

# LIBRARY POLICY MANUAL



**Ray County Library**

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## **Vision**

The Ray County Library is less about what we have for people and more about what we do for and with people.

## **Mission & Purpose**

The Ray County Library's mission and purpose is to inform, inspire, and enrich the community.

## **Values**

The Ray County Library believes in and values:

- Informative Service
- Innovation
- Collaboration
- Diversity
- Free and Open Access
- Right to Privacy
- Intellectual Freedom
- Life Long Learning

## **Library Goals**

1. Be a user oriented organization.
2. Empower users through collections, services and programs.
3. Work with other organizations in the county to increase the quality of life for all residents.
4. Develop and maintain accessibility for diverse users.

## Code of Ethics of the American Library Association

**Adopted: 7/7/2015**

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

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

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

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

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. 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.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

This page has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

## **Library Bill of Rights**

**Adopted: 3/10/2015**

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.

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

\*\*\*Retrieved from ALA's website (December 2014). Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

## **The Freedom to Read Statement**

**Adopted: 3/10/2015**

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

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

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

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

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

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

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

We therefore affirm these propositions:

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.

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.

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.

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.

It is not in the public interest to force a reader to accept the prejudgetment 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.

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

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

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

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

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

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

\*\*\*Retrieved from ALA's website (December 2014). Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## **Freedom to View Statement**

**Adopted: 3/10/2015**

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view. This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

\*\*\*Retrieved from ALA's website (December 2014). This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## Collection Development Policies

**Adopted: 3/10/2015**

### **Principles**

The Ray County Library provides materials and services to support the informational and educational needs of the citizens of Ray County. The library's mission statement guides material selectors in the development of the collection and the allocation of funds. The library endorses the American Library Association's "Bill of Rights", "The Freedom to Read", and "The Freedom to View"; these statements are included in this policy manual and to locate them please consult the Table of Contents. The library supports the individual's right to access ideas and information representing all points of view. Materials selected are intended to meet the diverse information and recreational needs of all Ray County Library's users, both those expressed and those identified by staff based on community demographics and use of the current collection. The collection reflects the community's various cultures and conventional standards.

The selection of any title does not constitute endorsement of its contents. The library does not promote particular beliefs or views; neither does it endorse any particular item contained in its collection. However, it shall provide resources where the individual can examine issues freely and make his/her own decisions. The library will provide, as far as possible, materials on all sides of controversial issues, materials, that give evidence of sincere desire to be factual, that are written in a reasonable fashion and that show results of careful study. The library recognizes that many materials are controversial and that any given item may offend a user. Groups or individuals will not remove materials, which serve the purposes of the library, meet required standards of quality, and relate to any existing need of interest, from the collection because of pressure from groups or individuals. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the title in relation to building the collection and serving library users' interests, wants, and needs.

In keeping with ALA's Library Bill of Rights, the library does not restrict access to library materials based on the age of the user. The library believes that parents or legal guardians have the sole responsibility to restrict access of their own children to library resources. The library recognizes that while individuals are free to reject for themselves materials of which they do not approve, they cannot restrict the freedom of others to read, listen, and view within any guideline set forth by the library.

### **Community Description**

According to CityData.com and their reported findings for 2012 in their detailed profile the population of Ray County was 23,064 showing 25% urban and 75% rural. According to the 1997 Ray County E-911 Road Map cities within the county it includes: Camden, Crystal Lakes, Dockery, Elkhorn, Elmira, \*Excelsior Estates, \*Excelsior Springs, Fleming, Floyd, Georgeville, Hardin, Henrietta, Homestead Village, Knoxville, Lakeview, \*Lawson, Millville, Morton, Orrick, Rayville, Richmond (county seat), Rockingham, Russellville, \*Stet, Tatesville, Tinney Grove, Vibbard, Woodheights. The symbol \* denotes that part of the recognized location resides in a bordering county besides Ray County. The average population density is 41 people per square mile.

#### **1. Gender / Race / Language**

The county's population broken-down into gender shows the male population of 11,707 with a median age of 49.8 and a female population of 11,787 with a median age of 41.7. The racial makeup of the county is 95.1% White, 1.1% Black, 1.8% Hispanic or Latino, and 1.2% two or more races. Languages spoken in county resident homes includes 97.8% speak English, 1.4% speak Spanish, and 0.8% speak Indo-European.

## **2. Households**

According to CityData.com in their detailed profile for Ray County there are 23,183 households, 20,353 in family households with 5,128 male households and 1,436 female households. In nonfamily households there is a total of 2,830; where 1,182 are male householders and 1,211 are female householders and 437 are non-relatives. In group quarters there is 311 where 289 are institutionalized. According to the Demographic Profile Data for Ray County the average household size is 2.59 and average family size household is 3.02.

## **3. Disabled Residents**

According to CityData.com in their detailed profile for the county it is found that 1,500+ females and males are physically disabled noninstitutionalized residents and 1,000+ females and males age 5+ years are mentally disabled noninstitutionalized residents. Currently located within Richmond is Ideal Industries that is a not-for-profit organization and it functions as a sheltered workshop for physically disabled or mentally handicapped individuals employing between 100-130 individuals.

## **4. Politics/Religion**

According to CityData.com in their detailed profile for the county it was found that in 2012 the presidential election results showed that the county population was defined as 56% Republicans, 41% Democrats, and 3% are other. As for religion the county has 53.22% of the population affiliated with religious congregations. A broad breakdown is 8% Christian Church, 9% Christian Union, 14%, United Methodist, 47% Southern Baptist, and 22% other. Religions included in the “22% other” category are Church of Nazarene, Christian and Missionary Alliance, Catholic Church, Lutheran Church, and other.

## **5. Education**

According to the Missouri Department of Elementary and Secondary Education (DESE) the county, as of 2014, currently has four public schools with the following enrollment numbers: Hardin-Central C-2 has 251 students, Lawson R-XIV has 1,172 students, Orrick R-XI has 369 students, Richmond R-XVI has 1,646 students. According to the United Census Bureau Ray County Quickfacts the education breakdown for individuals 25 and older is as follows: 88.3% are high school graduates, 13.9% bachelor's degrees or higher. They also report that 1,853 veterans reside within the county.

## **6. Employment**

According to CityData.com in their detailed profile for the county it was found that the most common industries for males and females to work is 14% construction, 9% transportation equipment, 5% agriculture, forestry, fishing and hunting, 4% truck transportation, 4% repair and maintenance, 3% accommodation and food services.

## **Objectives of the CD Policies**

The library's primary objectives are to acquire, organize and make available print, non-print and digital materials which inform, educate, entertain and enrich library users through the Collection Development Policies. These policies include Material Selection, Material Deselection, Donations of Materials, and Request of Reconsideration of Materials. The collection is not archival and it is reviewed and revised on an ongoing basis to meet contemporary needs. The collection is intended to provide individual of all ages and abilities with resources in a variety of formats, treatment and levels of difficulty so that most individuals' library needs can be met.

# Collection Development Policies

## Material Selection

### General Statement of Purpose

The Material Selection Policy of the Ray County Library guides the Director and library staff responsible for selection of materials and informs the public about the principles upon which the selection of library materials is based. The library will also be the decider to determine where any and all materials will be located within the collection.

### Selector Responsibility / Authority

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. The recreational, educational, and information needs of the community, as they fit within the selected services responses will be considered in selecting materials. Prior to the beginning of each budget year, the Director will determine how budgeted funds will be allocated among the major collection subdivision. Circulation statistics of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases will also be considered in allocating funds.

### Material Limitations

1. *Textbooks* -The library will not purchase a textbook solely because it is used in a class or required curriculum. The library purchases a textbook only if the book is of value because of its content, because there is a need for it in the collection, or because there is a permanent demand for it by the general public.
2. *Medical books* - The library does not purchase technical medical books, but does purchase medical books written in a manner for the guidance of the general public. Such books dealing with problems of general health must be selected with particular care given to the authority of the author and the reliability of the publisher.
3. *Law books* - The library does not purchase technical law books. General books on law written for the general reader can be evaluated for selection and purchase if they meet the stated guidelines of the Collection Development Policies.
4. *Religious books* – In the field of religion, the library's selection must be broad, tolerant and without partisanship or propaganda. The selection of materials in this subject area must be consistently directed toward the choice and can be evaluated for selection and purchase if it meets the stated guidelines of the Collection Development Policies
5. *Professional journals* – The library does not purchase magazines for professionals, with the exception of the library science field. It is the responsibility of the individual to keep abreast of developments in his/her professional field. However, a magazine related to the profession but written for the general public can be evaluated for selection and purchase if they meet the stated guidelines of the Collection Development Policies.
6. *Periodicals* – The library subscribes to a variety of local newspapers and a variety of magazines, which cover basic general topics. The library will accept gift subscriptions to a periodical that meets the Materials Selection Policy. Unsolicited periodicals will be discarded.
7. *Genealogy* – The genealogy collection will be maintained when materials and monies are available to purchase local resources. The library will accept gifts covering genealogy information, family histories, local records, etc.

8. *Paperbacks* – The mass marketed collection of paperbacks housed in the library will be no larger than what can be contained on the existing paperback shelves. The collection will be maintained by periodic weeding and donations.

### **Material Selection Criteria**

The library attempts to meet the community's present and future needs as it adds materials, considers emerging formats, and seeks to enrich the collection and maintain its overall balance. No single criterion is applicable to all selection decisions. Any or all of these factors are used when selecting materials to build a well-rounded collection with many viewpoints to meet community needs. Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Popular demand, such as bestsellers or local interests, may also be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure fulfillment within the collection. Suggestions from the community for items to be considered for purchase are strongly encouraged. ALL materials evaluated for selection must meet multiple selection criteria from the below areas:

#### **Traditional Criteria:**

- Authority: qualifications and abilities of creators.
- Appropriateness: suitability of content for intended audience.
- Scope: purpose for the work, breadth and depth of coverage.
- Accuracy: currency, correctness, and point of view.
- Treatment: style of presentation, appropriate for the subject, reading level.
- Arrangement & Organization: sequence & development of the work, indexing.
- Literary Merit: how well the author/illustrator deals with literacy components and layout.
- Reputation of author, illustrator, or publisher.
- Physical Quality: clarity of images, layout, font, etc.
- Aesthetic quality: beauty, appeal.
- Series: quality of other material in the series.
- Comparison with other works on the same topic.

#### **Customized Criteria:**

- Within limits of the budgets for materials.
- Present and potential relevance to community needs.
- Suitability of subject, style and reading level for the intended audience.
- Suitability of format and durability for library use.
- Importance as a document of the items.
- Appropriateness and effectiveness of medium to content.
- Reputation and/or significance of author, publisher, or producer.
- Positive reviews in more than one review source.
- Relationships to existing materials in the collection.
- Insufficient materials available on the same subject.
- Scarcity of material on the subject and availability elsewhere.
- Local interest.
- Enhances a specific collection within the library.
- Author or producer is already represented in the collection.
- Accuracy of content.
- Popularity with library users.

## Material Selection Tools

Selection is not made on the basis of anticipated approval or disapproval of individuals, but solely on the merits of the selected work in relation to building the collection to serve the interests of all library users. No one publisher/vendor is relied upon exclusively. The Director and library staff make skilled use of the following review sources and types of publishers and vendors, including but not limited to:

### Review Sources:

- Professional Journals
- Trade Journals
- Popular Magazines
- Newspapers
- Non-print Media
- Subject Bibliographies
- Recommended List
- Publisher Catalogs
- Internet Resources
- Salespeople
- Award Lists
- Catalogs/Flyers/Other Promotional Methods

### Types of Publishers/Vendors:

- Trade Publishers
- Paperback Publishers
- Vanity Presses
- On Demand
- Self-Publishing
- Government Presses
- Small Presses
- Serial Presses

## Multiple Copies

The library buys multiple copies of print materials that have high patron demand, e.g. current best sellers. The library will monitor and evaluate statistical usage or reserve rate, if needed, to help determine if an item needs an additional copy purchased.

## Formats

The format should be appropriate for library use to fit accommodated shelf sizes and durability for continuous use. Books are generally purchased in hardcover editions because of the durability. However, paperback editions are purchased because of the popularity of their format for recreational reading, for multiple copies of titles expected to be in demand only currently, for titles used infrequently, for lower cost, or when that is the only format in-print. Binding should be durable, the print clear and the paper good. Workbooks to be filled out by the user, books with perforated pages, loose form sheets and spiral, readers digest condensed books are not desirable and rarely purchased. If major demand is present these formats then can be selected for the specific item under consideration if the preferred formats are not available. Regardless of an item's popularity, the library may choose not to select items if the available format is not durable enough to withstand reasonable library use or if it would require excessive staff time to maintain. New formats shall be considered for the collection when national surveys and local requests indicate a significant portion of the community expresses an interest in and/or has the necessary technology to make use of the format. Availability of items in the format, cost per item, and the library's ability to handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence deletion of a format from the collection.

## User Requests

The library welcomes and encourages library users to share suggestions, comments, and ideas about the collection and its development. Selectors of materials will give high priority to purchase requests from patrons. All patron requests are subject to the same selection criteria as materials purchased by library staff. Reasons for not purchasing items include obsolescence, lack of availability, narrow subject area, price, and misinformation.

## Collection Development Policies

### Material Deselection

The process of deselecting materials that are no longer useful or in poor condition is a continuous process that is necessary to keep out irreparable damaged, outdated, mediocre, etc. from the library's collections. Withdrawing these materials requires the library to meet the requirements that none of the shelves are more than 85% full. When, thorough evaluation and discarding, it is discovered that material(s) usefulness has ended, it is retired. The steps utilized to complete material deselection in the library are the CREW (Continuous, Review, Evaluation, and Weeding) Method. CREW generates information on the current strengths, weaknesses, gaps, and saturation points of the library's collections. This process can be done by the Library Director with other staff members being involved, based on the knowledge of the material and/or their familiarity with the subject matter. The responsibility will be at the discretion of the Library Director's choice. It is the responsibility of the Library Director and/or Staff to assess the need for replacing discarded materials, while keeping in mind the Material Selection Policy criteria along with allowing final decisions being based on the community analysis of need, demand, and budget.

#### **The CREW Method in 10 Steps**

**Step #1:** Make weeding part of a policy.

**Step #2:** Gather usage statistics of the library's collection. (Utilization statistics of the whole collection or section such as calculations for turnover rate and objective criteria formulas.)

**Step #3:** Build weeding into the year's work calendar.

**Step #4** Gather materials and needed tools such as slips, makers, CREW manual, etc. and examine the collection or section you chose item by item. One can perform the Quick and Dirty Approach:

- Remove duplicates and keep only enough copies to meet normal demand.
- Lose books in obvious poor condition.
- Lose books without pretty covers that attract attention.
- Remove older single title authors.
- Remove one book wonders.
- Obscure titles.
- Knockoffs of popular authors.
- Lesser works of authors who have died.
- Minor author/poet collections.
- Series books of lesser demand with titles missing.
- Simplified / abridged classics

**Step #5:** Take time to study the area you will be weeding as a whole. Treat books removed according to disposal steps – those marked for repair, discards are taken care of according to policy, replacements are ordered or put on a wish list to reorder when funds are available (an old ones might go back out accordingly marked for replacement or set aside) or take to recycling.

**Step #6:** Inventory sections as you weed and examine areas.

**Step #7:** Check and research materials that are questionable or that are pulled against any standard indexes, bibliographic resources, databases, check online resources for replacement or other relevant titles.

**Step #8:** Treat pulled books accordingly to the guidelines set or with the utilization of the Disposal Slips. Make final selection on what the item(s) need: bindery, mending, discarded, replaced, or recycled.

**Step #9:** Take the needed steps for replacement and ordering with current or new vendors.

**Step #10:** Set up displays for low circulating, but high-quality items and coincide with marketing strategies so the selected materials would benefit from exposure to help increase utilization.

**Subcategories:** The following subcategories will be utilized in further defining or providing clarity when administering the CREW Method's steps.

1. **MUSTIE:** The CREW method uses an acronym, MUSTIE to indicate when and items would be removed from the collection.
  - **M** = Misleading (Inaccurate)
  - **U** = Ugly (Condition)
  - **S** = Superseded (New edition/Outdated)
  - **T** = Trivial (No longer of interest)
  - **I** = Irrelevant
  - **E** = Available Elsewhere (ILL, another library, school library, etc.)
2. ***Unused materials specifications:***
  - Non-circulating for 5 years with two exceptions: 1) unless purchased within five years then materials should be pulled and marketing strategies should be applied to increase circulation or 2) the material(s) are older than 20 years and have only circulated less than 3 times by different library users.
  - Duplicate copies no longer needed.
  - Periodicals older than 2 years.
  - Unused volumes in sets or non-high demand series.
  - Unneeded titles in subject areas used less frequently.
  - Trendy or hot topic material popular more than 5 years ago.
  - More books than needed on one topic.
  - Formats no longer popular (VHS/cassettes/etc.).
  - Material that is no longer important to the collection.
3. ***Poor content specifications:***
  - Outdated and obsolete (computers, law, science, space, health, technology, travel).
  - Trivial subject matter (outdated culture).
  - Mediocre writing style.

- Inaccurate or false information.
- Unused sets of books (STILL keep volumes if they meet local needs).
- Repetitious series.
- Superseded editions.
- Resources not on standard lists or that weren't reviewed.
- Self-published or small press titles that are not circulating.

**4. *Appearances specifications:***

- Worn out, ragged items.
- Poorly bound or poorly printed editions.
- Rebound editions that are worn,
- Items that are filthy, marked up, pages ripped, water/smoke damage, chewed on, etc.

CREW Method Specific Guidelines for all the library's collection should be consulted within the manual entitled "CREW: A Weeding Manual for Modern Library" revised and updated by Jeanette Larson copyright 2012.

## Collection Development Policies

### Donations of Materials

The objective of the Donations of Materials Policy is to provide the Ray County Library with guidelines for accepting or denying materials based on the collection needs of the library. All donations become property of the library. Any donated item added to the collection will become an integral part of the collection and the policy of use will follow regular library practice. It needs to be understood the library reserves the privilege of deciding whether the materials should be added to the collection, with no conditions governing their use, location, or disposal. NO special collection can be set up, no restrictions are permitted as to whether an item may circulate, and no directions as to the future use of it are acceptable.

#### 1. Material Donations

The library accepts material donations; however we reserve the right to refuse materials that do not meet the standards of our collection policy. Materials not meeting those standards, those that are out-of-date, duplicates, those that do not present a reasonable balance of views, those in format that are unsuitable for library use may be given to other organizations, sold or dispersed as free, or recycled. The library cannot guarantee materials will remain in the collection for eternity, because of normal wear.

#### 2. Special Memorial Gifts

The library encourages donations to honor a person(s) on a special occasion such as birthday, anniversary, promotion, graduation, a memorial gift, etc. An acknowledgment will be sent to the person's family honored, designating the name of the donor, the name of the honoree, and the occasion of the donation. Although donors of funds may suggest subjects of titles which will enhance the library's collection. The library cannot guarantee memorial materials will remain in the collection for eternity, because of normal wear.

For the library to meet IRS requirements for donations the donor needs to understand the value of material so the library can supply them the right IRS forms. For donations greater than \$500 the IRS requires the utilization of FORM 8283 – NONCASH CHARITABLE CONTRIBUTIONS. For donations between the value of \$250-\$500 the library must give the donor an acknowledgment letter containing the library's name, the date of the contribution, and the location or place of the gift (*Please see attached form*). For donations less than \$250 they do not require a letter to be supplied to the donor; however a letter thanking them for their donation is a good idea regardless of the assumed value. Due to IRS regulations the library cannot provide an estimation value for the donated materials, however if the library is asked they can provide websites for the donor to utilize so review of retail values for similar items can be compared. The final value of the gift is established by the donor and her/his tax preparer.

Adopted 9/13/2018

***Donations of Books and Other Materials:***

The Ray County Library welcomes donations of books and other library materials. Subscriptions and gift books can be significant additions to the library's resources.

All donations become property of the library. Any donated item added to the collection will become an integral part of the collection and the policy of use will follow regular library practice. Items not added to the collection may be sold, donated to other libraries or agencies, or recycled.

If you plan to claim a deduction on your Income Tax return, please refer to the Internal Revenue Service Publication 561, "Determining the Value of Donated Property." (This document is available at <http://www.irs.gov/pub/irs-pdf/p561.pdf>) It is the donor's responsibility to determine the fair market value of donated property. The Internal Revenue Service considers that libraries receiving gifts maybe a prejudicial party and therefore unable to render an accurate and fair appraisal of gifts.

**Acknowledgement of Gift to the Ray County Library:**

Donor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Date of Gift: \_\_\_\_\_

The Ray County Library has not provided you with any goods or services in exchange for this contribution. Please retain this document for your records.

If you would like an itemized record of materials given to the library, please list the titles on the back of this form or attach a separate page.

Thank you for donating \_\_\_\_\_ to the Ray County Library. (i.e. 25 paperbacks; 10 hardcover books; 12 magazines, etc.) Please DO NOT enter monetary valuation.

Date: \_\_\_\_\_

Library Staff: \_\_\_\_\_

## Collection Development Policies

# Request for Reconsideration of Materials

Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interest or needs that may not be adequately met by the collection. The library welcomes expression of opinion by library users, but will be governed by the Materials Selection Policy and Materials Deselection Policy in making additions to or deleting items from the collection. The Ray County Library understands and recognizes the diverse and pluralistic nature of the county's communities, along with the varied backgrounds and needs of all the citizens, regardless of race, creed, or political persuasion, declares as a matter of Materials Selection Policy.

The library will continue to support the ability to provide free and open access to the ideas for the enlightenment, cultural development, and the enjoyment of its public of all ages and levels of ability and interest. **ALL MATERIALS SHOULD BE AVAILABLE TO ALL LIBRARY USERS.** No library material shall be excluded because of the race, nationality, religion, political, or social views of the author. The Library and Board of Trustees believes that censorship is an individual matter and declares that while anyone is free to reject for oneself materials, which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom of others. Responsibility for materials selected and read by children and adolescents rests with their legal guardians or parents. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. **NO ITEMS** are sequestered, except to protect them from damage/theft. The library supports and defends the freedom to read and declares that whenever censorship is involved no library material(s) shall be removed from the library, with the exception of orders of a court of a competent jurisdiction, or by the Library Director. The library supports and adheres to the Library Bill of Rights and Freedom to Read Statement. Library users who request the reconsideration of library material(s) will be asked to put their requests in writing by completing and signing a form, appended to this policy, entitled Request of Reconsideration of Library Material.

1. If a patron is concerned about material(s) they should be offered the opportunity to discuss their concerns with the Library Director and/or staff member. If the patron is dissatisfied with this discussion and wishes to pursue the issue, they will be required to complete and submit the form entitled **Request for Reconsideration of Library Materials (please see attached form)** and upon completion they will need to submit the form to the Library Director.
2. The Library Director should review the completed form, while also reviewing the material in comparison to the criteria in the Deselection Material Policy. Upon completion of the review process the Library Director should respond to the library patron in writing.
3. If the patron is not satisfied with the Director's decision the patron may request in writing that the Library Director and the Board of Trustees review the item as a group.
  - a. The Library Director will present the patron's letter to the Board of Trustees at the next scheduled Board Meeting.
  - b. The Board President can bring the discussion forth amongst the Library Director and Board Members in open session at the discretion of the Board President.
  - c. Once full discussion has come to make a final recommendation to **KEEP** or **REMOVE** the material(s) the Library Director will notify the patron in writing.
  - d. The decision of the Board of Trustees is final.

### ***Request for Reconsideration of Library Materials***

Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Complaint represents:

\_\_\_\_\_ Himself/Herself

\_\_\_\_\_ Organization (name): \_\_\_\_\_

\_\_\_\_\_ Other Group (name): \_\_\_\_\_

Type of material: \_\_\_\_\_ Book \_\_\_\_\_ Periodical \_\_\_\_\_ Video \_\_\_\_\_ Audio Recording \_\_\_\_\_ Other

Title: \_\_\_\_\_

Author: \_\_\_\_\_

1. Please indicate specifically the nature of your complain about this item. (Cite pages or other details as needed).

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2. Please state specifically what you believe to be the primary harm which might occur from this item.

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3. For what age group would you recommend this item?

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4. Is there anything good about this item?

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5. Did you examine the entire work or only parts? \_\_\_\_\_ (If you did not examine the entire work please indicate the portions you completed)

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6. Are you aware of any professional reviews of this item?

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7. In its place, what item of equal quality would you recommend?

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Date

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Signature of Complainant

\*\*This request will be reviewed by the Library Director.

Adopted 7/12/2014  
 Revised 10/11/2017  
 Revised 12/13/2018



## RAY COUNTY LIBRARY

215 E Lexington St Richmond, MO 64085

[www.raycountylibrary.com](http://www.raycountylibrary.com)

816.776.5104

The Ray County Library provides the Community Room as a rental space for organizations, public functions, community groups and individuals! Plan a meeting, have a party, luncheons/dinners, and the list is endless!

### Here are just a few things you will need to know:

- ✓ The room's capacity is 100 people.
- ✓ 10 tables – length 96 in., width 30 in., height 29 in.
- ✓ 95 chairs
- ✓ There is an adjoining kitchen with a refrigerator, microwave, stove, oven and sink.
- ✓ A projector, screen, 55" television, DVD player, audio speaker, dry erase board, and podium.



### Interested for your special event or meeting?

- ✓ Call the library to check for availability.
- ✓ Complete the application.
- ✓ Include refundable \$250.00 deposit.
- ✓ Plan your event!
- ✓ Pick your keys up and do a walk through with library staff up to 3 days prior to your rental day.
- ✓ Return keys, make payment, and pick up deposit.

## SIMPLE!!!

Contact the library via website, email, Facebook, or phone to start planning your next event.



## COMMUNITY ROOM APPLICATION

The Ray County Library is pleased to provide the Community Room as a meeting space for organizations, public functions, community groups and individuals, therefore; the library board's intention is to make the room available for a multitude of uses by groups and individuals. The room cannot be scheduled to a particular group or individual on a weekly basis. Rentals are limited to once a month for everyone. The Ray County Library assumes no responsibility whatsoever for any property placed in or on the premises. The organization or individual using the Community Room agrees to hold Ray County Library, its agents, officers, and employees harmless from any and all liability for any loss, injury or damage to persons or property that may be sustained by reason of the occupancy and/or usage of the premises.

**Rental Rate: \$25.00 per hour, with 2-hour minimum requirement.**

Is your organization city, county, state or federal government? Governmental groups will be allowed to use the room free of charge nor be required to leave a damage deposit. Please see Library Director for additional information.

Organizations or individuals renting facilities are responsible for any / all damages and rental fees. There will be a **\$250 refundable check deposit**. Full payment for room use is due within five days of the rental date. If damages occur or rental payment is not paid in full within 60 days, deposit will not be refunded. Anything exceeding the \$250 amount will be billed to the organization or individual renting the facility. Issues such as lost/damaged keys, alarm system triggers, room not cleaned, wrong number of chairs/tables, items attached to walls/doors/ceilings will result in additional fees. Library personnel will supply walk throughs and a checklist prior to rental date to help renters avoid these issues, but in the event they occur there will be a \$50.00 charge per issue.

**Room reservation is NOT guaranteed until the completed application, damage deposit, and availability has been approved by library personnel.**

Organization Name or Individual: \_\_\_\_\_

Contact Name (Responsible Party): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date Room is Requested for: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ AM or PM ~ To: \_\_\_\_\_ AM or PM  
**(Requested time must include time to set up room before meeting/event and clean room afterwards.)**

CHECK deposit included with this agreement form?  Yes (CHECK#\_\_\_\_\_)  No

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Library Personnel Community Room Rental

## Checklist

**Completed Application & Deposit Check Received**

Date: \_\_\_\_\_

Check # \_\_\_\_\_

**Approved for Free Usage (Director)**

Date: \_\_\_\_\_

**Added to Calendar**

Date: \_\_\_\_\_

**Verified on Calendar**

Date: \_\_\_\_\_

**Renter Contacted**

Phone #: \_\_\_\_\_

Confirm rental date, times, and remind them keys can be picked up 3 days in advance.

Date: \_\_\_\_\_

**Walk Thru of Check List**

Date: \_\_\_\_\_

**Keys Picked Up**

Key#: 1 2 3 4

**Community Room Checked**

Tables, chairs, ceilings, doors, floors, walls, kitchen, trash, toilets, etc.

**Keys Returned**

Date: \_\_\_\_\_

**Rental Paid For & Deposit Check Returned**

Date: \_\_\_\_\_

Cash Amt. \_\_\_\_\_

Check # \_\_\_\_\_

Amt \_\_\_\_\_

### ADDITIONAL CHARGES (circle)

Lost/Damaged Access Card	\$50.00	Alarm Triggered	\$50.00	Incorrect chairs/tables	\$50.00
Lost/Damaged Hex Key	\$50.00	Clean Up Issues	\$50.00	Items attached to walls/doors/ceilings	\$50.00

Rental Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

HOURS \_\_\_\_\_ X \$25 per hour = \_\_\_\_\_ + ADDITIONAL CHARGES \_\_\_\_\_ = \_\_\_\_\_ TOTAL

### RENTAL PROCESSES COMPLETED

Staff Initials \_\_\_\_\_ Date \_\_\_\_\_

## Renter's Checklist

KEY #: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ IN TIME: \_\_\_\_\_ OUT TIME: \_\_\_\_\_

### Accessing building on or after: \_\_\_\_\_ AM/PM

- HOW TO ENTER** - Approach double doors of Community Room and present access card to the reader. A green light will appear once entrance is granted.
- LIGHTS** - Turn lights on.
- DOOR ACCESS** - Use the Hex key in the panic bar of the door. The door is unlocked when the bar is pushed in. This will allow anyone to enter the Community Room freely.
- GETTING READY** - Set up the room, unload supplies, additional chairs and tables are in the west closet area.
- RESTROOMS** – Located at the east end of the room.
- TEMPERATURE SETTING** - Adjust the thermostat or ceiling fans to a comfortable level for your rental time.
- IF THE LIBRARY IS OPEN** - Call us at 816-776-5104 if you need bathroom access, wifi access, open the library door for public access from the library side, or anything else.
- EMERGENCY** – Please notify the Library Staff if there are any emergency situations or any other issues you may occur during your rental. Phone number is included with the keys.
- AUDIO SPEAKER** – Located in the kitchen cabinet above the sink.

### REMEMBER

- You are responsible for delivery and pick up of your supplies and equipment. The library is not responsible for property before, during, or after the rental times.
- Kitchen facilities are available for your use. Please clean thoroughly once completed.
- You need to provide your own food, beverages, and paper supplies.
- Smoking or burning of candles is NOT permitted inside the building.
- Consumption or sale of alcoholic beverages is prohibited on the premises.
- Children must be supervised always.
- **A \$50.00 charge per issue IF they occur:**

Lost damaged access card

Alarm system triggered

Lost/damaged hex key

Clean up issues

Incorrect number of chairs/tables

Lost speaker

Items attached to walls/doors/ceilings

## Leaving building on or before: \_\_\_\_\_ AM/PM

### **1. IS THE LIBRARY OPEN? Then proceed...**

- CLEAN UP** – Everything should be clean and tidy. Cleaning supplies are in the kitchen area. Wipe tables, wipe counters, clean spills, take trash out, sweep/mop floor, collect your supplies, check restrooms for messes, flush toilets, and don't forget to take your items home with you.
- TABLES/CHAIRS** – 4 tables and 15 chairs need to be left out. Put the remainder away in the closet.
- DOORS** - Make sure ALL doors are closed.
- HEX KEY** – Make sure to use the Hex key to pop the panic bar out on the door. This will return the door back to a locked door.
- SPEAKER** – Please verify that the speaker is returned to the kitchen cabinet.
- DOUBLE CHECK** - Everything is tidy and you didn't forget anything.
- DONE** – Turn lights out and leave. Make sure doors latched and are securely shut.
- RETURNING KEYS & PAYMENT** – Please return the keys and payment to the library that business day or following business day.

### **2. IS THE LIBRARY CLOSED? Then proceed...**

- CLEAN UP** – Everything should be clean and tidy. Cleaning supplies are in the kitchen area. Wipe tables, wipe counters, clean spills, take trash out, sweep/mop floor, collect your supplies, check restrooms for messes, flush toilets, and don't forget to take your items home with you.
- TABLES/CHAIRS** – 4 tables and 15 chairs need to be left out. Put the remainder away in the closet.
- DOORS** - Make sure ALL doors are closed.
- HEX KEY** – Make sure to use the Hex key to pop the panic bar out on the door. This will return the door back to a locked door.
- SPEAKER** – Please verify that the speaker is returned to the kitchen cabinet.
- DOUBLE CHECK** - Everything is tidy and you didn't forget anything.
- SECURE ALARM SYSTEM**
  1. Turn lights and fans off.
  2. Make sure all your items have been removed.
  3. Make sure the panic bar has been locked. It will be popped out.
  4. PRESS CMD key on the keypad.
  5. PRESS button to ARM
  6. SCAN card for CODE
  7. YOU HAVE 60 SECONDS TO LEAVE THE BUILDING AND CLOSE THE DOOR
  8. Beeping noise will begin and red light will appear on the keypad.
  9. IF the above does not occur, FIRST check to see if all the doors are closed. IF you have issues again CALL THE DIRECTOR. She will assist you via the phone.
- RETURNING KEYS & PAYMENT** – Please return the keys and payment to the library that business day or following business day.

## DRUG TESTING AND DRUG FREE WORKPLACE

**Adopted: 6/13/2006**

It is the policy of the Ray County Library to provide safe, dependable, and economical services to its customers, to provide safe working conditions for its employees, and to comply with the federal laws and regulations related to the Drug Free Work Place Act of 1988. All Employees of the Library are covered by this policy.

The Library is committed to provide a work environment free from alcohol and controlled substances. Unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol is prohibited on Library premises, in Library vehicles, or while conducting Library business off the premises. Violations of this policy will result in disciplinary action, up to and including termination, and may have resulting legal or criminal consequences. Discipline may include successful completion of an approved treatment plan.

The Board of Trustees recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community. The Library reserves the right to require employees to submit to drug and alcohol tests if an accident occurs which requires medical treatment or when there is a reasonable suspicion of drug and alcohol abuse. Any employee who fails to submit to the required testing under this policy is considered to have tested positive and is subject to the discipline for positive testing.

Reasonable suspicion testing shall be used to determine fitness for duty, including appropriate urine and/or breath testing when there are objective observable reasons to believe that controlled substances or alcohol use is adversely affecting the employee's job performance or that the employee has violated this policy.

An employee who is found to have engaged in prohibited alcohol use or who tests positive on the confirmatory controlled substance test shall be immediately removed from work-related activity and shall not be permitted to resume work until the employee complies with rehabilitation guidelines set by the Library, and has tested negative in a follow-up test.

The Library Director shall be designated as the program coordinator to implement the alcohol and drug testing program of the Library within the guidelines of this policy and the federal regulations.

The Library shall provide all employees with a copy of this policy and with materials related to the effects of the use and/or abuse of alcohol and controlled substances. Information regarding treatment and rehabilitation source shall also be provided. The Library shall provide training for the Director who is responsible for the administration and enforcement of this policy.

All records developed and/or acquired in pursuing the policy shall be maintained in strict confidence by the Library and the testing facility.

Any supervisor who observes an employee causing a disruption in the work area, or posing a danger to self, the public or other employees, shall take appropriate action.

This policy does not alter the Library policy to encourage employees with drug or alcohol problems to seek professional assistance before the problem leads to an incident requiring disciplinary action. However, employees must, as a condition of employment, abide by the terms of this policy and report

any conviction under drug statute for violations occurring on or off Library premises while conducting Library business. A report of a conviction must be made within five (5) days after the conviction.

## Library Volunteer Policy

**Adopted: 7/19/2016**

It is the policy of the Library to accept qualified volunteers to assist with various tasks in the Library.

### **Definition of Volunteer**

A volunteer is a person who is offering time and energy as a gift to the Library without compensation. He/She is under the direct supervision of the Director or Children's Librarian, who assigns his/her duties.

### **Responsibilities**

- Upon the direction of the Director, volunteers have the opportunity to assist the staff with various tasks throughout the Library.
- All volunteers are considered to represent the Library while involved in Library activities, particularly when dealing with the general public.
- All volunteers receive no financial compensation, however he/she will still be required to conform to all the rules and regulations of the Library paid staff.

### **Application & Review Processes**

- The minimum age to volunteer is 14 years of age.
- Persons interested in a volunteer opportunity will be required to complete an Adult or Teen Volunteer Application Form and Survey to help indicate the knowledge level of the Dewey Classification System. Adult applications are returned to the Director. Teen applications are returned to the Children's Librarian.
- The Library reserves the right to carry out the same background and references checks of a volunteer as it does for a paid employee.

### **Placement**

- Volunteers are placed according to their skills, interests, abilities and learning goals as time resources and library needs allow.

Adopted: 7/7/2015 Modified: 11/2017, 11/2018

## Ray County Library – Library Director

### **Education & Experience Qualifications:**

A master's degree in library science from an ALA accredited college/university or an appropriate level graduate degree, plus 5 years' experience in a library is preferred, where 1 year of that experience needs to be as an Assistant Director or Library Director.

### **Knowledge, Skill, & Ability:**

Thorough knowledge of the principles of library services, organization and functions; thorough knowledge of administration including fundamentals and budgeting; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in oral and written communications, ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies and the general public. Proficiency with computer skills is also necessary.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the general supervision of the Board of Trustees.

**Supervision Exercised:** Directly supervises all employees and volunteers.

**Hours of Work:** Full Time

**FSLA Status:** Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Serves as executive officer to the Board of Trustees.
- Implements library policies and procedures.
- Supervises employees and oversees the daily operation of the library.
- Directs the training of library staff in technical and administrative library skills.
- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Prepares work schedules and assigns areas of responsibility.
- Prepares budget and oversees the completion of all mandated reports.
- Approves expenditures of appropriations for library purposes.
- Processes purchase orders and verification of bills and employee time records.
- Prepares for and oversees monthly Board of Trustee meetings.
- Writes grants or organizes partnerships with outside agencies to procure additional funding, services and programs.
- Manages the purchasing, developmental needs, and maintenance of the library's collection of books, periodicals, records, films, tapes and a variety of other library materials/resources. This will include all areas of collection development for the library.
- Manages the cataloging and designation of materials into the library's collection.
- Assists users in obtaining best results from the use of library facility.
- Creates, maintains and evaluates all programming and servicing needs of library users.
- Assists in the audit process and makes annual report to the Board of Trustees.
- Handles public relations and organizes/directs marketing and promotion of the library.
- Confers with local organizations and the public to provide information and to resolve problems or complaints.
- Confers with school districts, agencies, corporations and community groups in the development and coordination of library programs and services to meet community needs.
- Oversees the maintenance and upkeep of the facility.
- Attends library system workshops and professional meetings to stay well informed.
- Encouraged to be involved in community organizations to encourage partnerships and involvement in the community.

Adopted: 7/7/2015 Modified: 11/2017, 11/2018

## Ray County Library – Payroll/Book Keeper

### **Education & Experience Qualifications:**

A bachelor's degree plus two years of experience in payroll/bookkeeping is preferred.

OR an equivalent combination of education and experience substituting on the basis of two years of experience for each year of education.

### **Knowledge, Skill, & Ability:**

Knowledge of clerical accounting and bookkeeping procedures as applied to verifying and posting financial data; knowledge of payroll processing procedures; knowledge of standard office procedures and practices; strong mathematical skills; ability to operate office equipment such as 10-key calculator, typewriter, computer, copier, fax, etc.; competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, corporate representatives, and associates. Proficiency with computer skills and various software programs is also necessary (i.e. Quickbooks).

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the direction of the Library Director.

**Supervision Exercised:** None.

**Hours of Work:** Part Time

**FSLA Status:** Non-Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Organizes and manages comprehensive accounting systems for ordering verifying receipt of, and paying for library resources.
- Handles preparation of all library deposits including verifying accuracy of figures and computations, balancing and reconciling all bank accounts, computer and printing payroll including associated taxes and individual employee fringe benefits.
- Preparation of various financial reports as required by the Library Director, Board, auditor, and the State of Missouri.
- Keeps accurate records of library income and expenditures.
- Verifies accuracy of daily receipts and prepares weekly deposits of said receipts.
- Orders materials as needed or directed by the Director.
- Processes checks for payment.
- Checks all time cards for accuracy.
- Processes payroll checks for board approval.
- Maintains accurate records of employee benefits.
- Prepares various financial reports including but not limited to budget information, balance sheets, lists of transactions, and W-2 forms.
- Performs other duties as assigned.

Adopted: 11/2017 Modified: 11/2018

## Ray County Library – Assistant Director

### **Education & Experience Qualifications:**

Master's degree in library science preferred OR a Bachelor's Degree with a minimum of 3 years in administrative management, OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

### **Knowledge, Skill, & Ability:**

Thorough knowledge of the principles of library services, organization and functions; thorough knowledge of administration practices; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in oral and written communications, ability to establish and maintain effective working relationships. Needs to possess strong abilities in organization, punctuality, firm directness; while distributing high levels of responsibility towards the Director and library staff. Proficiency with computer skills is also necessary.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to offer direct assistance to the Director, staff and public in a courteous manner; maintain a neat professional personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the supervision of the Director.

**Supervision Exercised:** Assist Director and supervision as defined in Essential Work Tasks.

**Hours of Work:** Full Time

**FSLA Status:** Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Acts for Library Director as assigned when the Director is absent or as set forth in policies.
- Distributes the highest level of customer service and communication possible with Director, staff, and public; while maintaining confidentiality to all involved.
- Assist in problem/conflict resolution.
- Assists and implements, with the Director, library policies and procedures.
- Assist in coordination or conduction of staff meetings, staff trainings, and staff lunches.
- Assist Director, as needed, in personnel actions such as hiring, training, termination, assignment, evaluation, and labor relations.
- Assist in overseeing the maintenance and upkeep of the facility.
- Assist in writing grants or organized partnerships with outside agencies to procure additional funding, services and programs.
- Assist in outgoing correspondence for public relation needs.
- Assists users in obtaining best results from the use of the library.
- Assist in evaluation of programming, outreach, and services of the library.
- Assist in ordering/picking up supplies.
- Assist in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Collects and prepares all statistical reporting for Director, Board of Trustees, and MO State Library.
- Assists/prepares work schedules after final approval granted by the Director for staff work request.
- Maintains/assists library website, social media, and advertising via internal and external sources.
- Maintains all collection account processes.
- Maintains all master copies and reproduction of them.
- Supervision and practice of all the Front Service Desk processes. Will fill in for absent employees as needed.
- Supervision of technology issues and correspondence to Director/IT. Organizes/maintains housekeeping tasks such as inventory of equipment, wifi, and passwords.
- Supervision of the Community Room Rentals and processes.
- Attends library system workshops and professional meetings to stay well informed.
- Attends and helps with preparation for monthly Board of Trustee meetings.
- Attends for Library Director in their absence of meetings.

Adopted: 7/7/2015 Modified: 11/2017, 11/2018

## Ray County Library - Library Associate

### **Education & Experience Qualifications:**

An associate's or bachelor's degree with a minimum of 1 year in library experience preferred. OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education. All candidates for employment must be at least 16 years old.

**Knowledge, Skill, & Ability:** Some knowledge of library clerical procedures and practices. Good knowledge of clerical practices; of the English language; typing and the ability to do data entry using a computer terminal; online searching, tools, databases, etc.; ability to understand and follow written and oral instructions; ability to pay attention to detail; ability to establish and maintain effective working relationships with superiors, associates and the general public.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the direction of the Library Director.

**Supervision Exercised:** None.

**Hours of Work:** Full or Part Time

**FSLA Status:** Non-Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving form floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Performs varied clerical work at the circulation desk.
- Handles reserve system of materials and distribution of materials, along with ILL or program resources.
- Assists in Community Room reservations.
- Oversees the enrollment of new patrons to the library.
- Assists in training of new associates or volunteers.
- Checks books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system.
- Checks incoming and outgoing library materials to inspect them for damages and then applies the needed repairs.
- Replaces books, magazines and other library holdings on shelves according to numbering sequences. (i.e. Dewey Decimal System).
- Performs routine library computer functions.
- Operates a variety of standard office and library machines.
- Performs routine book maintenance and processing including covering and labeling of new, replacement, or donated materials.
- Answers telephones and provides routine information or refers and transfers calls.
- Assists in assuring accurate library shelving by shelf-reading and re-shelving of materials, as needed.
- Handles a variety of questions at the circulation desk along with technological questions such as computer logging on, eBooks via tablets, smartphones, etc.
- Handles/assists with library outreach and program preparation and implementation, as directed or assigned.
- Assists in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Assists the Director in collection development tasks of inventory, selecting, deselecting, and donations.
- Can perform varied office tasks such as, but not limited to, laminating, faxing, copying, etc. for the public.
- Assist with maintaining book displays.
- Other duties as assigned.

**Full-Time Associates may assist with the following duties as assigned:**

- Double checks all enrollment applications of new patrons and then processes them for mailing.
- Assists with adding/removing accounts into collection and account processes
- Assists with damaged or lost material at the front desk.
- Assists in Community Room reservations, processes, and payments.
- Handles all courier services. Such as, but not limited to, ILLs, GRLC, Book Club, etc.
- Handles ILL processes.
- Handles library card verification and mailing procedures.
- Handles overdue processes.
- Handles all material reservations via automation services.
- Other duties as assigned.

Adopted: 7/7/2015 Modified: 11/2017, 11/2018

## Ray County Library – Children’s Librarian

### **Education & Experience Qualifications:**

Master's degree in library science preferred OR a Bachelor's Degree with a minimum of 2 years in library or teaching experience, OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

### **Knowledge, Skill, & Ability:**

Knowledge of library reference and catalog methods; knowledge of bibliographies sources of information; considerable initiative in devising new and original children's programming/services; ability to work well with/teach children, both individually and in groups; highly self-motivated; creative and flexible with the ability to prioritize tasks and work independently; competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, principals, teachers and parents.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the direction of the Library Director.

**Supervision Exercised:** Oversees library volunteers in the Children’s Library.

**Hours of Work:** Full Time

**FSLA Status:** Non-Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Initiates, plans, conducts and monitors a variety of programs and activities to encourage the use of the library by children and young adults, including but not limited to story times, field trips, tours, special events, reading clubs, reader advisory, outreach, etc.
- Works with staff and volunteers to coordinate youth services, programs, and collections of the children's library.
- Maintains and cultivates good working relationships between the library and parents, caregivers, schools, teachers, other libraries, and other organizations to promote and encourage the use of the library.
- Keeps track of library usage, program attendance, and other statistics.
- Develops ideas and assists in preparation of proposals for grant funds in the area of youth services.
- Provides assessment of budgetary, personnel, and equipment needs of library's youth service areas.
- Performs cataloging tasks for children's materials (as needed or directed).
- Assist the Director in collection development tasks of inventory, selecting materials, deselecting materials, and donations of children's materials.
- Gives information, reference service, and reader's advisory service to the public in person, online, and over the telephone.
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Covers circulation desk when assigned or as needed.
- Assists with adding/removing accounts into collection.
- Assists with damaged or lost material at the front desk.
- Assists in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Assists Director with purchasing or suggesting library resources needed for the Children's Library.
- Coordinates advertising information via social media, website, flyers, newspaper, etc.
- Creates and maintains book displays.
- Attends library system workshops and professional meetings to stay well informed.
- Other duties as assigned.

Adopted: 11/2017 Modified: 11/2018

## Ray County Library – Adult Outreach & Programming Librarian

### **Education & Experience Qualifications:**

Master's degree in library science preferred OR a Bachelor's Degree OR Associate's Degree with a minimum of 1 years in library experience and/or 2 years of teaching experience, OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

### **Knowledge, Skill, & Ability:**

Considerable initiative in devising new and original programming/outreach; ability to work well with/teach diverse population of adults, both individually and in groups; highly self-motivated; creative and flexible with the ability to prioritize tasks and work independently; competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, associates, community partners. Very people-focused and passionate about spreading the purpose of the library to the community internally and externally, but searching for new audiences and ways to accommodate their needs.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the direction of the Library Director.

**Supervision Exercised:** None.

**Hours of Work:** Full Time

**FSLA Status:** Non-Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Initiates, plans, conducts and monitors a variety of programs and activities to encourage the use of the library by adults / young adults, including but not limited to Reserve a Librarian, genealogy assistance, home bound delivery, tours, special events, reading clubs, reader advisory, outreach services, etc.
- Works with staff and volunteers to coordinate programs and outreach.
- Maintains and cultivates good working relationships between the library and community partners to promote and encourage the use of the library internally and externally.
- Works with Children's Librarian in preparation and presentation of programs and services for children and/or coordination of children and adult programming.
- Keeps track of library usage, program attendance, and other statistics.
- Develops ideas and assists in preparation of proposals for grant funds.
- Gives information, reference service, and reader's advisory service to the public in person, online, and over the telephone.
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Covers circulation desk when assigned or as needed.
- Assists with adding/removing accounts into collection.
- Assists with damaged or lost material at the front desk.
- Assists in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Coordinates advertising information via social media, website, flyers, newspaper, etc.
- Creates and maintains book displays.
- Attends library system workshops and professional meetings to stay well informed.
- Other duties as assigned.

Adopted: 3/8/2017 Modified: 11/2017, 11/2018

## Ray County Library – Technical Services Librarian

### **Education & Experience Qualifications:**

An associate's or bachelor's degree with a minimum of 1 year in library experience preferred. OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

**Knowledge, Skill, & Ability:** Knowledge level of library classifications / cataloging procedures and inventory practices. Record of independent work ethic; very detail oriented, strong organizational skills, a strong technical background; ability to understand and follow written and oral instructions; ability to establish and maintain effective working relationships with superiors; demonstrates creativity, flexibility, and a positive attitude.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the direction of the Library Director.

**Supervision Exercised:** None.

**Hours of Work:** Full or Part Time

**FSLA Status:** Non-Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Follow library standards, guidelines and policies when classifying/cataloging documents.
- Performs copy and original cataloging at the network level using a bibliographic utility for new materials acquired by the library in a variety of material formats.
- Appropriately applies cataloging rules such as found in Anglo-American Cataloging Rules (AACR2), Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Dewey Decimal Classification, MARC21, OCLC Bibliographic formats and Standards.
- Ensures all materials can be retrieved conveniently using standardized methods.
- Maintains OPAC.
- Receipt of materials by verifying all deliveries against invoices and maintains records of book acquisitions.
- Assists in the inventory and maintenance of the library's print and electronic collection via Collection Development Policies.
- Assists in the acceptance of material donations.
- Assists Director in acquisitions.
- Assists in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Organizes and maintains book sorting for recycling processes.
- Creates/maintains book displays.
- Other duties as assigned.

Adopted: 11/2017 Modified: 11/2018

## Ray County Library – Library Page

### **Education & Experience Qualifications:**

A High School graduate or a current student in the 10-12<sup>th</sup> grades that possess the appropriate level of reading and writing skills to perform essential job functions.

### **Knowledge, Skill, & Ability:**

Ability to follow written and oral instructions. Ability to learn the Dewey Decimal system and other library filing systems.

### **Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the supervision of the Library Director, but receives direction from the Children's Librarian.

**Supervision Exercised:** None.

**Hours of Work:** Part Time

**FSLA Status:** Non-Exempt

### **Essential Physical Abilities to be accomplished with or without reasonable accommodation are:**

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

**Essential Job Functions:**

- Shelves library materials in proper order.
- Does shelf reading to assure materials are in proper order.
- Dusting and cleaning.
- Answers directional questions.
- Assists with programming / outreach prep.
- Other duties as assigned.

## **RAY COUNTY LIBRARY PERSONNEL POLICIES**

**Adopted: 11/22/2019**

**The Ray County Library adheres to the State of Missouri's Employment-At-Will doctrine.**

## Ray County Library Privacy Policy

Adopted: 10/12/2016

### **I. Introduction**

The Ray County Library (RCL) defines the right to privacy in the library as the right of individuals to lawfully use the library's resources to pursue their inquiries without having the subject of their interest examined or scrutinized by others. Confidentiality exists when the library obtains personally identifiable information about users that is necessary for the operation of the library, and undertakes to keep that information private on their behalf.

The courts have upheld the right to privacy based on the Bill of Rights of the United States Constitution. Many states, including Missouri, provide guarantees of privacy in their constitutions and statutes.

Missouri Revised Statutes 2015 defines the responsibility of the library in safeguarding personally identifiable information:

182.817.1 Disclosure of the library records not required – exceptions. –Notwithstanding the provision of any other law to the contrary, no library or employer or agent of a library, or third party contracted by a library that receives, transmits, maintains, or stores library records, shall release or disclose a library record to any person or persons except:

(1) In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or

(2) In response to an order issued by a court of competent jurisdiction upon finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime.

**2.** Any person whose privacy is compromised as a result of an alleged violation of this section may file a written complaint within one hundred eighty days of the alleged violation with the office of the attorney general describing the facts surrounding the alleged violation. Such person may additionally bring a private civil action in the circuit court of the county in which the library is located to recover damages. The court may, in its discretion, award punitive damages and may award to the prevailing party attorney's fees, based on the amount of time reasonably expended, and may provide such equitable relief as it deems necessary or proper. A prevailing respondent may be awarded attorney fees under this subsection only upon a showing that the case without foundation.

**3.** Upon receipt of the complaint filed in accordance with subsection 2 of this section, the attorney general shall review each complaint and may initiate legal action if deemed appropriate.

Numerous decisions in case law have defined and extended rights to privacy. The Ray County Library privacy policy and procedures are in compliance with applicable federal, state, and local laws.

User rights---and the library's responsibilities---as outlined here are based in part on five principles of fair information practice: the rights of Notice, Choice, Access, Security and Enforcement.

Ray County Library's commitment to the privacy and confidentiality of our users also is rooted 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."

## II. Ray County Library's Commitment to Our Users Rights

### 1. Notice and Openness

Library users have the right of “notice”---the right to be informed about policies governing the kind of information the library collects, why the information is necessary to provide library services, how long the library retains the information, and how the library disposes of it.

Such policies are freely available to all library users. Changes or revisions in policies are also available, RCL’s privacy policy is posted on the library website, and hard copies are available free of charge (one copy per person) upon request at the Reference Desk.

In all cases it is the practice of the Ray County Library to avoid creating unnecessary records of personally identifiable information, to retain such necessary records only as long as they are needed for the operation of the library, and to avoid engaging in practice that might place such information on public view.

Information the library may gather and retain is limited to current and valid library users. Such records include (1):

- Borrower Registration Information
- Circulation Information
- Electronic Access Information
- Information Required to Provide Library Services, such as Interlibrary Loan, Books or Out Reach Services, Program Registrations.

### 2. Choice and Consent

Other than the personal information necessary to maintain a library account, the library will not collect or retain your personally identifiable information without your consent. If you consent to give the library your information, the library will keep it confidential and will not sell, license or disclose personal information to any third party without your consent, unless the library is compelled to do so under the law or to comply with a court order.

If you wish to receive borrowing privileges, the library must obtain certain information about you in order to provide you with a library account. When visiting the library web site or using our electronic services, you may choose to provide your library card barcode and personal PIN to access certain services.

You have the option of providing the library with your e-mail address for the purpose of notifying you about your library account. You may request that the library remove your e-mail address from your account at any time.

The library never uses or shares the personally identifiable information provided to the library in ways unrelated to the ones described above without also providing you an opportunity to opt out or prohibit such uses, unless the library is compelled to do so under the law or to comply with a court order.

### 3. Access by Users

Individuals are entitled to view the personal information in their library accounts online. Updates may be done in person at the library. You will be asked to provide some type of photo identification (such as a driver’s license) to verify your identity. Updates may be submitted online and are subject to verification. The purpose of updating the personally identifiable information in your account is to ensure that the library can function properly. Such functions may include notifications on overdue items, holds,

(1) Circulation records – Personal: this is a new retention. Any document or record retained, received or generated by a library that identifies a person as having requested, used, or borrowed library material. Retain until materials have been returned and all daily fines or fees are paid in full or deemed uncollectible. Note: Personal circulation transactions may be treated as confidential, see RSMO 182.817 (Missouri Local Records Board, Secretary of State’s Office).

reminders, and other announcements. The library will explain the process of accessing or updating your information so that all personally identifiable information is accurate and up to date.

#### **4. Data Integrity and Security**

**Data Integrity:** The information the library collects and maintains must be accurate and secure. RCL shall take reasonable steps to ensure data integrity, including: using only reputable sources of data; providing users access to their own data; updating data whenever possible; utilizing software authentication systems that authorize use without linking it to personally identifiable information; destroying untimely data or converting it to anonymous form.

**Data Retention:** The library protects personally identifiable information from unauthorized disclosure once it is no longer needed to manage library services. All electronic circulation records are purged. Hard copy circulation records (for example, interlibrary loan records) are shredded after 1 year.

**Tracking Users:** RCL does not ask library visitors or web site visitors to identify themselves or reveal any personal information unless they are borrowing materials, using public access computers, requesting special services, registering for services or programs, or making remote use from outside the library of those portions of the library's website restricted to registered borrowers under license agreements or other special arrangements.

**Third Party Security:** The library ensures that all of RCL's contracts, licenses, and offsite computer service arrangements reflect library policies and legal obligation concerning user privacy and confidentiality. Should a third party vendor require access to RCL users' personally identifiable information, the library's agreements with the vendor shall address appropriate restrictions on the use, aggregation, dissemination and sale of that information, particularly information about minors including obtaining the necessary consent of RCL users.

In circumstances, where there is a risk that personally identifiable information may be disclosed, it is the library's obligation to warn users. When connecting to licensed databases outside the library, the library releases only information that authenticates users as "member of our community." Nevertheless, the library advises users of the limits to library privacy protection once they leave the library web site to access remote sites not under the library's control.

**Security Measures:** The library has security measures in place to protect personally identifiable information while it is in the library's custody, and to ensure that aggregate, summary data is stripped of personal identities. Library security measures include both management and technical policies and procedures to protect against loss and the unauthorized access, destruction, use or disclosure of data. Only library employees who need access to data to carry out their library functions are authorized to access that data, and only for library purposes.

#### **5. Enforcement and Redress**

The library may conduct privacy audits to ensure that all library programs, services, employees and vendors are in compliance with this policy. Library users who have questions, complaints, or concerns about the way the library handles their privacy and confidentiality rights should send their comments in writing to the Library Director. The Director will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

### **III. Requests for Disclosure of Library Records**

#### **1. Definition of Library Records**

For the purpose of this document, a library record is any document, record or other method of storing information retained, received, or generated by the library that identifies a person or persons as having requested, used, or borrowed library materials, and all other records identifying the names of library users. Library records include records that identify users of electronic resources such as subscription databases, computer software, and web sites accessed through the Internet. Library records also include registration for library-sponsored programs and events.

## **2. Requests from Library Users**

Library staff shall comply with requests by a library user for any library record that identifies that user and library staff may require such request be in writing. Library staff may require photo or other identification to verify that identity of the person making the request, before releasing the information.

The parent or legal guardian of a minor may request library records that identify the minor. Library staff may require photo or other identification to verify the identity of the person making the request, and/or legal proof of guardianship, before releasing the information.

Library staff will not release any personally identifiable information contained in any library record to any other party without the express written consent of the person identified in the library record, or the express written consent of the parent or legal guardian of the minor identified in the library record.

## **3. Requests from Law Enforcement Officers.**

The Board of Trustees of the Ray County Library authorizes the Library Director to receive **all requests** for library records/information from law enforcement officers. The Director will confer with the library's legal counsel before determining the proper response to such a request. The Ray County Library shall not make any library record/information available to any agency of federal, state or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form.

In an instance of exigent threat, when the law enforcement officer has reasonable cause to believe that there is immediate danger or death, bodily harm, extensive property damage and/or public alarm and panic, the Board of Trustees authorizes the Library Director, upon advice of the library's legal counsel, to waive the requirement for a subpoena, warrant, court order or other investigatory document, and respond immediately to the officer's request, on the understanding that the appropriate documents subsequently will be provided by the officer.

No library employee except the Library Director is authorized to give out personally identifiable information from any patron record to any law enforcement officer. All such requests for information must be referred to the Library Director. It is lawful to refer an officer or agent to the Director even if the Director is not immediately available.

The passage of the USA Patriot Act has changed the ways in which the library responds to requests for information in some instances. Federal laws supersede state and local laws, and there are differences in what is required based on the kind of order involved and the issuing authority.

### **Library employees shall follow these procedures:**

- A local, state or federal officer or agent who requests information should be referred to the Library Director. It is lawful to refer the officer or agent to the Director even if the Director is not immediately available.

- Any local, state or federal office or agent who presents a **subpoena** should be referred to the Library Director. It is lawful to refer the officer or agent to the Director even if the Director is not immediately available.
- If a local, state or federal agent presents a **search warrant**, the library employees are required to stand back and allow the officer or agent to execute the warrant. Library employees should not interfere with their search or seizure. However, library employees should ask for a copy of the search warrant and contact the Library Director **immediately**.
- At the request of any local, state or federal agent, the library shall preserve computer terminal logs or records for 90 days pending the issuance of a court order or other process. Any local, state or federal agent may request. And the library shall grant, up to an additional 90 days for a total time period of maintenance of the records for 180 days.
- If a federal officer or agent (such as the FBI) arrives with a subpoena, warrant or court order issued pursuant to an investigation under the USA Patriot Act, library employees should contact the Library Director **immediately**. Also be aware that the USA Patriot Act includes a gag order that prohibits library employees from sharing any information about the visit, the order or the information obtained under the order, with any other than their supervisor and the library's legal counsel.

**NOTE: Should an employee be served with a subpoena or search warrant, notify the Library Director immediately. Call her. The Director will call the library's attorney. DO NOT GIVE ANY information until you have talked to the Director.**

## INTERNET USAGE GUIDELINES

Adopted: 1996

Revised: 10/12/2016

Ray County Library does not accept responsibility for any individual's use of the Internet. The Internet is a worldwide electronic computer network with no single governing body controlling users or content. Not all sources on the Internet provide accurate, complete or current information. Some Internet web sites may provide information that users find offensive, objectionable or inappropriate. RCL exercises no control over and assumes no responsibility for information or services that reside outside the RCL computer network.

1. A valid Ray County Library card or guest pass and a signed Internet Usage Agreement are required prior to accessing the internet. Access will be denied if you have outstanding fines for over dues or bills for lost materials in excess of \$5.00. You may log-in for a one-hour Internet session which will be extended in 15 minute intervals to a maximum of 3 hours per day. If computers are available and special circumstances exist, an additional time allotment may be approved by a staff member.
2. You must log in using your library account number only. Should you log in using someone else's account both accounts will be subject to the provisions listed in item 8.
3. The internet access computers are available on a first-come, first-serve basis. They are available during regular hours, but will automatically shut down 15 minutes prior to closing. This cannot be extended.
4. You may not load your own software on the library computers. This would be a violation of copyright laws. You may however, utilize storage devices to transfer information from home to library or library to home, if compatible with library licensed software.
5. The library staff will monitor patron usage to ensure the guidelines are being adhered to. This may include viewing/monitoring on-going computer usage or checking trash bins on your computer station.
6. You may print information to the printer located at the circulation desk. Copies must be prepaid at a cost of 20 cents per page for black and white copies. Color printing is available for a fee of 50 cents per page. Scanning is also available. Please check at the front desk for details.
7. Unacceptable Use of the public computer and Internet constitutes any use that is a violation of federal, state, or local law, or any use that violates Ray County Library's policy or guidelines. Examples of unacceptable use include, but are not limited to: damaging equipment, disruptive behavior, viewing content that is obscene/child pornography/harmful to minors, harassment/bullying, hacking other computers/networks/accounts, engaging in the distribution of malicious software, using false identification to mislead others, using another individual's personally identifiable information without his/her explicit permission.
8. Misuse of the computer or Internet access will result in the loss of your computer privileges. First offense is a one month suspension, second offense is a six month suspension, and a third offense is permanent suspension of computer privileges. If misuse is conducted by a minor the parent/legal guardian will be contacted.
9. Less than 18 years old:
  - ✓ A parent's signature is required if the person completing the agreement is a minor (less than 18 years old).
  - ✓ A parent or guardian needs to be present to supervise internet usage by anyone less than 11 years old.

## INTERNET USAGE AGREEMENT

I have read and agree to comply with the Ray County Library's Internet Usage Guidelines and the posted MOREnet Policies and Procedures. In addition, I agree to the following principles which are common to all Internet users:

1. **RESPECT FOR THE PROPERTY OF OTHERS:** It is not acceptable to attempt to modify or gain access to files, passwords, or data belonging to others; to seek unauthorized access to any computer system; or to damage or alter software components or equipment of any network or database by the propagation of computer worms and viruses or any other means.
2. **RESPECT FOR THE LEGAL RIGHTS OF OTHERS:** It is not acceptable to access the Internet for any purpose which violates U.S. or state laws, including the licenses and copyright laws governing software programs or data.
3. **RESPECT FOR THE PRIVACY OF OTHERS:** It is not acceptable to misrepresent oneself as another user; to use the Internet to transmit threatening, obscene, or harassing materials; or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising and sending, receiving or displaying text or graphics which may reasonably be construed as obscene.

I understand that failure to comply with the Ray County Library Internet Usage Guidelines, the MOREnet Policies and Procedures or the Internet principles listed above will result in a loss of my computer privileges.

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**Signature**

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**Date**

**\*\*\*A parent's signature is required if the person completing the agreement is a minor (less than 18 years old).**

A parent or guardian must be present to supervise internet usage by anyone **less than 11 years old**. By signing this form you are accepting responsibility for supervising or not supervising 11 to 17 old children on computers which have internet access. All of our public access computers have a filtering program as required by the Children's Internet Protection Act regulations however; no program is full-proof.

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Parent's Signature

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Date

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Minor's Signature

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Date

## By Laws – Ray County Library Board of Trustees

(Adopted 2/8/2017)

### **ARTICLE I: Name**

The organization shall be called Ray County Library.

### **ARTICLE II: Purpose**

The purpose of the Ray County Library District is to provide library services to the residents of Ray County Missouri. The Board of Trustees shall represent the Library District in Ray County Missouri. The primary responsibility of the Board is to establish Library District policy. Members of the Board of Trustees shall represent the entire Ray County Library District and have their responsibilities fixed by Chapter 182 of the Revised Statutes of the State of Missouri and other applicable laws. Such statutes shall serve as a basis for establishing policies that reflect the needs of the Library District and provide efficient, effective and informative services.

### **ARTICLE III: Officers**

Officers shall consist of a president, vice-president, and treasurer/secretary. The members shall elect the officers annually at the June meeting, and newly elected officers will preside at the July meeting. The director will serve as an ex-officio member without a vote.

The *board president*, with the consent of the board, shall appoint a secretary/treasure who shall keep a record of all meetings and attendance of members, and perform other duties pertaining to the office. The secretary may or may not be a board member. The Board of Trustees may appoint the Director to serve as secretary.

In the absence of the president or treasurer, a designated member of the Board may sign official library documents.

#### **-Duties of-**

**President:** It shall be the duty of the President to preside at all meetings, authorize the call for any special meetings, appoint all committees, execute all documents authorized by the Board of Trustees, serve as an ex-officio voting member of all committees with the exception of the nominating committee, and perform all duties as are generally associated with that office or as may be delegated by the Board of Trustees from time to time. The President shall perform all duties provided by law. The President shall vote on all matters before the board

**Vice-President:** In case of absence or inability to act of the President, the duties of the president be provided by the Vice-President. In case of that a vacancy occurs in the Office of the President, then, in such event, the Vice-President shall perform all functions of the President until a successor for the unexpired term is elected.

### **Secretary/Treasurer:**

Treasurer - The Treasurer, with the advice and consent of the Board shall oversee all financial policy pertaining to the Library District and shall cause an audit to occur annually. In addition, the Treasurer shall ensure that positions on the Board or with the administration of the District which deal with funds shall be sufficiently bonded, at the cost of the District, to protect the District's financial interests. The Treasurer shall delegate the daily supervision of financial duties to the Director of the Library District. The Treasurer shall perform such other duties as are generally associated with that office or as may be delegated by the Board of Trustees from time to time. In addition, the Treasurer shall ensure that positions on the Board or within the administration of the District that deal with funds shall be sufficiently bonded, at District expense, to protect the District's financial interests.

Secretary - The Secretary shall keep a true and accurate record of all meetings of the Board of Trustees, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office or as may be delegated by the Board of Trustees from time to time. In case of absence, inability or refusal to act by the President or Vice-President, then, in such event, the duties of that office, as above provided, shall devolve to the Treasurer.

**Vacancy** If Any vacancy occurring in any of the offices of the Board of Trustees shall be filled by nomination and election at the next regular meeting of the Board. Any person elected to office to fill such vacancy shall hold office until the next regular election of officers.

**Removal** Any officer of the Board of Trustees who misses three consecutive Board meetings without good cause may, upon notice, be removed from duty as an officer at a meeting of the Board of Trustees at which a quorum is present, if a majority of the Board with sufficient cause agree that the President or any officer is not performing in the best interest of the Board.

### **ARTICLE IV: Duties of the Board of Trustees**

- To secure adequate funds.
- To hire a capable trained director.
- To support the library director.
- To ensure the satisfactory management of the Library.
- To attend board meetings regularly. If unable to attend, the board member should notify the director as early as possible, or by noon of the day of the meeting.
- To determine library policies.
- To know the program and needs of the Library in relation to the community; keep abreast of standards and library trends; cooperate with the Director in planning the Library program, and support the Director and staff in carrying it out.
- To delegate the signing authority of all financial instruments.

- To approve expenditures of library funds for any item or service expected to exceed \$10,000.
- To assist in the preparation of the annual budget.
- To ensure that accurate records are kept on file at the Library.
- To work actively for the improvement of all libraries by supporting library legislation in the state and nation.
- To become familiar with what constitutes good library service.
- To support the library's service program in daily contacts with the public at large.
- To establish, support and participate in a planned public relations program.
- Individual members of the library board shall not entertain complaints, concerns, issues, or personal work related information from library staff members. These direct communications are delivered to the Director as defined in the Chain of Command. Issues/complaints shall follow grievance procedures provided in the policy manual.
- Criticisms provided by library users of the library service, the director, or the library staff, which are brought to the attention of board members, shall be immediately and directly reported to the director.
- No board member shall release to the public, orally, in writing, or on social media outlets information about the library not previously agreed upon at board meeting.
- No board member shall make individual decisions or actions on library matters, except in an emergency.
- The Ray County Library Board of Trustees will abide by all applicable state and federal laws and regulations.
- Annual public hearings will be held on the annual budget.
- Annually evaluate the director.
- Attend regional, state, and national trustee meetings and workshops and affiliate with appropriate professional organizations.

## **ARTICLE V: Meetings**

1. Regular Meetings - Regular meetings shall be held each month at a date, time and place to be determined by the Board of Trustees. In compliance with RSMO sections 610.010-610.200 of the Open Meetings and Records law, commonly known as the Sunshine Law, the meetings, records and votes of the Ray County Library Board of Trustees and any Board committees are to be open to the public unless otherwise provided by law.
2. Annual Meetings - The annual meeting shall be held each June in lieu of a regular monthly meeting. The primary purpose of the annual meeting shall be the election of officers. However, any other matters that can be addressed at a regular monthly meeting may also be addressed at the annual meeting.
3. Special Meetings - The President of the Board, Library Director, or at the request of three (3) members of the Board, call a special meeting of the Board, stating the object of the meeting. Board Members will be given a minimum of twenty-four (24) hours prior notice of such meeting unless good cause justifies departure from this requisite, in which case such good cause shall be stated in the minutes of the meeting. No business shall be transacted at said special meeting, except as stated in the call thereof, without the unanimous consent of all members of the Board of Trustees.
4. Closed Meetings - A Closed Meeting may be called by the President or at the request of

three (3) members of the Board of Trustees or Library Director. Only those items as defined by Chapter 610 of the Revised Statutes of the State of Missouri (Sunshine Law) and other applicable laws governing public meeting may be discussed during a Closed Meeting.

5. **Notice of Meetings** - Written or printed notice stating the place, day and hour of the meeting and, in the case of a Special Meeting, the purpose or purposes for which the meeting is called, shall be delivered to each Board member prior to the date of the meeting, either personally, by mail, or electronic means, by or at the direction of the President, Vice President, Secretary or other Board members calling the meeting.

If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope addressed to the Board member at the Board member's last known address, with postage thereon prepaid.

Attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting, except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

6. **Quorum** - Three (3) of the currently appointed Board of Trustees shall constitute a quorum at any meeting of the Board. The affirmative vote of the majority of those present constituting a quorum shall be binding, except where other action for approval is specifically required by these bylaws. If a quorum is not available for any regular monthly meeting, the Treasurer or, in his or her absence, any other officer, shall be authorized to approve payments of monthly bills within the authorization of the approved annual budget.
7. **Agenda** - The director shall be responsible for preparing an agenda of business, with the consultation of the Bookkeeper, for each meeting of the library board. The agenda should include the following items:

#### **TENTATIVE AGENDA**

1. **Approval of agenda.**
2. **Approval of minutes.**
3. **Approval of monthly bills.**
4. **Director's report:**
  - A. **Financial reports.**
  - B. **Inform board of upcoming events:**
5. **Staff Updates**
6. **Public Comments**
7. **Schedule next Board Meeting**
8. **Adjournment**

8. The Director or any member of the Library staff may be present at all meetings of the Board of Trustees except at a meeting closed under the provisions of the open meeting law of Missouri at which his or her evaluation and/or salary is discussed or other matters deemed appropriate for closed session.
9. All meetings of the Board of Trustees, except those which deal with matters excepted in the open meetings law of Missouri, shall be open to the public.
10. Parliamentary Law: In all matters of procedures not specifically covered herein, all business before the Board shall be guided by an adaption or simplification of the principles outlined in Robert's Rules of Order, Newly Revised. The Board may adopt specific Rules of Order to be included in Board Meetings through policy.
11. When necessary an email or phone vote may be taken on any issue as determined by the President or Vice President.
12. Public Comments - It is the policy of the Trustees of the Ray County Library to elicit input from patrons and citizens of the Library District. A period of up to three (3) minutes for general comments from patrons and visitors shall be scheduled towards the end of each board meeting. The Board President or presiding officer has the discretion to extend the time allotted for public comments. The Presiding Officer shall rule "out of order" all comments which are irrelevant, repetitious or derogatory of persons, businesses or organizations. Upon conclusion of the Public Comment portion of the agenda, unless requested by one of the Trustees present, comments on specific agenda items will not be accepted from the audience. If a citizen requests that an item be placed on the agenda for discussion, a signed request in writing should be made to the Director's attention prior to the completion of the posted Board Agenda and mailing of Board Packets for a regularly scheduled board meeting. The item will be placed on the agenda for action, information, or discussion at the next regular mailing of Board packets. This policy does not pertain to employee grievances or citizens requests for reconsideration of library materials, both of which are addressed by other policies.
13. Public Records - All minutes of the Ray County Library shall be considered open records except those protected under applicable Statutes of the State of Missouri. Minutes shall be made available to the public upon approval by the Board of Trustees.

## ARTICLE VI: Committees

1. Special committees may be appointed by the President of the Board and shall serve until the committee makes a final report. A majority of the members of each committee shall constitute a quorum, not including the President as an "ex officio" member. As appropriate, the Director's participation and input will be encouraged.
2. The President shall appoint a Budget Committee, Personnel Committee, or appoint such other committees as are determined by a majority vote of the Board of Trustees to be needed from

time to time. Such committees shall be discharged upon the completion of the purposes for which they were appointed.

3. No committee shall have other than advisory powers unless it is granted specific power to act by the Board of Trustees.
4. Standing committees, serving for one year, may be appointed by the President.

## **ARTICLE VII: Approving Payment of Bills**

The current bills report will be approved at the regularly scheduled board meeting. If a regularly scheduled meeting must be canceled or a quorum is not available, the payment of bills report will be presented at the next scheduled board meeting.

## **ARTICLE VIII: Indemnification**

The Ray County Library District will defend, indemnify and hold harmless any one or all of the Trustees of the Library District for any mistake of judgment or other action taken in good faith by the Trustees in performance of their statutory duties, unless resulting from willful negligence or bad faith. The foregoing right of indemnification shall be in addition to, and not exclusive of, all other rights to which all Trustees may be entitled.

## **ARTICLE IX: Professional Services**

1. The Board may, at its discretion, authorize a qualified attorney-at-law to represent the Board of Trustees in legal matters.
2. An audit of all accounts of the Library District shall be made at least annually by a certified public accounting firm appointed by the Board of Trustees. The annual financial audit shall be a public document.

## **ARTICLE X: Conflict of Interest**

The Board of Trustees shall adopt and biennially review a Conflict of Interest Policy. The purpose of the policy shall be to protect the Library District's interest when it contemplates entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Trustees or the Director of the Library District.

## **ARTICLE XI: General**

1. The Library Board of Trustees is the legislative, or policy determining body of the library. Its primary concern is with formulating the program of service and with supplying the means for carrying it out. The director suggests the program and the Board decides to adopt, modify, or reject the director's programs / policies.
2. The trustees should concern themselves collectively and individually with results rather than methods, and should hold the director responsible for attaining the desired results.
3. No trustee should seek or expect special privileges regarding library services nor profit

or activity of the board. However: (1) Board members shall be reimbursed mileage to attend regular board meetings and special meetings for conducting library business. (2) Board members shall not be charged library fines for overdue materials. (3) Board members shall not be charged for small copying processes. (4) Board members shall not be charged for one time utilization of the Community Room during a calendar year.

4. The Board of Trustees, at its discretion, may authorize the purchase of a policy or policies of insurance against liability of the Board and its employees to indemnify any person pursuant to this By-law, which shall contain such terms and conditions as the Board may deem appropriate to the extent and in the manner permitted by law.
5. These Bylaws may be amended, effective immediately, by a unanimous vote at any regular or special meeting of the library board when a quorum is present. In the absence of a unanimous vote, such amendment shall be considered passed and in force by a majority present and voting at the next regular board meeting.

**ARTICLE X: Library Director**

The Board of Trustees as a whole shall be invested with powers of hiring, evaluating, remunerating and disciplining the Director of the Library District under general personnel policies as established by the Board. Annual evaluations of the Director shall be conducted by the Board of Trustees. The Director shall be the chief executive and administrative officer of the Library District and shall serve at the pleasure of the Board. The position shall be responsible for the execution of the orders and policies adopted and promulgated by the Board as well as performing such other duties as the Board, by resolution, may direct from time to time. The Director shall have complete authority to hire employees for all positions authorized by the Board in the District budget. The Director shall make an annual report to the Board stating the status of the Library and its services within sixty (60) days of the conclusion of the previous fiscal year

**(Job Description Modified: 3/8/2017)**

**Library Director**

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**Education & Experience Qualifications:**

A master's degree in library science from an ALA accredited college/university or an appropriate level graduate degree, plus 5 years' experience in a library is preferred, where 1 year of that experience needs to be as an Assistant Director or Library Director.

**Knowledge, Skill, & Ability:**

Thorough knowledge of the principles of library services, organization and functions; thorough knowledge of administration including fundamentals and budgeting; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in

oral and written communications, ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies and the general public. Proficiency with computer skills is also necessary.

**Personal Attributes:**

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to deal with associates and the public in a courteous manner; maintain a neat personal appearance; possess initiative and common sense.

**Supervision Received:** Works under the general supervision of the Board of Trustees.

**Supervision Exercised:** Directly supervises all employees and volunteers.

**Hours of Work:** Full Time

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. The employee is frequently required to stoop, kneel or crouch. The employee must lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

**Essential Job Functions:**

- Implements library policies and procedures.
- Supervises employees and oversees the daily operation of the library.
- Directs the training of library staff in technical and administrative library skills.
- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Prepares budget and oversees the completion of all mandated reports.
- Approves expenditures of appropriations for library purposes.
- Checks bills and employee time records.
- Prepares for and oversees monthly Board of Trustee meetings.
- Writes grants or organizes partnerships with outside agencies to procure additional funding, services and programs.
- Manages the purchasing, developmental needs, and maintenance of the library's collection of books, periodicals, records, films, tapes and a variety of other library materials/resources. This will include all areas of collection development for the library.
- Manages the cataloging and designation of materials into the library's collection.

- Prepares work schedules and assigns areas of responsibility.
- Assists users in obtaining best results from the use of library facility.
- Creates, maintains and evaluates all programming and servicing needs of library users.
- Assists users through the conduction of adult programming and services. (i.e. Reserve a Librarian, ILL, Book Club, etc.)
- Assists in the audit process and makes annual report to the Board of Trustees.
- Confers with local organization and general public to provide information and to resolve problems or complaints.
- Confers with school districts, agencies, corporations and community groups in the development and coordination of library programs and services to meet community needs.
- Oversees the maintenance and upkeep of the facility.
- Attends library system workshops and professional meetings to stay well informed.

**Nepotism:** No person shall be employed by the Board of Trustees or Director who is related with the third degree by blood or marriage to any Trustee of the Board.

#### **ARTICLE XI: Library Board of Trustees Code of Ethics**

Ray County Library recognizes the importance of codifying and making known to the staff and the public the ethical principles that guide the work of Library Trustees.

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information and privacy restrictions.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.