

Paden City Public Library Policy Manual

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Introduction

This policy manual is provided to effectively govern the Paden City Public Library as required by the Paden City Council Ordinance and the West Virginia State Library Commission standards and to give direction to the library staff to provide relevant and consistent service to the citizens using the library, the library board establishes these policies.

The West Virginia State Library Commission audits the Paden City Public Library annually. The policies in this manual are subject to compliance of this audit as evidence that its rules and regulations are being followed.

The policies in this manual form a framework to assist the library staff in making day-to-day decisions and provide for consistent operation of the Paden City Public Library.

The policies in this manual serve as a tool to provide a way to ensure that all the public know what they can expect from the library and that they are treated equally.

The board as a whole is the only body authorized to approve policies on behalf of the Paden City Public Library.

Additions and Revisions

Drafting policies for approval by the board can be the work of either staff or board members. Research for draft policies should include current practice, best practice in other libraries, and opinions from experts and stakeholders.

All additions and revisions are approved by the Paden City Public Library Board, and a record of approval must be noted in the meeting minutes.

All policies are reviewed every five years or as needed.

Bylaws

Purpose – The bylaws are the rules and regulations that govern the operation of the Paden City Public Library as created by the Paden City Council.

Authorization – The Paden City Public Library Board is to consist of five members. All members of the Board are appointed by the governing body of the City of Paden City. Each member is appointed for five years running from July 1 to June 30 and can succeed himself/herself. Whenever a vacancy occurs, it shall be reported by the Board to the appropriate governing authority requesting that either a new appointment or reappointment be made in the same manner. A simple majority of the board members may request the appointing authority to remove a fellow member from the Board for just cause when they deem it in the best interest of the library.

Purpose and Duties – The purpose of the Board of Trustees is to provide public library services to the community. They are the governing authorities of the library appointed by the City of Paden City. Their duties are to seek funds for the development and operation of these public library services; to make such policies, rules, and regulations as deemed appropriate and necessary; and to employ a Library Director to recommend and carry out such policies, rules, and procedures.

Librarian/Director – The library director is the board’s executive officer and shall have sole charge of administering the library under the Board of Trustees’ (hereafter referred to as “the board”) direction and review. The library director (hereafter referred to as “the director”) shall be responsible for the care of the buildings and equipment, for employing and directing the staff, for the efficiency of the library’s service to the public, and for operating the library under the financial conditions set forth in the annual budget. The director shall keep exact accounts of all moneys received from all sources and report the amounts to the board at its regular meetings. The director shall attend all board meetings except those at which his/her appointment or salary is to be discussed or decided. It is the board’s responsibility to periodically evaluate the librarian.

Meetings – The Library Board shall meet on the third Monday of each month at 7:00 pm at the library. The meetings shall be open to the public and both

the public and board members shall be notified of meetings dates; the meeting dates will also be posted on the library's website in accordance with West Virginia law. The Board may decide to hold an executive session as permitted under West Virginia law and exclude the public.

Officers – Board officers are elected by the members as follows: president, secretary, and treasurer. Officers may serve from year to year in each capacity at the discretion of the Board or they may elect new officers. The board president shall preside at all meetings, certify all actions approved by the board, authorize calls for any special meetings, and generally perform the duties of a presiding officer. When the president is absent from a board meeting, the treasurer shall preside. The secretary shall keep a true and accurate account of all proceedings of the board meetings, notify the appointing body of any vacancies on the board, and, on the authorization of the president, have custody of the minutes and the other records of the board. The treasurer shall have charge of the library funds, sign all checks on the board's authorization, and report at each meeting on the state of the funds. The board shall employ a director to assume these financial duties and responsibilities along with all others as stated above, under the watchful eye of the treasurer and full Board.

Committees – Special committees for the study and investigation of special problems may be appointed by the president to serve until they have completed the work for which they were appointed.

Quorum – A quorum for transaction of business shall be a simple majority of the board members.

Order of Business – The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of previous meeting's minutes
- Financial report
- Librarian's report
- Other reports
- Unfinished business
- New business
- Adjournment

Amendments – These bylaws may be amended by three-fourths of the members present at any regular board meeting that has a quorum, provided that the amendment was stated in the call for the meeting in the agenda.

Guidelines – None

References – City of Paden City ordinance 147.02

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Library Operations

Patron Registration – Any person is eligible to apply for registration as a cardholder of the Paden City Public Library at no cost as long as that person honors the requirements stated in the library’s registration procedures below. Library cards are offered for a one-year period and may be renewed at the end of that time provided all procedural requirements are met. An institution, such as a business or private agency, including but not limited to assisted living centers, group homes, or childcare facilities, may be registered as a library user at no cost. These institutions will be entitled to the same rights and privileges available to individual library users as long as the institution complies with all the rules pertaining to the use of the library. In order to be registered as an institution, an individual must supply proof indicating legal authority to sign agreements for that institution. Fines and other charges are incurred in the name of the institution. In addition, the institution must meet the requirements outlined in the library’s registration procedures as below.

Library User Registration Procedures – Library card applicants must present proof of identity in the form of a valid ID. Some examples are a driver’s license or other state-issued ID, school ID, military ID, veteran’s ID, or passport. Library card applicants must provide verification of their current mailing address. Some examples are a utility bill, insurance policy/card, personalized check, bank statements, or tax notices. If the name or address status changes, it is the responsibility of the cardholder to inform the library of those changes.

Registration of Minors – For library registration purposes, a minor is defined as anyone younger than 18 years of age. When registering, a parent/guardian must accompany the minor to sign the card. The parent/guardian will be responsible for items checked out by the minor in his/her charge.

Institutional Registration Verification – For library registration purposes, institution is defined as any business or agency, public or private, as described above. Some examples of institutional verification are a business card, business stationary, copy of business license, or institutional check.

Code of Patron Behavior – It is the intent that all patrons are provided a library that is peaceful, comfortable, and a safe place in which to read, study, browse, or

work. As a result of these desires, the following standards of behavior are to be followed by all patrons.

Respect for the rights of other library users shall prevail at all times. This is the keystone of the Code of Patron behavior.

All library materials must be properly checked out.

A parent or other adult accompanying a child under the age of 10 in the library is expected to prevent the child from running loose, making excessive noise, pulling books from shelves, or otherwise behaving disruptively. If the accompanying adult cannot control the behavior of the child, both will be asked to leave the library.

Library staff are not substitute babysitters. Unaccompanied children older than 10 are welcome to remain in the library as long as desired, provided the child is busy reading, writing, or doing school/library work. Children who become disruptive may be asked to leave.

Disruptive behavior is prohibited, including, but not limited to the following:

- Physical action or the threat of physical action that could cause injury to patrons or staff or damage to library property
- Verbal abuse toward patrons and/or staff
- Obscene language
- Extended or loud speaking or noise that is disruptive to patrons and/or staff (e.g. cell phone conversations)
- Lewd or suggestive words or actions to patrons and/or staff
- Voyeurism and/or exhibitionism
- Behavior in the building that is disturbing or threatening to patrons and/or staff
- Napping or sleeping
- Actions suggesting the influence of alcoholic, hallucinogenic, or other controlled substances
- Running and/or roughhousing in the library building
- Any activity that obstructs patrons from entering or exiting the building
- Skateboarding or roller skating on library property

Weapons of any kind are prohibited on library property.

Patrons shall not bring food and/or beverages into the building nor consume the same within the building.

Patrons shall not smoke, use smokeless tobacco, or use vaping device within the building.

The use of the public restroom for such purposes as shaving, bathing, etc. is prohibited.

Persons entering the library must be fully clothed, including a shirt and shoes.

Commission for any offense which would constitute a misdemeanor or felony under the criminal laws of the State of West Virginia is prohibited.

Persons whose personal hygiene is a source of disturbance to other patrons or staff shall be barred from the library until the source of the disturbance is removed.

The library is not responsible for personal belongings left unattended.

Solicitation is prohibited.

Guidelines – The library staff may ask the patron to leave for violation of any one of these standards.

References – None

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Collection Development Policy

Purpose – The purpose of the Collection Development Policy is to provide a process in selecting books and other materials to aid in the pursuit of education, information, research, pleasure, lifelong learning, and the creative use of leisure time for the citizens using the Paden City Public Library. *The Library Bill of Rights* and *The Freedom to Read Statement* serve as guidelines in the development of this policy.

Responsibility for Selection – The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Paden City Public Library Board of Trustees. The library recognizes that it has limited financial resources and has a responsibility to use its public funds to serve the entire community. Consequently, the library's collection reflects the collective needs of the community as opposed to any one individual's interests. The use of interlibrary loans augments the library's collection.

Criteria for Selection – Some or all of the following criteria are considered when selecting library materials:

- Requests and suggestions from library users and staff
- Appropriateness of the item to the needs and interests of the community
- Accuracy, authority, and permanent value
- Reputation and authority of author and/or publisher
- Presentation of various subjects and/or viewpoints
- Professional journal reviews
- Availability of material in other area libraries
- Economic restraints and space limitations

Materials for Children and Teens – Selection of children's and teens' materials are subject to the same criteria as all library materials. The library board believes in the rights and obligations of parents and guardians to guide the moral development of their children. The decision as to what library materials a minor may use is the responsibility of the parent or guardian. Parents and guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. Selection of

materials for the community as a whole cannot be inhibited by the possibility that specific items of an advanced nature may come into the possession of minor children. Materials will not be marked or identified to show approval or disapproval of their contents.

Gifts and Donations – The library board welcomes gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he/she sees fit. Donations which are not placed in the collection may be placed in the book sale for fundraising purposes to benefit the library. The library director or board does not appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

Procedure for Reconsideration of Material – In the event a person may question the inclusion of materials in the library collection, he/she may submit a “Request for Reconsideration of Library Material” form (attached, page 9). Materials will remain in circulation during the reconsideration process. The form must be completed in full, signed by the person, and forwarded to the Library Director for review. The person submitting the form must have read, viewed, or listened to the material in its entirety. The person making the request must be at least 18 years of age and a registered patron of the Paden City Public Library. The Library Director and the Board of Trustees will review such objections, and the patron will be informed of the action taken and the reason for that action.

Weeding – An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisition, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Meeting Room – The Paden City Public Library does not have a meeting room that is separate from the main areas of the library; however, requests are made on occasion to use the library for meetings. The library welcomes the use of its facilities for cultural and civic activities. The meeting rooms are available on equal terms to all not-for-profit groups in the community

regardless of the beliefs and affiliations of their members. A group's use of the library's meeting room does not imply endorsement of the group's policies, beliefs, or programs by the Board of Trustees or staff. At such requests, the following will apply:

- If the requested time is outside of normal operating hours and a staff member must report to open the library, a fee commensurate with the cost of those wages will be charged.
- If the requested time is during normal operating hours, no fee will be charged.
- Children and teenage groups are welcome to use our facilities provided they are supervised by at least one adult over the age of 18.
- Noise should be minimized during normal operating hours.

Inclement Weather – The Paden City Public Library will not open if the governor or other state official declares a state of emergency due to inclement weather.

Guidelines – None

References – West Virginia State Library Commission, ALA Council Library Bill of Rights, and the Freedom to Read standards by the ALA Council and the AAP Freedom to Read Committee.

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Request for Reconsideration of Library Material

Title: _____

Author: _____

Format (e.g. book, magazine, video, cassette, CD, DVD, webpage): _____

Request initiated by: _____

Address:

Phone number: _____

This request is made on behalf of _____ myself or _____ an organization.

Name of organization:

Have you read this title in its entirety?

What is your objection to this resource?

Is there anything positive about the resource?

Requested action:

Can you recommend resources of comparable literary quality or another title that would convey the same perspective of the subject in question?

Signature: _____ Date: _____

Computer Use Policy

Purpose – Computers are provided as a resource to meet educational, informational, and recreational needs of all current library cardholders in good standing.

Standards –

- Library computers may be used by any library patron in good standing. Use of computers is on a first-come, first-served basis, with a limit of two persons per workstation.
- Users must present a library card or a positive identification (ex: driver's license) at the circulation desk to use computers. Use of computers is limited to one hour per day per person.
- Minors under the age of 10 must have a parent or guardian present at the same computer.
- The use of personal flash drives must be approved by the librarian on duty.
- Printing is available from computers at 20 cents per page. Printing costs must be paid even if you did not "intend" to print a file.
- There are information resources which are inappropriate to a library setting. Because the library is a public place, library staff has the authority to end an internet session when such material displays on the screen.
- Library staff reserves the right to terminate a computer session at any time. The user must leave the computer within two minutes of such request. In the event a patron refuses to comply with the request and becomes hostile, the librarian may call 911 for assistance.
- Computer use is a privilege extended to all adults possessing a current library card in good standing at any library or a valid driver's license. As with other library materials, it is the responsibility of the parent or legal guardian to monitor their child's access to the internet.
- Users are responsible for the access points they reach. The library does not monitor and has no control over the information accessed through the internet. The internet offers access to many valuable sources of information; however, not all sources on the internet provide accurate,

complete, or current information. Many sites contain information users may find controversial, indecent, or inappropriate.

- The Children’s Internet Protection Act requires schools and libraries to filter internet access to protect minors from inappropriate or harmful sites. To comply with this requirement, the West Virginia Library Commission has placed filters on the network that connects libraries to the internet.
- Patrons may not use computers fraudulently or unlawfully, including any activity prohibited by federal, state, or local laws or ordinances. Viewing of any graphic material considered obscene, child pornography, or harmful to minors as stated in WV Code 61-8A, US Code Chapter 18-1460, and 18-2256 is prohibited and could be illegal and prosecutable.
- Users will respect copyright laws and licensing agreements.
- Computers are located in public areas, so use is neither private nor secure. All users, especially minors, should be aware that the internet is not a safe environment and should be cautious about sending out any personal information. A patron’s confidentiality in accessing materials may be compromised due to the public location of computers.
- Hacking into the library computer system or any other computer system or any other unauthorized access to computers are prohibited. Users may not damage or modify computer hardware or software.
- Patrons should not attempt to modify or gain access to computers, files, or data belonging to others, or to misrepresent oneself as another user. Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others.
- Failure to comply with rules will result in immediate loss of computer privileges. Library staff has the authority to end any session when there has been any inappropriate use of computer resources and can deny future access. The Library Board may also pursue due process in situations that could be illegal.

Guidelines – The library staff will provide limited assistance for basic start-up procedures, suggestions for internet searching, and brief assistance with other software. The library does provide desk references, books, or other materials that can be helpful to patrons in their computer experience.

References – WV Code 61-8A, US Code Chapter 18-1460, and 18-2256.

Policy Approval Date: _____ ***Policy Review Date:*** _____

Board Member Signature: _____

CCTV Use Policy

Purpose – The Paden City Public Library is using CCTV to monitor public areas in order to deter crime, protect individuals, property, building, and to assist the Paden City Police Department, Sheriff’s Department, and State Police in providing investigation of criminal activity, leading to the security and safety of individuals and property at the Paden City Public Library.

Standards –

- Video monitoring for security purposes will be conducted in a professional, ethical, and legal manner.
- Monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, or other protected classifications is prohibited.
- Staff involved in video monitoring will be appropriately trained.
- Information obtained through video monitoring will be used exclusively for safety, security, and law enforcement purposes.
- Remote access to the system is limited to the librarian, board members, and the Paden City Police Department.
- Request to view video history on demand by non-approved access will not be approved.
- Recorded images will be stored in a secure location with access by authorized staff and board members only.
- When video is requested by a police department, it will be downloaded to their device under their supervision.

Guidelines – The library staff or trustees may review video history.

References – None

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Signs and Posters Policy

Purpose – The Paden City Library Board recognizes that signs – including posters, banners, flyers, notices, brochures, etc. – are a means for communicating to the citizens of Paden City. Knowing this, areas are designated to post signs inside and outside the library with regulations which are provided in this policy. The purpose of the Signs and Posters Policy is to provide a balance between the dissemination of information and maintaining the appearance of the library.

Standards –

- The Paden City Public Library Director will review and approve all signs and posters requested to be posted at the library inside and out.
- When a sign or poster is not approved, the library director will contact board members and inform them of the decision. The board may review the decision and approve or deny the decision.
- Candidates for public office signs and posters will not be approved for posting.
- Signs will avoid content that may be deemed offensive to members of our community and visitors.
- Postings must include the name of the sponsoring agency or organization and date of the event or meeting that is being announced.
- Materials posted in a language other than English must also contain an English translation.
- Postings must be taken down no later than one week after the event.
- Postings without an event date will show a start date and will be taken down one month after posting.
- Postings will not be attached to windows, with the exception of “Library Closed” signs.

Outside Posting Guidelines –

- Banners and large signs shall not exceed 3x8 feet. No more than three banners per event will be permitted. The banners may be placed no more than seven days prior to the event and must be removed within one working day following the event.
- A staked sign is a non-illuminated sign that is mounted to either a wooden or wire stake that is secured in place by pushing it into the ground. No more than 75 signs per single event will be permitted. A

staked sign shall not exceed 17x22 inches and shall not be higher than 3 feet off the ground. The stakes shall not exceed 36 inches and shall be placed no deeper than 8 inches in the ground. They shall be placed in lawn areas only. To avoid potential damage to underground utilities, exact locations shall be approved by the library director. The stakes may be placed no more than seven days prior to the event and must be removed within one working day following the event.

Inside Posting Guidelines – Library program postings are not included as community postings and are controlled by the library director.

Guidelines – None

References – California State University East Bay: Temporary Exterior Signs and Postings Policy May 24, 2011

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Observed Holidays Policy

Purpose – The Paden City Public Library Board has identified the need to recognize and approve holidays that the library will be closed and the employees compensated.

Standards –

- The Paden City Public Library Board will recognize all holidays approved by the West Virginia State Government. These include New Year’s Day, Martin Luther King’s Birthday, Presidents Day, Good Friday, Memorial Day, Juneteenth, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- Full-time employees will be compensated for all recognized holidays.
- Part-time employees will be compensated when scheduled to work the following holidays: New Year’s Day, Good Friday, West Virginia Day, Independence Day, Veterans Day, Thanksgiving, Christmas Eve, and Christmas Day.
- Part-time employees will not be compensated for the following holidays: Martin Luther King’s Birthday, President’s Day, Memorial Day, Labor Day, and Columbus Day.
- When a part-time employee is scheduled to work a holiday and they are not compensated for the holiday, they have the option to work an extra day. The part-time employee wishing to work an extra day as a result of not being paid for a scheduled holiday will inform the librarian who will schedule the part-time employee and the job to be done.
- When holidays are added or deleted by the West Virginia State Government, this policy will be revised.

Guidelines – None

References – West Virginia Code Section 1, Article 2 Legal Holidays.

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Viewing Special Collections

Purpose – The Paden City Public Library is the steward of a collection of early Paden City historical documents known as the Brown Collection. The intent of this policy is to maintain the collection in a safe manner.

Background – The documents and other items contained in this special collection are useful for local history research. The Brown Collection materials are solely for reference and do not circulate under any circumstance. Photocopying, scanning, or photographing the materials contained in the Brown Collection is prohibited. Due to their unique and often fragile nature, these materials are available for access under supervised use and by appointment only. Contact the library to make an appointment.

Standards – Registration and Access

- A review of the Brown Collection materials is coordinated by the library staff. Patrons must leave their library card or other form of identification at the circulation desk while researching the special collections.
- Readers will be assigned a desk from which the requested material may not be removed. If a table or desk is unavailable due to high activity in the library, the reader may be asked to make an appointment for a later time.
- No more than one folder of the Brown Collection is to be viewed at a time. Material within each folder is to be kept in order at all times. When viewing is complete, the patrons will return the folder to the staff member at the circulation desk.
- Food, drink, and gum are not permitted at the table while viewing the collection.
- Readers should not be accompanied by young children.
- Cell phones and cameras cannot be used while viewing the materials.
- All printed materials must be handled with great care and must not be marked in any way.
- Only 2B pencils or laptop computers may be used in note taking. No tracings or rubbings may be made without specific permission.
- No books, papers, or other objects may be placed on the materials.
- Bound volumes must be viewed on the bookrests.

- Some materials in the collection may be inaccessible for a variety of reasons including, but not limited to, the condition of the material, legal considerations, requests of the donors, or reasons cited by the library staff. Please be understanding.
- If an item appears to be misfiled, damaged, or otherwise in need of attention, patrons should inform the staff member on duty.
- Readers are not permitted access to the Brown Collection storage areas.
- The library employees may limit access to an individual who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of this collection or to an individual who has violated the policies and regulations.

Guidelines – None

References – None

Policy Approval Date: _____ ***Policy Review Date:*** _____

Board Member Signature: _____

Personnel Guidelines

Purpose – The purpose of this policy is to provide guidelines for consistently managing personnel issues.

Standards – Management Policy –

- The library board shall have all management rights, authorities, and responsibilities. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
- The board shall establish all other positions and all wage and benefit levels for all library staff.
- The library board shall provide an effective orientation for new directors to assure that the director understands the policies and processes related to the daily operation of the library, reporting and budgetary requirements that assure accountability and compliance with the law, and the expectations of the board particularly as they relate to conducting effective and efficient board meetings.
- The library board shall conduct periodical appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.
- Employees and the president of the library board will be issued a key to the building. No other persons shall be issued a building key. Duplicating keys is prohibited. A lost or stolen key must be reported to the library director immediately. In the event a key is lost or stolen, the library director will notify the board members to determine if lock replacement needs to occur. In the event of a resignation from library employees or the board president, the library director will collect the key in their possession.

Administrative Policy – The day-to-day operations of the Paden City Public Library are under the direction of the Director. All employees and volunteers will report to the Director. Work assignments may vary at the discretion of the Director.

- The director shall be responsible to the library board in matters pertaining to and concerning the library, be present at monthly board

meetings, and prepare and present such reports and meeting documents as requested.

- The director shall maintain financial records in an efficient manner, present periodic reports to the library board and to the municipal governing body, prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
- The director shall communicate effectively with staff and/or volunteers for training and interpreting board policy.
- The director will recommend changes in or additions to library policies as needed.
- The director will perform preparatory work to assist the board with regular library planning.

Employees – The Paden City Public Library will employ one full-time library director and part-time employees as needed.

Salaries – Salaries shall be established by the Library Board.

Health Insurance – The employees of the Paden City Public Library will not be offered health insurance.

Vacation – The Paden City Public Library will offer three weeks of paid vacation to the full-time director. The part-time employees will not receive paid vacation.

Leaves of Absence – Leaves of absence without pay may be granted to library employees if circumstances warrant. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board. Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.

Work Schedule – Permanent changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for

changes in the work schedules of other staff or volunteers shall be made to the library director.

Meetings, Conventions, and Workshops – The director, staff, and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff, and trustees are encouraged to attend and participate in continuing education activities.

Disciplinary Policy – Paden City Public Library is an at-will employer. An employee of the Paden City Public Library may be dismissed for any action or behavior that causes the library's images or operation to be diminished. This includes, but is not limited to incompetence, misconduct, inattention to assigned duties, or unapproved absences from work. Normally, termination would be a final step which would follow a substandard performance appraisal, verbal and/or written warnings, suspension, and/or extended probation. It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library. The library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies. While notice of intent to terminate can be expected, the Paden City Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or instances of significant misconduct.

Resignation and Retirement – A library employee wishing to resign or retire from employment must notify the director or the library board as soon as possible. The library requests a minimum notice of two weeks. For the library director, a notice of at least one month is preferred. The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated.

Equal Opportunity Employment – It is the policy of the Paden City Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of state and federal laws and regulations. Hiring decisions are made without regard to age, color, race, gender, ethnic background, disability, or religion.

Drug-Free Workplace – In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Paden City Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five days of any criminal drug statute conviction for a violation occurring in the workplace. Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Sexual Harassment – Harassment on the basis of sex is a violation of *Title VII of the Civil Rights Act of 1964* (federal law) and *The West Virginia Human Rights Act* (state law.) Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Paden City Public Library. The Paden City Public Library accepts and adheres to all definitions and procedures outlined in the law as regards to sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge. Any employee who believes that sexual harassment, or any form of harassment prohibited by federal and state law, has occurred is directed to report such harassment to the director and/or library board.

Employee Code of Conduct – The employees of the Paden City Public Library are expected to treat library patrons and co-workers with courtesy and respect at all times. Regular and prompt attendance is essential to the operation of the library. If attendance is not possible for whatever reason, the employee should notify the director immediately in order to make adequate arrangements. Employees should familiarize themselves with the Paden City Public Library Policies and enforce them to the best of their ability and knowledge.

Workers Compensation – All accidents and injuries, no matter how minor, must be reported to the director and/or the library board. Employees are covered by insurance under the West Virginia Worker's Compensation Act.

Tobacco, Drugs, Alcohol, and Weapons – The Paden City Public Library is a tobacco free, drug free, and alcohol-free facility. Firearms are prohibited in the library.

Guidelines – None

References – West Virginia Worker’s Compensation Act

Policy Approval Date: _____ ***Policy Review Date:*** _____

Board Member Signature: _____

Confidentiality of Library Records

Purpose – It is the policy of the Paden City Public Library to protect the privacy of those who use the library. Staff members and volunteers shall protect information about library borrowers, their requests for information and materials, the online sites and resources they access, their loan transactions, and their research requests. The library will not transmit such information to individuals or to any private or public agency without a court order or as otherwise required by law. The registration and circulation records of the Paden City Public Library system are confidential, as noted in West Virginia Code 10-1-22.

Standards –

- Registration records include any information the library requires users to provide in order to become eligible to access or borrow materials. Such information includes address, telephone number, date of birth, and driver's license number.
- Circulation records include all information that identifies patrons as borrowing or accessing particular materials or information. Included in these records are web browsing histories and reserve materials.
- No library employee shall reveal the identity of a borrower to any requestor. Except in accordance with proper judicial order (subpoena), no person shall make known in any manner any information contained in such records listed above. Library employees are to send all requests for the above information to the director. The director will notify the Board members immediately.
- Library users should be aware that the USA Patriot Act of 2002 increases the authority of federal investigative agencies to compel the disclosure of personal information through use of orders duly issued by a federal court of lawful jurisdiction. Under provisions of the act, the Federal Bureau of Investigation (FBI) and law enforcement officials may seek court orders for library records for investigations relevant to national security or terrorism. Libraries or librarians served with these orders may not disclose, under penalty of law, the existence of the orders or the fact that records were produced as a result of the orders. Library users cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations.

Wi-Fi Hotspot Use Policy

Purpose – Wi-Fi Hotspots are provided as a resource to meet educational, informational, and recreational needs of current library cardholders in good standing. Patrons may use them at home or places other than the library.

Standards –

- WiFi Hotspots may be checked out by adults over the age of 18 with a current WVLCN library card and in good standing (no overdue items or late fees). Hotspots are available on a first-come, first-served basis. A hold may be placed on a hotspot if no devices are available. Patrons will be notified by phone only when their hold is ready for pick-up. Patrons will have 48 hours from the time of this notification call to check out the hotspot, after such time it will be released to the next patron on the list. If there are no patrons on the waiting list, the hotspot may be renewed for an additional week (up to three times consecutively). Only one hotspot device may be checked out at a time per household.
- WiFi Hotspots may be checked out for seven days at a time. Overdue hotspots will have internet access deactivated within 24 hours beyond their due dates. A hotspot is not considered returned until all components are received by the library staff in good working order.
- Patrons must present their library cards or positive identification to check out a hotspot. They must also read, understand, and sign the T-Mobile Hotspot Lending Program Rules and Agreement.
- There is not a fee to checkout a hotspot, but a \$1.00 per day late charge accrues within 24 hours of the hotspot being deactivated. If the device (including charging cord and instruction booklet) is lost, stolen, or damaged, a \$140.00 fine will be added to the patron's library card. Other library privileges may also be revoked.
- Failure to return the device will result in the patron's library card being blocked from checking out materials as well as being denied access to the library's public computers and Wi-Fi. Civil or criminal action may also be taken for failure to return hotspots in a timely manner.
- Users are responsible for the access points they reach. The library does not monitor and has no control over the information accessed through the internet. The internet offers access to many valuable sources of information; however, not all sources on the internet provide accurate,

complete, or current information. Many sites contain information users may find controversial, indecent, or inappropriate.

- Hotspot users are governed by the same rules as Computer and Wi-Fi Use Policies. Patrons may not use the hotspot fraudulently or unlawfully, including any activity prohibited by federal, state, or local laws or ordinances. Viewing of any graphic material considered obscene, child pornography, or information harmful to minors as stated in WV Code 61-8A, US Code Chapter 18-1460, and 18-2256 is prohibited and could be illegal and prosecutable.
- Library staff reserves the right to deny hotspot device checkout to any patron.

Guidelines – The library staff will provide assistance for basic start-up and connecting procedures. The patron will also be provided with Hotspot Lending Program Rules. A charging cord and instruction booklet are provided with each Hotspot device.

References – West Virginia Code 61-8A, US Code Chapter 18-1460, and 18-2256.

Policy Approval Date: _____ **Policy Review Date:** _____

Board Member Signature: _____

Appendix

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all people and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; Amended February 2, 1961, June 28, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

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: 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 large 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 redefined 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 thoughts. 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.
6. *It is the responsibility of the 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 not 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 the reader's purpose. What is needed is not only the absence of restraint, but also 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 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 possesses 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 and 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 Education Publishers Institute to become the Association of American Publishers.

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

A joint Statement by American Library Association and Association of American Publishers.

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