The Maryville Public Library (“the library”) offers for personal computer equipment to access the Internet via a wireless network throughout the entire public space within the library building during regular operating hours, which is incorporated by reference herein.

1. Persons using the wireless connection agree to comply with all provisions of the current Maryville Public Library Internet Agreement (pages 53-55), with the exceptions of a 90-minute/per day time limit. Wireless users must also comply with the Miscellaneous Library Policies (page 21). Failure to comply by those policies could result in the loss of wireless Internet access privileges within the library.
2. The library’s wireless connection is filtered for content but data are not encrypted. Therefore, use of the wireless connection is done at the patron’s own risk. Wireless networks are transmitted via radio waves, and are therefore susceptible to potential ‘eavesdropping,’ so patrons should be aware of what they are transmitting over this open network. By using this connection, patrons acknowledge that security errors and hacking are inherent risks associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into the patron’s computer. In addition, patrons are responsible for maintaining up-to-date antivirus software, firewalls, etc.
3. The library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless Internet connection. Any damage done to the patron’s equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron; and the patron indemnifies and holds harmless the library from any such damage.
4. The library cannot guarantee a secure connection at all times and in all places in the library, as many things can interfere with wireless connections, including building elements, cordless phones, etc. The library takes no responsibility for lost data, etc. due to a lost connection.
5. Patrons are responsible for their own equipment. The library will not be held responsible for lost or damaged items.
6. Patrons may have access to web-based email only, as the library does not currently support a POP3 or SMTP connection.
7. Printing is not currently available from the wireless network. Patrons may save their work to a USB drive and print items from the library’s wired stations.
8. As the library cannot accept the liability of handling patron’s personal computer equipment, library staff will not change settings or be available for technical support or troubleshooting on patrons’ personal computer equipment, other than providing basic instructions and tips for configuration.

FEE FOR SCHOOL DISTRICTS

Maryville Public Library cards paid for by school districts will be \$150 yearly. The card must be held by the school librarian who would be responsible for all materials checked out to the card. The librarian must be present to use the card. No cards will be issued out of state. District is responsible for fines, etc.

Limits would be the same as any limit which applies to an individual. The Maryville Public Library does not have the size of collection to supplement school districts.

This card would not be reciprocal with Northwest Missouri State University Owens Library.