

HAMILTON COUNTY LIBRARY POLICY MANUAL

MISSION STATEMENT

Hamilton County Library delivers quality and equal educational opportunities, offered through services and resources, for the benefit of the community.

ADA COMPLIANCE

ADA Compliance: The provisions of the Americans with Disabilities Act of 1990 will be upheld to the full extent reasonable and practical. The staff is always willing to assist to make all materials and services available.

COLLECTION MANAGEMENT

A. Intellectual Freedom

Statement of Policy & Text

Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

American Library Association 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.

1. Book 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to sue a library should not be denied or abridged because of origin, age, background or views.

6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make the facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

B. Selection

Selection of Material

Public libraries are authorized by K.S.A. 12-1219 et. seq. to acquire books and other materials by purchase, gift or exchange. The library seeks to provide informational, educational, and recreational materials for users of all ages. The responsibility for the materials selection policy lies with the Board of Trustees of the Hamilton County Library. The Board delegates to the Library Director, and the other properly educated and experienced staff designated by the Director, the responsibility of selection of materials and development of the collection.

The Library endorses the Library Bill of Rights adopted by the American Library Association.

The Library recognizes all users of the library will not meet all materials with the same degree of enthusiasm and regard. Some materials may seem controversial or contrary to mainstream culture. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building collections and to serving the interests of patrons. It is the right of the individual not to read, view or hear library materials that the individual considers objectionable. Materials are evaluated as a whole and not on the basis of a particular passage or passages. Standard book selection tools will be used in the selection of materials.

Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of children. Children's books will be selected with the age and educational level of the children in mind.

The Hamilton County Library selects, makes available, and promotes the use of library materials, whatever the format, which:

1. Reflect the mission and roles of the library.
2. Meet the information needs of the community.
3. Meet the recreational needs of the community.
4. Supplement formal and informal study.
5. Reflect a variety of opinions (minority and majority) on a subject.

6. Support economic, cultural, recreational, and civic activities in the community.
7. Stimulate understanding and growth.
8. Enhance job-related knowledge and skills.
9. Increase knowledge of and participation in the affairs of the community, the state, the country and the world.

Recommendations from the public are welcome.

Donated materials are accepted with the understanding that they may be added to the Library's collection, offered to another library or entity, or disposed of as the Director determines is appropriate. The Library will not appraise the value of donated books or other items. When possible the library appreciates arrangements being made before donated materials are delivered.

Challenge to Materials

The Hamilton County Library adheres to the principles set forth by the American Library Association in the "Freedom to Read," (Appendix) in the "Freedom to View," (Appendix) and the "Library Bill of Rights."

In the event a patron requests that a specific work in the collection be removed from the library, the following action will be taken:

1. Following established procedures, staff will listen to the citizens' objections and respond courteously.
2. If the explanation of the selection policies does not satisfy the citizen, she/he will be given the Request for Reconsideration form to complete and return to the library.
3. The Library Director will gather the reconsideration form, reviews, and a copy of the material under reconsideration.
4. The Director will review the challenge and respond to the patron in writing.
5. If the citizen is not yet satisfied within 30 days of receipt of the Hamilton County's response, she/he may request that the Library Board of Trustees review the challenge and take appropriation action. The library board's decision is final.
6. No patron may reissue a complaint for the same material in the same year.

Materials will remain in circulation while under challenge until a decision to remove them from the collection is made.

A copy of the reconsideration form is found in the Appendix.

C. Weeding

Weeding is a system that eliminates unnecessary items; outdated or superseded items; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies.

The Hamilton County Library will follow a systematic and continuous weeding schedule. The library will follow principles found in *CREW: A Weeding Manual for Modern Libraries* by the Texas State Library and Archives Commission. The library will also consider the item's last date of circulation in its decision making.

OPERATIONS

A. Building/Room Use Policy

Hamilton County Library offers the meeting room, also known as the Teen Room, to be used by the public during library operating hours.

Library related activities will be given priority in scheduling and will constitute just reason for canceling or denying community meetings or requests. All other scheduling is done on a first come, first serve basis.

The meeting room is available without cost, donations are accepted. Meetings which interfere with the regular use of the library because of noise, activity, etc., will not be permitted.

Permission to use the library's meeting room does not in any way constitute an endorsement by the library of that group's policies or beliefs, no claim to that effect, nor claim to library sponsorship be used in advertising.

The room must be left by the occupants in the same physical condition as it was before a scheduled meeting or event began. The Library Director and/or Board of Trustees reserve the right to cancel any meeting if conditions or situations warrant that action.

The Library Board of Trustees have final discretion over building use and may deny requests to use the building/meeting room.

When use of the library/meeting room is requested outside normal business operating hours, the Director may request payment from the requesting group to cover additional staff compensation.

To schedule the use of the meeting room, contact the Library by calling 620-384-5622 or e-mailing director@syracuselibrary.info.

B. Budget and Finance

The Hamilton County Library has a board-approved written budget. This budget is developed annually as a cooperative process between the Board and the Library Director. The Library Board will review and adjust the annual budget, if needed, to include Capital Improvement funds when appropriate. After adjustments are made, the Library Board will review a final budget for approval and advancement to the County Commissioners. The Library Director, and any available board member, will present the Library's annual budget to the County Commissioners late spring/early summer.

In compliance to the Southwest Kansas Library System Accreditation, 10% of the annual operating expenditures will be used for purchasing library materials, to include digital content, and programming for all ages, adding items equal to but not less than 3% of its collection. The Library will budget and provide adequate funds to support technology upgrades and needs as outlined in the Technology Plan.

On a monthly basis the Library Director presents written reports on Library operations to the Board of Trustees. These reports include such areas as finance, library usage, matters of personnel, collection development and programming, in addition to any other relevant and pertinent information.

The Library maintains adequate records of library operations in a manner easily understood by the public as well as the Board of Trustees and Library Director. This record of library operations is presented at each Board of Trustees' monthly meeting and clearly indicates the financial position of the Library. In addition to the general financial position of the Library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and yearly expenditures, and remaining budget.

The director will not be allowed to make purchases over the amount of \$500 without prior approval by the Board of Trustees. Exceptions include standing or reoccurring bills.

C. Capital Improvement

The Hamilton County Library has a capital improvement fund, and adheres to the statute K.S.A. 12-1258. This statute gives city, county, and township library boards the authority to create a library capital development fund and to place in this fund each year an amount of up to 10% of the library's certified operating tax budget. Prior to the passing of this law, tax monies could not be used for capital improvements. These capital improvement funds may be accumulated and do not have to be expended by the end of each budget year as do all other tax monies, and the non-tax monies may be added at any time. Money from this fund may be used for improving, furnishing, equipment, remodeling and making additions to the library, (K.S.A. 1989 Supplement 12-1258). The library board may transfer funds back into the general fund.

D. Confidentiality of Library Records

In recognizing the Library's position of special trust with members of the public, the Hamilton County Library Board of Trustees wishes to clarify their policy and responsibility with regard to confidential information about patrons (and patron use of library resources) that comes into the Library's possession.

As the choice of books and other Library materials, along with the use of the informational resources of the Library, is essentially a private endeavor on the part of each individual patron, the Library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. For people to make full and effective use of Library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, and the questions they ask. The

awareness of existence of such a possibility inhibits free usage of the library, its resources and facilities, and is contrary to the ALA Library Bill of Rights and the Freedom to Read Statement.

Therefore, the Hamilton County Library Board of Trustees has adopted the following guidelines concerning the disclosure of information about Library patrons:

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address.
3. A patron's telephone number.
4. The Library's circulation records and their contents.
5. The Library's borrower's records and their contents.
6. The number or character of questions asked by patrons.
7. The frequency or content of a patron's lawful visits to the Library or any individual, corporation, institution or government agency without a valid process order or subpoena. Upon presentation of such process, order or subpoena, the Library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

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

E. Copyright

The Library recognizes the rights of the holders of copyright for materials and will not knowingly allow violation of the law either by staff or by the public. The Library shall consider Fair Use Doctrine (Title 17 United States Code, Section 107) or Creative Commons factors when evaluating patron and staff use of materials for the purposes of copyright.

The Library recognizes the rights of patrons to use materials and will inform patrons about the limits which the law places on reproduction and performance of such works.

1. The Library assumes no legal responsibility for enforcement of copyright.
2. The Library assumes neither liability nor responsibility for patrons' actions.
3. Under Copyright Law, illegal duplication or sharing of copyrighted materials is prohibited. Copyrighted materials may include, but are not limited to, all printed matter, audio recordings, video recordings, computer software, databases, and digital files that are owned or licensed by the Library, obtained through interlibrary loan, or downloaded from the Internet.
4. Library materials are for personal use only unless public performance rights have been obtained.

F. Emergency Preparedness/Disaster Recovery

Emergencies

In the event of severe weather or other emergency situations, the Hamilton County Library's first consideration must be the safety of its patrons and staff. The following guidelines are a means to provide calm and orderly responses to these situations.

Personal Safety

During any natural disaster or crisis situation the personal safety of all employees and patrons is considered of utmost importance. The safety of all people should be placed ahead of the Library's collections, equipment, furniture and facilities.

Basic Rule

If staff sees, or is told of, a life threatening situation or crime in progress, call 911, then notify the Director or Person-in-Charge. A report or observation of unusual behavior should be referred to the Director or Person-in-Charge.

In the event of an emergency, the Director or Person-in-Charge will instruct the staff as to procedures and make the evaluation when to evacuate or close the building. The Director is responsible for notifying the Board Chair.

Reporting

With any emergency or incident, the Director should be notified, if not on site, as soon as is reasonably possible. The Director, in turn, will notify the Board Chair.

Fire

When the fire alarm sounds, staff will escort patrons out the nearest exit. All persons exiting the building should meet in the parking lot north of the Valley State Bank. As much as is safely possible, all areas of the Library shall be checked to see if all patrons have left the building. No one will be allowed to reenter the building for any reason until it is deemed safe by the fire department. Call 911 as soon as is reasonably possible after everyone has been evacuated from the building. Notify the Director, if not on site, as soon as is reasonably possible. The Director is responsible for notifying the Board Chair.

Medical Emergencies

Call 911 to request emergency medical service. Notify the Director or Person-in-Charge, as well as staff in the building, so they can direct the EMT to the proper location.

Severe Weather/Tornado

If severe weather threatens in the immediate vicinity, patrons shall be informed by staff that no underground shelter is available in the building. Patrons may clear the building or proceed to the

designated Storm Area. Minor children without a responsible caregiver present will be escorted to the designated Storm Area. No patrons will be permitted to roam the Library if the decision has been made to move to the designated Storm Area. In the event of imminent, severe weather, patrons and staff in the building shall swiftly be escorted to the bathroom(s) of the Library. All persons shall remain there until the all clear is sounded, at which time staff is expected to return and complete the scheduled workday.

The Library's data equipment and files are vulnerable to damage from power fluctuations as well as physical damage during severe weather. After assessing risk to the system during intense storms, staff may require that all staff and public terminals and the Library automation system be logged off and powered down. This step, however, is the least priority and should only take place when all people are safe and time permits.

Should the warning extend beyond the regular hours of operation, it is recommended that Library staff and patrons remain in the emergency designated area until the warning has expired. Staff will remain on duty to escort and/or direct individuals out of the building after the emergency and will perform closing procedures. Staff will be compensated with pay for the extra time worked. The Director, if not on site, should be notified as soon as is reasonably possible.

Bomb Threats

Staff receiving a bomb threat or other threat of potential violence should call 911 and then notify the Director or Person-in-Charge. Staff will follow fire evacuation procedures. No one will be allowed to reenter the building until it is deemed safe by the police, fire, or other emergency personnel. The Director is responsible for notifying the Board Chair.

Pandemic

In the event of a pandemic, the Library Director and Library Board of Trustees will confer and follow the suggestions and guidelines of the County Commissioners, County Health Officer, and Emergency Preparedness Manager. The Library shall close, or adjust operating hours, when necessary to protect the health and safety of Library employees and community members. If the Library closes, employees will be expected to work as reasonably possible. Library employees will continue to be paid at their regular paid hours and wages.

G. Equipment Use

Computers

Computer equipment is available for public use within the Library at no charge, except for the cost of printing. Please refer to the Hamilton County Library Computer Use Policy for details about using the Library's public internet computers and wireless internet.

Copy Machine

A black and white/color photocopy machine is available, at a charge, to patrons who wish to copy materials. Any violation of copyright is the responsibility of the patron. Staff WILL NOT

make copies of materials when the request is in blatant violation of copyright law. Decisions of this matter will be left to the discretion of Library staff.

Scanner

A scanner is available for patron use at no charge. The patron is responsible for use of the machine.

Other Library Equipment

Definition of Other Equipment: Other Library equipment includes any Library-owned equipment other than desktop computers and copy machine. Examples include an LCD projector, screen, television and Blu-ray/DVD player.

H. Gifts and Memorials

Hamilton County Library can receive and accept any gift or donation to the Library.

Donated materials are accepted with the understanding that they may be added to the Library's collection, offered to another library or entity, or disposed of, as the Director determines is appropriate. The Library will not appraise the value of donated books or other items.

Gifts not exceeding in value of \$1,000.00 may be accepted by Library staff on behalf of the Library. Acceptance of gifts in excess of this amount should be the joint responsibility of the Director and Board of Trustees. Gifts exceeding in value of \$1,000.00 will be accepted by the Director and one member of the Board of Trustees, and a Charitable Donation Receipt will be completed (Appendix).

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

Hamilton County Library will accept memorials. When a memorial is received, the Director will reach out to the family to see if they have any suggestions as to how the funds should be used to honor their loved one. Final decision on how to spend the funds will be made by the Director, The Board of Trustees may be consulted when appropriate. The Library may use memorial funds for the purchase of: collection development, equipment, capital improvement. Memorial funds will not be used for personnel.

I. Computer and Internet Use

The Hamilton County Public Library has no control over the information on the internet and cannot be held responsible for its content. Patrons use the internet at their own risk. The internet terminals have software intended to filter out some internet sites that have adult content. However, filters do not always work, and patrons may still find content to be considered obscene, offensive, inaccurate, or illegal. If a patron is over the age of 18, they may request that the filtering software be disabled for personal use.

Patrons must comply with the United States copyright law, Kansas Obscenity Statutes, and all other applicable laws, statutes, and regulations that govern the use of public access computers and the use of the internet and it is the patron's responsibility to know what those laws, statutes and regulations prohibit.

It is the responsibility of a minor's parent or guardian to monitor a child's use of the internet. If a parent or guardian does not want a child on the internet, they do not have to give them computer privileges when signing up for a library card. They may also revoke/reactivate the child's use of the computer at any time.

The Hamilton County Library cannot and does not guarantee the truth, accuracy or age-appropriateness of the material available through the internet.

Patrons must understand that inappropriate use of the Library's terminals includes, but is not limited to, the following: Patrons shall not access or exhibit obscene material on Library computer workstations. See K.S.A. 21-4301(c) as amended. Disseminating or exhibiting obscene material is a crime in the state of Kansas. See K.S.A. 21-4301.

Patrons shall not access or display obscene material where the recipient of the obscene material is a child under the age of eighteen years. K.S.A. 21-4301a, as amended.

Patrons shall not use the Library computer workstations in a manner that allows them to possess a computer generated image that contains, or incorporates in any manner, any film, photograph, negative, photocopy, videotape, or video laser disc in which a real child under sixteen years of age is shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender, the child or another. See K.S.A. 21-3516, as amended.

Members of the Library staff are under no obligation to monitor Library computer workstations, but will take appropriate action if they observe a patron using a workstation in a manner deemed in violation of relevant Kansas statutes. Further, patrons understand that the staff of the Hamilton County Library may report any suspected violation of any law to law enforcement agencies and that the Hamilton County Library staff's judgment as to the appropriateness of computer usage and internet usage shall be final, subject only to review upon request by the Director or the Board of Trustees.

Patrons will not change any of the Library's default settings such as wallpaper or home pages.

Patrons will not download any files to the Library's workstation hard drives. Downloading to removable media is acceptable if in compliance with applicable laws.

Patrons will not install any software on the Library's workstations.

Patrons will abide by all rules relating to the time allotment per session as stated by the Library staff.

Patrons agree to pay for all pages that are printed while using the Library's workstations. Information printed for school use is free.

The Library reserves the right to end any pc session at any time.

Violation of the policies and regulations that govern the use of the Library's resources may result in loss of privilege to use these resources.

Staff Assistance

Library staff is available to help patrons get started with technology equipment or answer quick questions related to a technological project. Various materials are available online and throughout the Library for those in need of more in-depth information.

J. Kansas Children's Internet Protection Act/KCIPA

Internet Safety Policy

The Internet is a global electronic network that provides access to ideas, information and commentary. The Hamilton County Library is concerned for the safety and security of users who access online information. The Library has no control over the content of the Internet and cannot be held responsible for what the user sees when connected to the Internet. When one uses the Internet, one "leaves" the Library. The safety and security of users accessing the Internet require those persons to be cautious, thoughtful, protective of personal information, and respectful of Library policy and state and federal laws. The Library does not expressly, or in an implied manner, warrant the quality, accuracy, veracity, completeness or authenticity of any material or information accessed through the Internet computers. It is the responsibility of the user to read all disclaimer statements on the Internet and those associated with this policy. The restriction of a minor's access to the Internet beyond that required by this policy is the responsibility of the parent or legal guardian.

A user will not misuse a Library computer to:

1. Access or display information that is "obscene" or "harmful to minors" as defined by Kansas laws;
2. Participate in email, a chatroom, social media, or instant messages that use information that is obscene as defined by Kansas law;
3. Compromise or threaten the safety and security of minors when using electronic mail, chatrooms, social media, and other forms of direct electronic communications;
4. Disclose, use, and/or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person, or for the library;
5. Attempt to gain unauthorized access to any data, computer, or network.

Unauthorized Use, the Laws, and Illegal Materials

The Hamilton County Library complies with federal and state laws with a particular awareness of federal laws on the Children's Internet Protection Act (CIPA) and the Neighborhood

Children's Internet Protection Act (NCIPA), copyright (U.S. Code, Title 17), Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a, and 21-4301c) and subsection (b) and L. 2013, Ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act (KS-CIPA). The library and library users must comply with these laws. Furthermore, Internet users are not to use the equipment in any unauthorized or unlawful manner or for any illegal purpose, as described in the Kansas Criminal Code (see K.S. A. 21-3755). Library users must respect the legal protection provided by copyright license to software, books, articles, and other electronic files.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. To provide the definition required by CIPA and NCIPA, the phrase "matter...inappropriate for minors...." used in the federal law is regarded as synonymous with the definition of obscenity in K.S.A. 21-4301; 21-4301a, and 21-4301c. CIPA and NCIPA are laws adopted by Congress to protect children and others as they use the Internet from a computer located in a public library or public school. The laws require an age-related limitation of information access for, in the Kansas law, "...a child under the age of 18 years" and in CIPA and NCIPA, "...an individual who has not attained the age of 17." This limitation is applied to information that is obscene as defined in K.S.A. 21-4301; 21-4301a, and 21-4301c. In compliance with state law, the Hamilton County Library will apply this limitation to users under the age of 18.

The Hamilton County Library will comply with CIPA, NCIPA, and KS-CIPA regarding the requirement to use a Technology Protection Measure (filtering). All library Internet computers will use a TPM. However, this technology is not reliable and the library cannot be held responsible for prohibited information that might be displayed or for useful information that may be blocked. Library staff members are not responsible for monitoring use of and content accessed by patrons of any age. Parents or guardians, not library staff, are responsible for the information selected or accessed by their children or wards. Therefore, parents and guardians are advised to supervise children's Internet use.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Hamilton County Library director or senior staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. The information shall be forwarded to the appropriate regional staff in charge of the TPM. Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Hamilton County Library director or senior staff member in charge, providing as much detail as possible.

The computers and software provided by the Hamilton County Library shall be used in accordance with all pertinent International, U.S., Kansas, or local laws including those prohibiting libel, plagiarism, obscenity, slander, or any other illegal activity. Downloading and/or installing software is prohibited. Accessing inappropriate materials and leaving them on the screen or in the printer for others is prohibited and may be grounds for prosecution. Staff is authorized to take immediate action to protect the security of computers and the network or to

enforce any part of this policy. Misuse of the computer or Internet may result in confiscating portable storage media, requiring a user to leave the computer or the premises, denial of Internet use privileges, and/ or prosecution under the law.

Developed under the direction of the Board of the Hamilton County Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on September 29, 2021. This policy supersedes all previous Internet Safety Policy statements of the Hamilton County Library and is effective on September 29, 2021.

This policy document will be reviewed by the Hamilton County Library Board at least every three years.

K. Open Records/Open Meetings

Open Records

It is the official policy of the Hamilton County Library that all public records maintained by the Library are to be accessible to the public for inspection and copying and that the provisions of the Kansas Open Records Act, K.S.A. 45215, et seq. shall be enforced. The following define the conditions related to required access and the charging of copy fees for reproductions of records which may be requested.

1. The official custodian of the open public records of the Library will be the Library Director.
2. No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.
3. Each request for access to public record shall be acted upon as soon as possible, but no later than the end of the third Library business day following the date the request is received.
4. A business day shall mean regular Library hours.
5. If explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.
6. If access to the public record is not granted, the Library Director shall, upon request, provide a written statement of the grounds for denial and shall cite the specific provision of law under which access is denied. Said written statement shall be furnished to the requestor no later than the end of the third business day following the date that the request for the statement is received.
7. Fees shall be charged for the provision of access to and the copying of public records. The fee shall be one dollar per page.
8. A request for copies of public records shall be in writing and the requestor shall be required only to furnish his or her name and address, proof of identity if necessary, and the information needed to ascertain the records desired.
9. Copies of public record shall be made while the records are in the possession, custody, and control of the Library Director and shall be made under the supervision of the Library Director.

Certain records held by libraries are specifically exempt in K.S.A. 45-221(a) and, therefore, are not required to be disclosed. It is the policy of the Library Board that the following discretionary records are not available to the public, either for inspection or copying:

1. Personnel records, performance ratings, or individually identifiable records pertaining to employees or applicants for employment in public agencies. K.S.A. 45-221 (a) (4)
2. Library patron registration records and circulation or loan records which pertain to identifiable individuals. K.S.A. 45-221 (a) (23)
3. Library, archives, and museum materials contributed by private parties, if restrictions have been imposed as conditions of a contribution. K.S.A. 45-221 (a) (7)
4. Building security information. K.S.A. 45-221 (a) (12)
5. Correspondence between the Library and a private individual. K.S.A. 45-221 (a) (14)
6. Software programs for electronic data processing; however, each public agency must maintain a register which describes the information stored in computer accessed format. K.S.A.45-221 (a) (16)
7. Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly warranted invasion of personal privacy. K.S.A. 45-221 (a) (30)

Such exempt records as listed above shall not be made available to any person or agency of state, federal or local government except pursuant such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.

Any such process, order or subpoena for closed records must be submitted to the library director personally, or in the absence of the director, the chairperson of the library board.

Upon receipt of such process, order or subpoena, the library director or board chairperson will consult with the library's legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, he/she will insist that such defects be cured before materials are made available for inspection or copying.

Neither the Hamilton County Library nor any officer or employee shall be liable for damage for failure to disclose a record. K.S.A. 45-223

The officials, officers, and employees of the Hamilton County Library charged with the custody or having in their custody the following records, documents, or other papers may destroy the same after they have been on file for the period state: K.S.A. 12-120

1. Claims (and the purchase orders thereto attached) presented and allowed by the governing body of the Board authorized to allow such claims, fifteen (15) years.
2. Warrants or warrant checks, whether original or duplicates, that have been stamped or marked paid as provided by law, five (5) years.
3. Duplicates of receipts or stubs of receipts issued, (5) years.

4. Bonds of officials, officers or employees, ten (10) years, the period to begin at the date of termination of the term or employment.
5. Insurance policies, five (5) years, the period beginning at expiration of the policy unless a claim is pending.
6. Cancelled checks, five (5) years.
7. Requisition and duplicate purchase orders, five (5) years.
8. Bonds and coupons stamped paid or cancelled and returned by the state fiscal agent, five (5) years, the period beginning at the date of maturity of the bond or coupon.

Open Meetings

All meetings of the Hamilton County Library are open, public meetings. In accordance with the Kansas Open Meetings Act (KOMA), all meetings will be announced publicly and an agenda available in a lawful time frame prior to the meeting. Members of the public are welcome and encouraged to attend.

L. Patron Behavior

Behavior which may result in being asked to leave the library:

1. Abusive, threatening, or menacing language.
2. Physical, sexual, or verbal harassment of an individual, public, or staff. This includes harassment through the Internet or other computer resources.
3. Unreasonable, intentional noise which affects the ability to function of those individuals working in the area.
4. Taunting, following, stalking, provoking, or challenging an individual.
5. Fighting or wrestling.
6. Threatening harm to person, or property.
7. Hindering, impeding, or preventing the movement of an individual into, out of, or about the library property.
8. Unauthorized possession or mutilation of library materials.
9. Unauthorized possession or mutilation of an individual's personal property.
10. Exhibiting unacceptable behavior which indicates an individual is under the influence of alcohol, beer, or any controlled substance.
11. Selling, purchasing, or offering for purchase any item or service while on library property.
12. Destruction, mutilation, or damaging of library property and facilities.
13. Failure to wear shoes and/or shirt.
14. Any other act(s) not covered above which threaten an individual, public, staff, library property and facilities, and library materials.
15. Any illegal act.
16. Trespassing in a non-public area of any library property and facility.

Behavior for which an individual may be warned as inappropriate – one or more warnings may result in being asked to leave:

1. Sleeping.
2. Eating and/or drinking except at a library-sponsored event.

3. Use of tobacco products on library property, including e-cigarettes.
4. Cell phone use which disturbs others.
5. Selling, purchasing, or offering to sell products to any individual.
6. Panhandling.
7. Horseplay in the library and on library property.
8. Loud talking or laughter which disturbs others.
9. Use of public restrooms or library facilities for bathing or laundering purposes.
10. Running in the library.
11. Repetitive in and out of the library front doors.

Behavior for which no action will be taken:

1. Staring into space or at an individual.
2. Playing games which do not hinder library operations and in which no gambling takes place.
3. Personal hygiene.
4. Quiet talking.

Grievances

Patrons with a grievance will take the grievance to the Library Director. Every effort will be made to resolve the problem at that level. If a resolution cannot be made, the grievance will be made in writing to the Library Board.

M. Public Performances

The Library's mission is to deliver quality and equal educational opportunities, through services and resources, for the benefit of the community.

1. To support community cultural and artistic activities;
2. To nourish intellectual, aesthetic and creative growth, promoting lifelong learning;
3. To provide welcoming and inspiring community events;
4. To enrich the Library mission by expanding collaborative ventures with arts and cultural resources in Kansas and beyond.

The mounting, design and scheduling of programs and exhibitions will take place at the discretion of the Director, designated staff and/or Library Board. Programs and exhibits may be seen by anyone visiting the Library – both children and adults who may have various degrees of understanding. Programs and exhibits will therefore meet what is generally known as “a standard acceptable to the community.”

The selection of performers and the allocation of exhibit space follow the principles of intellectual freedom as described in the Library Bill of Rights. The Library allows for a broad spectrum of opinion and a variety of viewpoints. The Library will not censor nor eliminate programming because some members of the community may disagree with its content. Permission to perform or exhibit artistic material does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view.

If you feel that the program or exhibit does not meet the Library's mission, you are encouraged to complete a Request for Reconsideration of Library Exhibit or Performance. Once the form has been fully completed, it should be submitted to the Library Director. The Request will follow the process outlined in the Collection Development policy as approved by the Library Board.

N. Public Services

1. **Reference:** Patrons are encouraged to make use of the library reference service. Information will be provided over the telephone and for walk-in patrons. Reference sources on the premises will be consulted. If all sources in house are exhausted, referrals will be made, or the regional system will be consulted. Prompt interlibrary loan service is an asset to the community.
2. **Computer:** Computer with USB ports are available for use by the public. Microsoft Office programs are available for the public to use. Patrons may print documents and images at the current fee rate.
3. **Children's Services:** A variety of children's literacy services are provided throughout the year, including story time, outreach to daycare and preschools, 1000 Books Before Kindergarten, summer reading program, summer library program, and special events.
4. **Cooperation with Other Libraries:** Hamilton County Library strives to encourage networking and bridge building with other types of libraries and other libraries in the area. Cooperation with other agencies in the community is encouraged.
 - a. The Hamilton County Library will participate in the Kansas Interlibrary Loan Network, with the Southwest Kansas Library System, and with the State Library.
5. **Library Resources:** the library provides a variety of resources to its patrons, including: books, newspapers, movies, audio books, large print materials, and genealogy.
6. **General Services:** photocopy services, fax, lamination, and scanning; training and assistance using the State of Kansas Library resources, accu-cut and quilt room.

Patron Library Card and Borrower Policy

Registering for a Library Card

Any person residing in Hamilton County may obtain a free library card by registering at the Hamilton County Library. When applying for a card, we prefer to see a photo ID with current address. Since that is not always possible, we will accept a photo ID and another form of current address verification, such as a piece of mail.

Non-residents of Hamilton County must provide a current photo ID and proof of mailing address.

There is no waiting period to check out items for new accounts.

The Hamilton County Library participates in the Kansas Library eCard. It provides access to digital materials available to all Kansas residents (ebooks/audiobooks, research databases). It is not so much a physical "card" as it is a login for online materials at the State Library of Kansas website.

Item Limits, Loan Periods, and Fines

Books, Audio CDs, DVD and Blu-Ray discs, Playaway Books and Launchpads, Wonderbooks may be checked out for a loan period of two weeks. There are no limits on the number of each of these items that a patron card may have checked out except for DVD and Blu-Ray discs. Each patron card is only allowed to check out 3 DVD and/or Blu-Ray items at a time. All of these items may be renewed if there are no reserves or holds.

MiFi devices and laptops may be checked out for a loan period of one week. These items may not be renewed without call the Library for availability.

The Library is a fine free library. Fines are not accrued on patron accounts when items are overdue. However once an item is overdue by 60 days, the item is considered lost and the patron is responsible for the replacement cost of the item. The exception to the fine free policy is MiFi Device and laptop checkouts. *Please see the specific borrowing policies for both of these library items.* The overdue fine for MiFi devices is \$5.00 per day. The overdue fine for the laptop is \$10.00 per day. Items can be returned during operating hours inside the library or in the drop box. Items dropped in the drop box after the Library has closed will incur fines (if applicable) for that day.

Borrowing Privileges

Borrowing privileges will be suspended when there are fines for an overdue MiFi device or laptop, or when there is an unpaid replacement cost fee on the account.

Lost or Damaged Materials

Lost or damaged materials will be charged the replacement cost of that item. An item will be moved to lost once it has been overdue for 60 days. The replacement cost of an item may be refunded if found in good condition and within 30 days after the Library has declared the item lost. Patrons are asked not to purchase replacement items without first consulting with the Library Director, as variations in materials exist (ex. hardcover versus paperback).

Renewing Library Materials

Most items can be renewed up to three times (exception of MiFi devices and laptops). Items that are on hold for another patron cannot be renewed. Materials can be renewed in person, by telephone, email, or online via the Library Catalog.

Interlibrary loans may be renewed depending on the policy of the lending library, please call the Library for confirmation.

Reserving Library Materials

Materials, on order by the library and/or cataloged, may be placed on reserve in person, by telephone, email, or online via the Library Catalog.

Notices

Patrons may choose to receive weekly notices about their library card status via email. Those who choose to opt out of these notices at registration acknowledge that this is a courtesy

reminder and responsibility to return items on time falls on them. The Library and staff are not responsible for reminding patrons of items out and/or overdue.

Confidentiality of Patron Records

The library, staff, and volunteers keep all patron records confidential as defined in the Hamilton County Library Confidentiality Statement.

Service Hours

Monday-Friday 9:00 am – 5:00 pm

REVIEW AND AUTHORITY

The Policy Manual will be reviewed as needed by the Library Board of Trustees. Recommended changes may be brought to the Board by the Director and/or Board Member and must be approved by the Library Board.

Reviewed and Approved December 17, 2019

Reviewed and Approved: September 29, 2021

APPENDIX

The Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

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

Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional 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

Hamilton County Library Request for Reconsideration

Mission of the Library and Collection Development

The mission of the Hamilton County Library is delivers quality and equal educational opportunities, offered through services and resources, for the benefit of the community.

Purpose of the Collection within the Context of the Mission

A library is identified and defined principally by its holdings of materials and information resources. The library acts to fulfil its mission by selecting, acquiring, organizing, preserving, maintaining, deselecting and providing access to a collection of materials and electronic resources that address the interest and needs of the diverse members of its community.

Reconsideration of Library Materials

The Hamilton County Library actively supports and adheres to the Library Bill of Rights and abides by the laws of the State of Kansas and the U.S. Constitution concerning intellectual freedom. These laws and documents are key factors in reconsidering materials. Should an individual library user object to a specific item in the collection, the request will be handled as follows:

1. Following established procedures, staff will listen to the citizens' objections and respond courteously.
2. If the explanation of the selection policies does not satisfy the citizen, she/he will be given the Request for Reconsideration form to complete and return the library.
3. The Library Director will gather the reconsideration form, reviews, and a copy of the material under reconsideration.
4. The Director will review the challenge and respond to the patron in writing.
5. If the citizen is not yet satisfied within 30 days of receipt of the Hamilton County's response, she/he may request that the Library Board of Trustees review the challenge and take appropriate action. The library board's decision is final.
6. No patron may reissue a complaint for the same material in the same year.

To the Person Requesting Reconsideration:

Library policy requires that reconsideration requests be filed on this form. Copies of the Hamilton County Library's Collection Development Policy, and other documents that may have bearing on this request, are available. Please ask a staff member for an internal copy of the Collection Development Policy. Thank you for taking the time to provide this information.

Type of material to be reconsidered (Circle all that apply)

Book Movie Audiobook Other

Title: _____

Author: _____

Publisher: _____

Request Initiated by: _____

Telephone: _____

Email: _____

Address: _____ City: _____ Zip: _____

Requestor Represents Self? Yes No

Requestor Represents Organization? Yes No

If yes, Organization's Name: _____

1. Specifically, to what do you object? (Cite pages, instances, etc.)

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

3. Is there anything good about this material?

4. Did you read the entire book or examined the entire material? If no, what parts have you examined?

5. Are you aware of the judgement of this material by professional critics?

6. What do you believe is the theme of the book or materials?

7. What would you like to have the Hamilton County Library do with this material?

Signature: _____ Date: _____

**Hamilton County Library
Charitable Donation (Gift) Receipt**

Date of Donation: _____

Name of Donor: _____

Donor Address: _____

Email Address: _____

Thank you for your generous donation. This receipt serves as acknowledgement of your donation of the items listed below. Contributions of goods are deductible for Income Tax purposes. Estimating the value of donated goods is the responsibility of the donor.

Items Donated:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Received by: _____

Title: _____

Received by: _____

Title: _____