

Policy Manual For Oxford Public Library

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Mission Statement and Objectives

The mission of the Oxford Public Library is to provide books and other materials to aid the individual in the pursuit of education, information, research and the creative use of leisure time. To provide access to an inter-library loan network. To provide access to the internet. To keep the public aware of the library services available to them. To accomplish this mission, the public librarians will pursue a personal program of continuing education to enhance their professional skills.

Oxford Public Library Strategic Plan

Strategic Plan covers the years of 10/31/2019 - 09/30/2022

The Oxford Public Library has established this strategic plan as our mission statement and task list for future outreaches to the community. There are five board members and one staff member that have collaborated in the strategic plan. The members will continue revising this plan annually or as needed.

- Renae Brooks - Library Board Chairperson
- Jennifer Wasenius - Library Board
- Joyce Schoenfelder - Library Board
- Lacy Rice - Library Board
- Anita Krejdl - Library Board
- Stephanie Branham - Library Director

Mission Statement

The mission of the Oxford Public Library is to provide books and other materials to aid the individual in the pursuit of education, information, research and the creative use of leisure time.

Community Profile

Oxford is located in south central Nebraska, and is divided between Harlan and Furnas counties. The current population is 779 residents. Oxford is predominantly an agricultural and industrial community, with farms and ranches surrounding the town on all sides, including a commercial hog farm. Southern Valley School system is made up of 5 other communities, with the total number of students, at 372. A higher percentage of the children, who attend Southern Valley, live in Oxford and have parents who work outside of the community. Local businesses line the main streets including the grocery store, gas station, the mercantile, thrift store, local cafe, and locker. For entertainment there is a local theater, a swimming pool, two public parks, a golf course, and the public library. The average family speaks English, with the next highest being Spanish, and has an average income of \$50,000.

Community Needs

- Our town has a small budget to provide for many different departments, such as the Fire and Rescue program, swimming pool and parks.
- There is a high demand for the internet but not all households are able to afford the service.
- Resources to develop skills and materials for jobs and cultural outlets for well-rounded youth are a growing need for the community.
- We have a growing community with families that are coming here in need of educational outlets in areas such as language and culture.
- There is a need for children's computers. Children are expected to learn how to use computers and tablets at a young age for school.
- A place for children to go and receive help after school with homework, or a safe place to stay until their parents are home from work.

Library S.W.O.T. Analysis

Internal Strengths:

One of the key strengths of the library is the dedication and determination of the library board and staff. They are continuously working for the community to bring forth new ideas and be responsive to the requests of the library patrons. Our facility and equipment is top notch; we are continuously updating computers, printers, scanners, Wi-Fi, and of course, our books and movies. There has been a recent addition of a photo kiosk area in the library for the community to use, as there is nowhere close by for people to print their photos. The staff are customer service oriented by providing warm and enthusiastic attention to all our patrons. We attend to youth with computers and tutoring for homework. There are lots of books, games and areas for children to gather in fellowship. Quiet times are provided for adults, as well as organized sections of books and movies. We listen to our community and do what we can to keep bringing in new ideas.

Internal Weaknesses

We have a small building and since we are growing in popularity, as well as in our ideas, wants and needs we could use more space. The library needs to be open more hours but the budget is not big enough to accommodate this need. That is one reason why we need a larger budget. If the library were open longer hours and we had a larger budget we would be able to provide more programs to the community.

External Opportunities

We have a community that is very supportive of the library. The Harlan County Nebraska Extension program provides free or inexpensive events for children at the library. The local movie theater is located next door to the library, and they are always willing to coordinate events with us.

External Threats

- Lack of adequate revenue
- Losing local businesses
- Lack of local full time jobs
- Small populace
- Lack of daycare
- Need demolition /renovation to abandoned properties
- Sustainability and new festivals and activities
- Support of local businesses

List of Goals and Objectives

Community Need #1

Children's Computers available to little ones to learn basic computer skills and functions of a computer.

Goal:

Our main goal is to provide services to all ages, and by having available a Children's computer, we can provide that service to all ages.

Objective:

1. Organize a space in the library that is adequate for the use of a children's computer workspace.

2. Provide time and service to teach children the proper use and functions of the children's computer.

Community Need #2

Provide an afterschool program for students to come in to get help with their homework or just a safe location to use until their parent/guardian is home.

Goal:

Our main goal is to provide a safe space for children after school to be able to work on homework, hangout with friends, get educational resources, and utilize technology.

Objectives:

1. Library staff will be on hand to provide help when needed.
2. Computers, books, magazines and newspapers will be available to help complete homework.
3. Snacks will be available for purchase to help with after school hunger

Community Need #3

A newly updated and modernized Library. The library board and staff are working on an internal renovation of the library. We have recently updated the library with paint, rugs, furniture and blinds. The next step in our renovation is new bookshelves. The current bookshelves are dated and starting to show wear. Our current shelves are too full and with new bookshelves, it allows the library to grow our collection.

Goal:

To provide new bookshelves, that will allow us to grow our current selection of books, movies, and audiobooks. Also, buying new shelves will bring a new and clean finish to our current makeover.

Objectives:

1. Measure the library space available for current bookshelves and for growth.
2. Layout the bookshelves on paper or computer programs to know how many shelves and which layout works the best for the space.
3. Order bookshelves and replace current shelves once they have arrived

Community Need #4

Increase interest, usage, and support of the library by patrons of all ages.

Goal:

Bring new programs to the library. Make the public more aware of all the library has to offer including materials, technology, programs and the new photo kiosk just purchased.

Objectives:

1. Schedule programs with the Nebraska Extension office. The Harlan County Extension office has offered to provide programs for youth afterschool, examples are: Mad Science, Crea Z Craft and other workshops for all ages.
2. Coordinate joint programs with the local Granada Theater.
3. Create routine posts on social media regarding programs, activities, materials, updates, etc.
4. Plan contests and events that will continually bring in patrons of all ages to get them interested in the library again.

Evaluation

Implementation Plan:

The Library Board, Library Director, and also, The Friends of the Library, will work together at our board meeting, to assign responsibilities for each goal/objective. Each goal/objective needs to be evaluated, to determine whether the Goal has been met, and if not, what needs to be done to accomplish the goal/objective.

Evaluation Plan

The Evaluation Team will be composed of the Library Board, Library Director, and the Friends of the Library. The evaluation will be used to endlessly improve the Library's services and to see if our efforts have increased knowledge and use of the Library's services.

The Strategic Plan, including goals and objectives, will be evaluated on an annual basis as well as at our quarterly meetings. The Evaluation Team will determine if each objective has been accomplished; and if not, implement a plan to reach the desired goal or see if the goal is no longer applicable. We will also discuss what we can do to keep and increase patrons' visits; including: upgrades, space equipment, resources and activities. Our #1 goal is to keep patrons visiting and bringing others in too!

Technology Plan

Technology Plan covers the years of 10/31/2019 - 09/30/2022

Technology Planning Committee for Library and/or Community

- * Renae Brooks - Library Board Chairperson
- * Jennifer Wasenius - Library Board
- * Joyce Schoenfelder - Library Board
- * Lacy Rice - Library Board
- * Anita Krejdl - Library Board
- * Stephanie Branham - Interim Library Director

Vision Statement

The Oxford Public Library is committed to providing a variety of materials for the use of the community we serve. The Library will provide recreational, educational and cultural information to meet the needs of the customers.

Technology Assessment

The Oxford Public Library currently operates with six HP desktop computers (one of which is an ADA station) and three HP laptop computers, all equipped with webcams and headphones with microphones. The ADA station is equipped with an HP scanner, Zoom Text Keyboard, trackball mouse, ZoomText, Jaws, Kurzweil 1000, and Dragon Naturally Speaking software. All of these computers are for public use. The computers operate on Windows 7 and are equipped with Centurion Guard-SmartShield security software and Microsoft Office Professional Blue 2010. These computers are all connected to a black and white HP LaserJet printer. All of these computers were received through the BTOP grant. The library has a wireless router and makes the wireless network available 24 hours a day. The current staff is knowledgeable in the use of ADA station software and Microsoft Office Professional Plus. The Director is proficient in providing customers with instruction in the use of available software and hardware.

Goals, Objectives, Activities

Goal: To keep staff up-to-date with computer technology.

Objective: Staff will make use of online webinars available through the Nebraska Library Commission or other sites and community based workshops.

Activity: Create a list of webinars and workshops for the staff to peruse throughout the year.

Goal: To create a new website, update the library's information on the Village website.

Objective: Director will look into creating a new library website through the library commission.

Activity: Contact library commission for further information on how to set up the new website. Contact the village office to update library information on the village website

*Technology Plan to be reviewed Plan to be reviewed annually and revisions made if necessary.

*Funds for technology and technology training will come from Oxford Foundation, grants, donations and will depend on the ability of the library to raise the needed funds in any given year.

Oxford Public Library Internet Use Policy

To fulfill our mission, the Oxford Public Library provides access to a broad range of information resources, including those available through the internet. Use of the internet at the Oxford Public Library is a privilege, not a right. We make the internet service available as part of our mission to offer a broadly defined program of information, educational, recreational and cultural enrichment opportunities for residents of Oxford and the surrounding communities.

The internet is, in general, an unregulated medium of information and communication. The Oxford Public Library does not monitor and has no control over the information provided through the internet. Information on the internet is not necessarily current, accurate or complete. Some of the varied information available on the internet may be considered by our local community standards to be obscene, offensive or harmful, especially to minor children, as defined by applicable state and/or federal laws. The Oxford Public Library must attempt to balance the desire for free unrestricted access to varying informational sources against the need to avoid material that may be harmful to minors or that violate community standards as defined by applicable state law. For purposes of this policy minors are defined to include all individuals under the age of nineteen years.

Filtering by Oxford Public Library

The Oxford Public Library has deemed that it is appropriate and necessary to install software that will limit a minor's exposure to some internet materials. To the extent possible, the software will be used to block internet sites that could be offensive and/or harmful to minors. However, it must be noted that filtering software may not block all information that may be harmful to minors, as well as visual depictions of materials deemed obscene or child pornography. In addition, filtering software may block content that is deemed appropriate. Patrons may submit a request to have sites unblocked. Request forms can be obtained at the front desk. The

Oxford Public Library board and staff will review request forms submitted and email or mail responses of action taken.

Internet Access By Minors: Regulations and Restrictions

The Oxford Public Library provides limited computer access to minors, including filtered access to the internet and software to support academic achievement. The Oxford Public Library complies with the requirements set forth by the Children's Internet Protection Act (CIPA).

To the extent practical, steps shall be taken to promote the safety and security of users of the library online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communication.

Specifically, as required by the Children's Internet Protection Act (CIPA), prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Minors are not allowed on the computers for the last fifteen minutes of every hour.

Parental Responsibilities

The Oxford Public Library strongly suggests parents supervise their minor children's internet sessions since filtering software may not be able to filter all information that may be harmful to minors. Some parents may deem that certain unfiltered materials are also unsuitable for their minor children. The Oxford Public Library also encourages parents to discuss the use of the internet with their minor children in relation to family values and boundaries. Parents are urged to read Child Safety on the Information Highway or The Parents' Guide to the Information Superhighway. These publications are available here at the library.

General Responsibilities of User

Use of the internet is a privilege, not a right. The Oxford Public Library expects patrons, in order to keep their privileges intact, to use the resources in a responsible manner. Rules for computer use including time limits, will be established by the Library Board. Responsible use of the internet/computers at the library includes, but is not limited to the following:

- Complying with the library's posted rules of conduct
- Refraining from illegal or unethical use of the internet
- Using the internet for cultural, educational and informational purposes. The library does not provide internet email accounts.
- Recognizing that library computers are available for use by many patrons and adhering to library established time limitations.
- A patron cannot send, receive or display inappropriate materials, whether text or graphic, which may reasonably be construed as obscene as determined by local community standards.
- No altering hardware or software
- No violating federal, state, local or library laws or regulations that make it illegal to download or purvey child pornography, to purvey pornography to children or commit fraudulent acts using the internet.
- No violating the U.S. copyright law which prohibits the unauthorized reproduction of copyrighted materials.
- Minors under the age of 19 must be off the computers for the last fifteen minutes of every hour.

Violations may result in loss of library privileges or access as stated in the behavioral policy. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

Disclaimer

The Oxford Public Library is not responsible for any damages, direct or indirect, or for any liability that may arise from a patron's use of the library's internet services.

Approved by the Library Board of Trustees, following normal public notice,
on: February 11, 2008- Revised August 10, 2010 - Revised May 24 2011

Website Reconsideration Form

Please fill out the form below:

Name:*

Email:*

Mailing Address:*

Mailing Address:*

Website:*

Please don't write below this line

Action decided:

Block

Unblock

Comment

Collection Development Policy

Oxford Public Library adopts the policy statement of the Library Bill of Rights, and the Freedom to Read statement on book selection and controversial materials. The library maintains the viewpoint that books and other library materials selected should be chosen for the interest, information and enlightenment of all the people of the community. In no case should library materials be excluded based on race, nationality, political, social, or religious views.

The Library accepts gifts of suitable materials with the understanding that they will be added to the library collection only when needed and disposed of at the discretion of the director. The same principles of selection applied to purchases are applied to gifts.

If a reader finds a book or other material to be objectionable, he or she may fill out a form provided by the librarian and it will be presented to the library board at their next meeting. The board and the librarian will decide how to handle the particular item in question.

General criteria applied to all materials will include:

Permanence or timeliness

Accuracy

Authoritativeness of the author or publisher

Clearness and usability of presentation

Group and individual social significance

Suitability and importance to the whole collection

Price and availability of funds

Selection

The ultimate responsibility for the selection of materials rests with the library director who operates within the framework of policies determined by the Library Board. The responsibilities for selection may be shared with the staff

The library recognizes its responsibility to have available a representative selection of materials on subjects of interest to its patrons. The selection of materials is a prime activity within the library and it is based on the needs and requests of patrons of all ages, races, and creeds and of organizations with a wide range of interests. The library will always endeavor to balance special group interests with general demand, and to present both sides of every controversial subject fairly and truthfully. The library recognizes its responsibility to provide materials presenting various points-of-view, within the limitations of space, budget, and availability.

Patrons not finding desired material in the library's collection may request it. The material can be obtained for the patron through the interlibrary loan or purchase if possible.

The library does not have an arbitrary single standard of literary quality for adult fiction. It attempts to satisfy a public varying greatly in education, interest, tastes and reading skills.

The aim of the children's services is to provide books and materials to meet the reading interests and needs from infancy to young adult. The standards stated in this policy apply equally to materials for children. Books and materials received as gifts that are not added to the library collection, as well as books and items removed from the library collection, shall be sold or discarded as needed. Any money received through the sale of library materials will be used to buy new books.

Weeding Policy

Weeding is the removal of materials from the library collection that are no longer needed or viable and is a standard practice in managing a library's collection. Weeding is important in keeping a collection vibrant, relevant, and useable. It assists in preventing stacks from becoming overcrowded. It makes remaining materials more visible and accessible.

The director shall review, evaluate and weed the library's collection on a regular basis, using these guidelines:

- Frequency of use. Circulation and other statistics may be examined. Items that are not in demand may be eligible for weeding.
- Existence of multiple copies of the same title or edition, especially of low use items.
- Superseded works, especially ones with little historical importance, may be weeded.
- Physical condition of an item or set. Materials that are badly deteriorated or missing key parts may be withdrawn at the discretion of the director

Materials which are withdrawn from the collection may be sold, donated, distributed, recycled or discarded, at the director's or library board's discretion.

Services of the Public Library

The library staff will provide guidance and assistance for people to obtain the information they seek.

The library will initiate programs to stimulate the use of the library materials to fill the needs of people of all ages.

The library will cooperate with civic and community agencies and organizations to help them with program materials.

The library will supplement, but cannot perform the functions of school and other libraries which are designed to meet special needs. This public library at all opportunities will cooperate with other libraries to strengthen the services and resources of all.

Within the library, the use of all references and collections is free to all.

Services will not be denied or abridged because of religious, racial, social, economic, or political status.

All borrowers must have a valid library card in order to check out materials.

Oxford Public Library Video Borrowing Policy

- Patrons must have a valid library card and fines must be under \$10
- Videos returned after business hours will be on the next day's transactions.
- R rated videos will not be checked out by anyone under 18 without written parents' consent.
- Videos may be returned though the drop slot at the front of the library if it is closed.
- Patrons are responsible for returning movies back in good condition. In case of damage, loss, or theft, the patron will be charged a replacement cost.
- Fines are \$1 per video per night that they are late. Please return them on time! Fines rack up quickly.
- You may check out up to three movies at a time.

Checked Out

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Return

Wednesday

Thursday

Friday

Saturday

Monday

Tuesday

Circulation Policies

Length of Loans: Checkout Periods

Materials are loaned for periods of time deemed appropriate by the librarian. Such procedures facilitate the best use of library materials for all concerned.

Two week checkout: books, cake pans, audio cassettes, magazines.

Three day checkout: Videos- A total of 3 may be checked out at one time.

Fines and Charges

All items except videos: Fine of \$0.10 per day, per item.

Videos: Fine of \$1.00 per day, per item.

When library materials are lost or severely damaged, and cannot be used by others, the patron on whose card they were checked out must pay to have them replaced. A patron who repeatedly damages library materials may have their borrowing privileges suspended.

If fines reach \$10.00, payment must be made before further items are loaned to the patron.

Marketing Policy

The library will advertise special events in the local newspaper, with flyers posted around the community and on its Facebook page. New books, movies and other new materials will be posted on Facebook in order to increase awareness and circulation.

Volunteer Policy

The Oxford Public Library recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the Library in making the best use of its fiscal resources and help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of the Library volunteers and seek to expand the Library volunteer group as needed.

Oxford Public Library volunteers are coordinated by the Library Director and must be at least 14 years of age. Junior volunteer under the age of 14

required to perform services for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign a consent form for their children to perform service hours at the library.

Oxford Public Library volunteers are bound by the rules contained in all Library policies and guidelines as applicable, especially as they relate to patron privacy policy and confidentiality.

Oxford Public Library volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. They work at the status of “at-will” employees.

The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director.

Exhibits and Displays Policy

No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc. shall be placed in the Library for distribution without permission from the Library Director.

Oxford Public Library is excited to provide for the public as many attractive, educational, and cultural exhibits as possible. Use of exhibit space is welcome.

The Library assumes no responsibility for the preservation or protection from the possible damage or theft of any item displayed or exhibited.

Use of Facility Policy

To meet the needs of the community the Library may be used after hours for meetings, classes, workshops, exercise groups, etc. upon Directors approval. Dates and times need to be requested ahead of time. The Library can offer many different types of equipment to accommodate, such as- an xbox system, with four controllers, desktop and laptop computers, projector with screen and a large conference type table.

Update: August 30, 2021 the Library Board decided that to use the library after or before the library is open will be \$20.00 per hour. There will be NO CHARGE for library facility use during the Oxford Library's normal scheduled open hours. (Update added by Sandi Hoard: Director.)

Staff Professional Development Policy

New employees will receive appropriate training. The Library also encourages job training aids and educational opportunities for all employees. Training aids and educational materials shall be made available whenever possible, and the Director is encouraged to hold periodic meetings with their employees for training purposes.

The Library encourages all staff members and Board members to attend professional meetings, conferences, and conventions. When possible, staff members will be allowed to attend with pay.

The Library shall pay for all staff members' continuing education classes including the mileage for travel to and from classes.

Gifts, Bequests, Memorial Policy

The Library accepts gifts of suitable materials with the understanding that they will be added to the Library collection only when needed and disposed of at the discretion of the Library Director. The same principles of selection applied to purchases are applied to gifts.

Library Complaints Policy

The Library is proud of the excellent customer service delivered by our well-trained staff. Our aim is to provide all users with the best service possible within available resources.

User feedback is welcomed and treated seriously to improve our service. If you experience a problem, please report it to the staff delivering that service as soon as possible, so that they can be given the opportunity to put things right immediately. Where action can not be taken straight away, staff will explain the reasons for this.

If you remain dissatisfied, please request a complaint form; include full details of the problem and any attempts made to resolve it. The form can be turned in to the front desk and will be reviewed by the Library Director and the Library Board.

The Library will not investigate complaints that it considers to be frivolous (unfounded, trivial and persistent) or malicious (with vindictive motivation). Nor will it investigate anonymous complaints or where it feels another procedure would be more appropriate (e.g. 1. Behavior Policy, 2. Unacceptable Behavior, 3. Harassment, etc.)

Any user who remains unsatisfied with the outcome of the complaints procedure should appeal to the Library Director in writing within 5 working days of receiving the final outcome of their complaint.

Patron Behavior Policy

The Oxford Public Library is committed to providing a secure and supportive environment for use of its resources and services. To achieve this, the Library has established standards of behavior.

To consistently enforce these standards of behavior, the Oxford Public Library has established policies outlining specific violations and consequences for inappropriate behavior on Library premises.

The *Standards of Library Behavior* is designed to :

- Protect the rights and safety of Library patrons
- Protect the rights and safety of Library employees
- Protect and preserve the resources, facilities and property of the Library

Violation of the policy will result in increasing levels of action, ranging from patron being suspended from the library for one (1) month to five years and/or financial restitution. Repeat offenders need not violate the same rule to be subjected to enhanced restriction of privileges.

- First offence - loss of all library privileges for a period of one month starting the day of the offense. Write notice will be served to the offender.
- Second offense- loss of all library privileges for a period of six months starting the day of the offense. Written notice will be served to the offender.
- Third-offense- loss of all library privileges for a period of one year starting the day of the offense. Written notice will be served to the offender.
- Fourth offense- loss of all library privileges for a period of five years starting the day of the offense. Written notice will be served to the offender.

A patron may appeal, in writing, a decision made by the director to the Board of Trustees who will review the circumstances of the case and confirm, cancel or change the director's decision. The board may suspend a patron's library privileges indefinitely.

1. Acceptable use of the library materials and services does not disturb other patrons. Responsible use of library materials involves minimal wear and tear and courteously making materials available for other patrons after patron is finished. Responsible use of library services requires that patron not monopolize staff attention or library services so that other community members may also use them.
2. Unacceptable behavior creates disturbances, interferes with other patrons' use of library, and/or damages library property. If behaviour does not fall under the guidelines of acceptable behavior, patrons may assume that it is unacceptable. Patrons exhibiting unacceptable behavior will be asked to leave immediately and will be served the consequences in writing. If they refuse to leave the authorities will be called. Unacceptable behavior includes but is not limited to:
 - Verbally or physically threatening or harassing other patrons or staff, including shouting, stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
 - Use of profane and/or abusive language.
 - Harassment of patrons or staff, either verbally, written or by telephone. This includes any actions that other patrons or staff members perceive to be harassing.
 - Threatening others either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening.
 - Use of alcohol and narcotics is not permitted. Patrons under the influence of either alcohol or narcotics will not be allowed on the Library premises.
 - Throwing, running and climbing in the library
 - Indiscriminate pulling of materials from shelves in a manner that disrupts the orderly and proper arrangement of library materials.

- Radios and other sound producing devices may not be used in the library unless they are used with headphones. For all headphone use, the sound must be inaudible to close bystanders.
- Patrons bringing cell phones or paging devices into the library must set them to silent or vibrate mode.
- Solicitation, vending and distribution of petitions or surveys are not permitted in the library or on the library grounds without the consent of the Library Director or his/her designee.
- Service animals are welcome, but other animals are prohibited.
- Only staff and authorized individuals are allowed in staff areas.
- Rollerblades, skateboards, and other athletic equipment shall not be used in the library. Patrons bringing these items to the library may check them at the front desk.
- Library staff cannot assume responsibility for the care of unsupervised minors, under the age of eighteen. Parents or legal guardians are responsible for the behavior of their children.
- Children 6 years of age and younger must be accompanied by and at all times be under the supervision of a parent or other responsible caregiver who is at least 12 years of age. The library staff and this policy recognize the Children's Area of the library may be louder and have more commotion than the adult areas of the library. However, if a child is disruptive and cannot be quieted or calmed, the parent or caregiver must remove the child from the library.
- The Children's Area is reserved for the use of children, their parents or guardians, and adults interested in children's literature. Patrons not included in these groups are required to leave the Children's Area.
- There shall be no loitering on the library grounds.
- All patrons must leave the premises at closing time, unless they are participating in a pre-scheduled program or meeting.
- Anyone involved in the theft, defacement or mutilation of library materials or property will be subject to arrest, prosecution and

will be responsible for the costs of repair or replacement, as determined by the library staff.

- Food and drinks spillage can damage valuable resources. Since care needs to be exercised, we ask that you leave all food/drink at the table and refrain from having them around any computer or electronic equipment. The patron is responsible for any damage done by his/her food and /or drink.
- Moving furniture from where it is placed by library staff is prohibited.
- No large backpacks or luggage are allowed in the library, though book bags are permitted. No more than two bags of any type may be brought into the library. All bags and other articles are subject to inspection by the library staff.
- Bathing is not permitted in the restroom. No person may use the restroom for more than ordinary hand or face washing or take paper products (paper towels and/or toilet paper) out of the bathroom.
- No privacy screens may be used on computers

Portions of this policy have been adopted from the Enfield Public Library, Enfield, Connecticut and Middletown Public Library, Middletown, Connecticut

Reviewed and Ratified by the Library Board of Trustees on May 24, 2011 Supersedes previous behavioral policy adopted August 10, 2010

Emergency Procedures

Staff should be acquainted with the following procedures to know how to begin coping with an emergency. The Library Director has the initial responsibility for organizing the library's response to an emergency. In the absence of the director, the responsibility lies with the librarian on duty.

Medical Emergency:

1. If serious, call 911
2. Get the person's name, address and phone number
3. Offer to contact a family member
4. Write up incident immediately afterwards

Fire

1. Call 911
2. Use fire extinguishers if appropriate
3. Unplug electrical equipment if appropriate
4. Evacuate building when flames or smoke and fumes are evident

Tornado:

- 1 If a Watch is announced, request patrons go home
2. If a tornado has been sighted, stay in the building and in a safe area until the danger has subsided. If the tornado has hit and extensive damage is known, keep people at the safety of the Library and Contact authorities.

Safety Policy

No person shall engage in inappropriate conduct on the premises of the Public Library or when participating in Public Library programs.

Inappropriate conduct shall include any individual or group activity which is disruptive to other person's lawfully using Library premises or otherwise inconsistent with activities, studying, proper use of library materials, and other similar conduct normally associated with a public library. Library users are required to observe the Rules governing the Oxford Public Library. (See Rules).

Support of Staff members Action

Library staff who have acted on their best judgement in confronting a person will be supported by their supervisor, the Oxford Library Board and the Village of Oxford. In all cases the Library Director should be notified as soon as possible when the staff member confronts a library user who violates the library Rules

Repeat Offenders

Any person who enters or remains on library premises after having been notified by an authorized individual not to do so, and any person who enters

or remains on the library premises in which he or she has been banned from the library will be subject to arrest and prosecution for trespassing. After the banning period has elapsed, the patron may apply for readmission through the Village of Oxford. However, he or she will need to be prepared to show evidence that the behavior will not re-occur. In the absence of valid documentation (from a social worker, doctor or police) applications may be denied. In the event that a person is granted readmission and then exhibits any of the behaviors described earlier, they will be denied access with no further possibility of reinstatement.

Specifics to Library Rules:

UNATTENDED MINORS

Children six years of age and under must be closely accompanied at all times by a responsible person over the age of twelve. The child's parent will be contacted if the child is left unattended.

INAPPROPRIATE PERSONAL HYGIENE

Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building.

THEFT AND VANDALISM / ILLEGAL ACTIVITIES

The police will be called when a patron attempts to steal or maliciously destroy library and/or personal property. The library will prosecute. When other illegal activities (e.g., indecent exposure) are committed by a patron, the library will prosecute.

EMERGENCY SITUATIONS

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property including assault and other crimes of violence, or the threat or attempt to commit such crimes. Call the police immediately if such behavior should occur.

INCLEMENT WEATHER

In case of inclement weather , such as tornadoes, or blizzards, staff will alert patrons that the library will be closing.

FIRE

Staff will follow fire safety procedures. There are EMERGENCY “EXIT” signs at each door, which are unlocked during library hours.

PERSONNEL POLICY

INTRODUCTION

This handbook will acquaint you with policies, which apply to employees at the Oxford Public Library. It is your responsibility to read and be familiar with the contents of this handbook.

The information contained in this handbook applies to all employees of the Oxford Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract with any employee. This handbook is not intended to and does not constitute any sort of contract of employment, either expressed or implied.

This employee handbook supersedes all previous personnel policies and management momos which may have been issued on subjects covered herein.

Either the Village of Oxford or the employee may terminate the employment relationship at any time, either with or without cause, and with or without notice.

No representative or employee of the library has any authority to enter into any contract or agreement with you concerning your employment except the Director or the boards.

EMPLOYMENT POLICIES

EQUAL OPPORTUNITY EMPLOYMENT

Oxford Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, sex, age, national origin, disability, or any other basis prohibited by law.

Nothing in the previous paragraph is meant to limit or expand the library's obligation pursuant to all state, local, and federal laws, rules and regulations in all phases of employment including, but not limited to, recruitment, hiring, training, promotions, compensation, benefits, transfer and dismissals.

NON-HARASSMENT POLICY

Oxford Public Library will not tolerate the harassment of one employee by another. The following employment practices are a part of our non-harassment policy.

It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex age, national origin, or disability. Any such incident should be reported promptly to the Director.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color disability, age or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

This library will not tolerate sexual harassment in any form. No supervisor or employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment,

evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to discipline, up to and including termination of employment. No employee or supervisor may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances
2. Abusive, vulgar language of a sexual nature
3. Suggestive jokes or comments about an employee's body or apparel
4. Display of sexually suggestive cartoons, pictures or photographs

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to the director. In its efforts to prevent discrimination or harassment of any kind, the library will maintain an open-door policy. The complaining employee will be advised of the results of the investigation.

The discipline to be taken is wholly at the discretion of the Oxford Public Library. Nothing in these guidelines should be taken in any way as a limitation on the powers of the library to decide what discipline is appropriate under given circumstances.

INJURY

Any injury, however slight, occurring on the job must promptly be reported to your director. This is for your own protection under the Nebraska Workers Compensation regulations and a requirement under the Occupational Safety and Health Act Regulations.

ALCOHOL AND DRUGS

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or intoxicants or controlled substances by employees at any time on library premises, or while on library business is prohibited. Employee's must not be on library business or the library property while

**City of Oxford
Complaint Form**

Chief Complaint:

Individual Filing the Complaint:_____

Date:_____

Employee Handling the Complaint:_____

Action Taken:

City Council Action Taken:

Date: _____

the influence of any alcoholic beverage, marijuana, or illegally obtained drug, narcotic, or controlled substance.

CONTINUING EDUCATION AND TRAVEL

It is the policy of the library to encourage continuing education and professional involvement for employees.

STANDARD OF CONDUCT AND CORRECTIVE ACTION

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the library and to co-workers.

We strive to take a constructive approach to disciplinary matters to insure that actions, which would interfere with operations or an employee's job, are not continued.

Violations of our standards will result in one of the following forms of corrective action: Discharge, suspension, oral warning, or written warning. In arriving at a decision for proper action, the following will be considered.

1. The seriousness of the infraction
2. The past record of the employee
3. The circumstances surrounding the matter

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions, which will result in corrective action:

1. Falsifying an employment application, timesheet, or personnel or other library documentation or record
2. Missing work without notice or a valid excuse
3. Breach of confidentiality

4. Unauthorized possession of library property , carrying weapons or explosives, or violating criminal laws on library premises
5. Disorderly conduct which may endanger any employee or property on library premises
6. Engaging in acts of dishonesty. Fraud, theft or sabotage
7. Threatening, intimidating, coercing, using abusive language, or interfering with the performance of other employees
8. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned
9. Unauthorized use of library material, time, equipment, or property
10. Damaging or destroying library property due to careless or willful acts
11. Conduct which the library feels reflects adversely on the employee or the library
12. Performance which, in the library's opinion, does not meet the requirements of the position
13. Engaging in such other practices as the library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the library, its employees, or patrons
14. Negligence on observing fire prevention and safety rules
15. Violation of the library's policy on alcohol and drugs
16. Other circumstances for which the library believes corrective action is warranted

This list is intended to be representative of the types of activities, which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment at will relationship between the employee and the library.

Privacy and Confidentiality of Library Records

- I. **Introduction** - Oxford Public Library protects the privacy and confidentiality of all library users, no matter their age. Our commitment to our privacy and confidentiality has deep roots not only in the law but also in the ethics and practices of librarianship. In

accordance with the American Library Association's Code of Ethics: "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." This privacy statement explains your privacy and confidentiality rights and responsibilities, the steps Oxford Library takes to respect and protect your privacy when you use library resources, and how we deal with personally identifiable information we collect from our users.

- II. **Privacy and Confidentiality Practices** - We avoid creating unnecessary records. We avoid retaining records not needed for library business purposes, and we do not engage in practices that might place information in public view. Information we may gather and retain about current library users includes the following:

- *Information required to register for a library card (e.g.. name, address, telephone number,)

- *Records of materials checked out, charges owed, payments made

- *Requests for interlibrary loan or reference services

- *Sign-up information for library classes, programs, etc.

Choice and Consent - We never use or share personally identifiable information provided to us without also providing you an opportunity to prohibit such unrelated uses, unless we are required by law to do so.

User Access and Responsibility - You are entitled to view your personally identifiable information and are responsible for keeping your information accurate and up-to-date.

Data Integrity and Security - We take reasonable steps to ensure data integrity. We protect personally identifiable information by electronically purging or manually shredding data once it is no longer needed for library business purposes.

Staff Access to Personal Data - Library staff may access personal data stored in the library's computer system only for the purpose of performing their assigned library duties. Staff will not disclose any personal data we collect from you to any other party except where required by law or to fulfill your service request. The library does not sell, lease or give users' personal information to companies, governmental agencies or individuals except as required by law or with the user's authorization.

Illegal Activity Prohibited and Not Protected - Users may conduct only legal activity while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce its Rules of Behavior, protect its facilities, network and equipment for illegal purposes. The library can electronically monitor public computers and external access to its network and reserves the right to do so when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.

Intellectual Freedom Policy:

The Library Board subscribes to the spirit and intent of the position statement of the Nebraska Library Association, and the Library Bill of Rights and the Freedom to Read statement on book selection and controversial materials contained in the Nebraska Library Association handbook of Intellectual Freedom of October, 1977 (copy appended).

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 arise 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 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 towards 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. 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.

3. 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 alists 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, moral, or 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 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 of 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 intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires all of 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

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. 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
2. because of the origin, background, or views of those contributing to their creation
3. 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.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
7. 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.

8. 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.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

