

## COLUMBIA PUBLIC LIBRARY

Columbia, Illinois

### MISSION & ROLES, BYLAWS, POLICIES & PROCEDURES

*Unless otherwise noted, all missions, roles, bylaws, policies and procedures reviewed on July 10, 2012.*

#### I. MISSION AND ROLES (Reviewed/Updated & Passed 09/09/03)

##### A. Mission Statement:

The mission of the Columbia Public Library is to make library materials and information services readily available to area residents proportionate to levels of demand and use. Special emphasis will be placed on providing current, high-demand, high-interest materials in a variety of formats, while stimulating young children's interest and appreciation for reading and learning, and supporting the formal educational needs of individuals of all ages.

##### B. Roles

The Primary Roles of the Columbia Public Library are to be a :

- Popular Materials Library featuring current, high-demand, high-interest materials in a variety of formats for persons of all ages. Best sellers, favorite periodicals, newspapers, computers, and audio/visual materials will be available for the enlightenment, enjoyment and education of its patrons. The staff is to be knowledgeable and ready to assist with all requests and needs. A monthly newsletter and newspaper articles are used for promotion of available programs and resources. The library's location, parking lot and attractive facilities promote browsing and research.
- Preschooler's Door to Learning where children are encouraged to develop an interest in reading and learning. This is done through pre-school programs and a variety of popular materials for reading, listening, and viewing for children. A room is provided for children to satisfy their curiosity through books, games and puzzles while parents locate materials on parenting, child-care, education and child development. Area pre-schools are free to borrow materials of all kinds from our collections or through interlibrary loans.
- An Educational Reference Center for assisting students of all ages in meeting educational objectives established during their formal courses of study. The library is available as a study site and as a source for research of all kinds through up-to-date reference sources. The library is available to assist schools by supplying supplementary print and audio/visual materials as assignments as needed. Schools may reserve special materials to meet classroom assignments and teachers may bring students for checking out books and/or for library instruction. The staff is available for helping students locate subjects through reference, the computer catalog, computer software, Internet and other

sources. Students from college, universities, or technical schools will be assisted through the location of materials from higher institutions and the providing of study facilities. Educational aids are provided for personal learning objectives such as self-improvement, job-related development, hobbies and cultural interests. Reference collections are being developed in these areas and the staff is ready to search for other materials through interlibrary loan.

## II. Bylaws (Reviewed/Revised/Passed- 09/09/03)

### A. MEETINGS:

- The regular monthly meeting of the Columbia Public Library Board shall be held on the second Tuesday of each month, at 7:00 PM at the library. A quorum for the transaction of business shall consist of five members of the board.
- The annual meeting shall be held in May at the time of the regular monthly meeting at the library. Special meetings may be called by the president, or upon written request of five members for the transaction of business stated in the call for meeting.
- Emergency meetings may be called in the event of a situation where a 24-hour delay would constitute a hazard to the safety of the building, its contents, and/or its occupants. An emergency meeting may be called by any three directors, subject to the provision that as many as possible be given 15 minutes notice by telephone. The presence of three will constitute a quorum. No actions taken at an emergency meeting shall be legally binding until ratified at the next regular, or special meeting.
- Robert's Rules of Order shall govern the board in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of the library board.
- Exceptions Permitting Closed Sessions \* (Passed 9/10/96) is attached to the bylaws. These are exceptions (by law) applicable to public libraries. Also a form for correct Minutes of Closed Meetings\*\* is attached.

### B. BOARD OF TRUSTEES:

- The Board of Trustees shall consist of directors, who shall be residents of the city, to be appointed by the mayor, by and with the advice and consent of the council, and not more than one director shall be a member of the city council. The term of the library directors shall be three years, and until their successors are appointed; terms to be staggered so that three terms expire each year.

### C. OFFICERS

- The officers of the board shall be chosen at the regular annual meeting. They shall consist of President, Vice President, Secretary, and Treasurer.

### D. DUTIES OF OFFICERS

- The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, sign official documents, and generally perform the duties of a presiding officer.
- The Vice President shall preside during the absence of the President.
- The Secretary of the Board of Trustees shall keep a true and accurate account of all proceedings of the Board meetings and co-sign all official documents. The Secretary shall issue notices of all special meetings, and notify the appointing body of any vacancies on the Board.
- The Treasurer shall report the state of the funds at each Board meeting. The Treasurer shall approve and initial all bills presented by the Librarian and report them to the Board. After approval, The City of Columbia Treasurer shall have charge of Library funds,

shall sign checks on the account as authorized by the Board of Trustees, and shall give a detailed report to the Library Treasurer. On the absence of the Treasurer, bills will be approved by another member of the Board of Trustees.

**E. COMMITTEES**

- Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

**F. LIBRARIAN**

- The Librarian shall be considered ~~to~~ the executive officers of the Board, and shall have sole charge of the administration of the Library under the directions and review of the Board. The Librarian shall be held responsible for the employment and direction of the staff, for the efficiency of the Library's services to the public, and for the operation of the annual budget. The Librarian shall attend all Board meetings except those at which her appointment or salary is to be discussed or decided.

**G. AMENDMENTS**

- These Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the members present, provided the amendment was stated in the call for the meeting.

## EXCEPTIONS PERMITTING CLOSED SESSIONS\*

Citation to Section:

2 (c) (1) The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

2 (c) (2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

2 (c) (3) The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint: under law or ordinance, or the discipline, performance or removal of the occupant of a public body is given power to remove the occupant under law or ordinance.

2 (c) (4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

2 (c) (5) The purchase or lease of real property for the use of the public body.

2 (c) (6) The setting of a price for sale or lease of property owned by the public body.

2 (c) (7) The sale or purchase of securities, investments, or investment contracts.

2 (c) (8) Emergency security procedures and the use of personnel and equipment to respond to actual danger to the safety of employees, students, staff or public property, provided that a description of the actual danger be made a part of the motion to close the meeting.

2 (c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

2 (c) (12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member.

2 (c) (15) Professional ethics or performance when considered by an advisory body, appointed to advise a licensing or regulatory agency on matters germane to the advisory body's field of competence.

2 (c) (16) Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

2 (c) (21) Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Open Meetings Act.

\*The exceptions listed are those applicable to public libraries in the words of the statute. Other exceptions may apply to other forms of governmental bodies. Although stricken by statutory amendment, we believe a constitutional exception continues to exist permitting closed session to consult with an attorney when seeking legal advice.

MINUTES OF CLOSED MEETING\*\*

(Must be taped-recorded and held for 18 month)

\_\_\_\_\_ LIBRARY

DATE:

TIME:

MEMBERS PRESENT: \_\_\_\_\_ MEMBERS ABSENT:

VOTE ON CLOSING: MEMBERS AYE: \_\_\_\_\_ MEMBERS NAY:

NON-MEMBERS IN ATTENDANCE:

APPLICABLE STATUTORY SECTION:

See preceding page for numbers, include any applicable ones)

SUBJECT MATTER DISCUSSED:

(Description of all matters proposed, discussed or decided)

RECORD OF ANY VOTE TAKEN:

(No final action may be taken in closed session). Specify motions and record tallies:

---

Secretary

Rev. 9/03

### **III. POLICIES & PROCEDURES (Approved 09/09/03)**

#### **A. PERSONNEL:**

##### **1. Policies Regarding Library Staff**

- The staff of the Columbia Public Library is composed of a Head Librarian and such Assistant Librarians and part-time help as the Board considers appropriate.
- The Head Librarian is selected by the Board and shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The Head Librarian shall be held responsible for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Librarian shall attend all board meetings except those at which her appointment or salary is to be discussed or decided. Assistant Librarians will be assigned duties by the Head Librarian so as to complement the librarian's work wherever most feasible and helpful.
- The Assistant Librarians and temporary or part-time help are selected by the Board upon recommendation of the Head Librarian, who, when there are vacancies, shall interview and otherwise examine applicants to evaluate their suitability. Final approval must come from the Board.

##### **2. Head Librarian Qualifications:**

- The Head Librarian will know library procedures in computer cataloguing, filing, ordering, indexing and processing of library materials. Knowledge of these procedures, gained through college education, experience or a combination of each, will be a prerequisite upon hiring. The Librarian must show evidence of administrative ability, civic awareness and the capability of good staff management.

##### **Head Librarian Selection Procedures:**

- Board selects a committee;
- Committee determines qualifications;
- Board discusses qualifications;
- Committee conducts interviews;
- Committee makes recommendations;
- Board votes on committee recommendations.

##### **3. Duties**

- The Head Librarian duties shall be to: a) administer the proper operation of the Library; be technical advisor to the Board; recommend staff appointments to the Board; direct activities of the staff, providing such training as is needed; develop a thorough acquaintance with the budget and financial records; select and purchase library materials within the budget and according to the Board's book selection policy; supervise and release all library publicity; stimulate growth of library service; weed from the library's collection all materials no longer usable; attend Board meetings, system & State Library workshops/meetings as authorized by the Board; submit Annual Reports covering the period of May 1- April 30 to the proper authorities and submit monthly reports to the Board.
- Assistant Librarians shall be assigned duties by the Head Librarian so as to carry out the functions of the library in various departments such as book processing, computer search for materials, and collection of overdue fines. Each shares equally in regular circulation desk duties. When working alone each Assistant Librarian must be able to make decisions with maturity, and an understanding of people and their needs.



- It is expected that an employee will be able to perform the essential functions of job for which employed. Reasonable accommodations, as required by law, will be made. The library trustees are aware of federal, state and local statutes and regulations relevant to personnel administration. CofC
  
- 4. Conditions of employment:  
The Columbia Public Library follows the conditions of employment outlined by the Personnel Code of the City of Columbia.
  
- 5. Salaries/Benefits
  - The Board of Trustees sets beginning salaries. These are reviewed annually and, unless changed by the Board, will advance according to salary schedules approved by the City of Columbia for city employees.
  - Medical and retirement benefits are subject to the policies of the City of Columbia for city employees.
  - Retirement is set for age 69 but can be reviewed and extended with the following stipulations:  
a) the employee requests continuance; b) the Board of Trustees requests that said employee be retained and certifies that the employee's performance merits such consideration; c) the employee passes a medical examination to verify that he/she is physically able to perform the duties of the position without injury or harm to his/her health.
  - Retirement requested by an employee should be in writing to the Board of Trustees with at least 2 months notice to ensure that retirement benefits will begin in a timely manner with all pension forms correctly filed. CofC

Note: CofC refers to City of Columbia Personnel Policies

## **B. Library Use and Circulation Policy (Revised April 13, 2010)**

- The Columbia Public Library offers full library service to all residents of the city. The Library facilities are available during regular Library hours, for use by any person who conducts himself/herself courteously and treats with respect and care the Library materials and equipment. Items to be loaned from the library are available to the holder of a valid borrowing card. Materials not found in the library will be borrowed for patrons through interlibrary loans. Computers and a typewriter are available for patron use. A large meeting room is available for use during library hours, and must be booked in advance.
- Hours are: M-Th 9:00 a.m. – 8:30 p.m.; F 9:00 a.m. – 5:00 p.m.; Sat 9:00 a.m. – 4:00 p.m.
- Holiday Closings: New Year’s Day; President’s Day; Good Friday; Memorial Day; Independence Day; Labor Day; Veteran’s Day; Thanksgiving; the day after Thanksgiving; Christmas Eve (open 4 hours); Christmas Day. The library will close at 5:00 p.m. on the following days: the day before Thanksgiving and New Year’s Eve. In order to offer library services and facilities on days that offer the greatest convenience to library patrons, holiday closings are subjected to substitution. (Example: President’s Day could be substituted for Lincoln’s Birthday.) Any member of the Library Board may propose a substitution day. Approval of the substitution required a majority vote of the Board members present.
- Patron cards are issued to any applicant who is a resident of the City of Columbia. The card may be used at any Illinois library. Children must be entering kindergarten to obtain their first card.
- Nonresidents may purchase a library card. (Illinois Library Laws, 1/1/94) “Privileges and use of the library may be extended to persons residing outside of the city, incorporated town, village or township. For such use, the Board shall charge a nonresident fee at least equal to the average cost paid by residents of the City of Columbia.”
- Nonresidents who own or lease city property may have one card for family use.

### Procedures:

- To obtain a card you must present two documents with your current address. Cards are renewed every three years and you must have it with you to check out books. A lost card will cost \$5.00 for replacement. Non-resident cards are good for one year. The fee is the average tax paid by a family within the City of Columbia.
- CDs, DVDs, videos, and magazines are due in one week. All other materials are due in two weeks. A fine of ten cents per library day is charged for an overdue item. The fine must not exceed the value of the overdue item. Full replacement cost must be paid for a lost item. The library will send overdue notifications. Removal of a patron’s card from the active file is the result of failure to return or pay for lost items.
- Audio books, CDs, DVDs, videos, magazines, and all other materials marked as such must not be placed in the outside book drop.
- All lost and damaged items must be paid for by patrons at cost plus processing fees.
- There is no limit to the number of books checked out. Computers are in place for public use. Sign up boards are available for using these computers. The computers may be used for one hour unless no one else has signed up. A typewriter is also available for the public. Paper used with the printers is \$0.15 per page for black print and \$0.30 for color print. A copier is also available at the cost of \$0.15 per page for black print and \$0.30 for color print. Patrons are to be

aware of the copyright law of the United States (Title 17, United States Code), which governs the making of photocopies.

- A laminator is available for public use. The cost is \$0.75 per sheet.
- An Ellison machine is available for public use. There is no charge for using the machine, but patrons must bring their own paper.
- The Fax is available for public use. The cost is \$1.00 for the first page and .50 for each additional page. A charge of .25 per page for received faxes.

#### Overdue Materials Procedures:

- When an item is overdue by four or more days, library staff will call the patron to remind him/her of the material's due date.
- If the item has still not been returned by the following week, another call is made to the patron.
- In the third week, a postcard is mailed to the patron's home.
- In the fourth week, a bill for the item is mailed to the patron. This bill informs the patron that if the item is not returned by week 6, the matter will be turned over to a collections agency.
- In week six, the matter will be turned over to a contracted collections agency. At this point, the patron will also be asked to pay a \$15 processing fee *in addition to* the overdue fines and costs of the material already accumulated.

#### **Patron Privacy Policy (Approved 9/14/10):**

The Columbia Public Library abides by Illinois Law, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Columbia Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Columbia Public Library does not make available lists of registered library patrons except in compliance with the law.

In the case of shared households, patron records will be shared with other linked patrons. Linking involves the following stipulations:

- 1) Patrons sharing a household may be linked and therefore may have full access to one another's records and transactions.
- 2) Patrons age 16 and older must give permission to be linked.
- 3) Guardians of children age 15 and younger may link themselves to their child without the child's permission.
- 4) It is important for guardians to understand that linking themselves to their children also permits children to access the guardians' records.
- 5) In order to be linked, patrons must speak directly with a library staff member.

### C. Reference Service Policy (Approved 10/13/09)

- Reference Service is available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, or social or economic status of the patron.
- Reference materials are available for use in the library by everyone, regardless of the age, race, sex, or social or economic status of the patron.
- Reference materials do not circulate and are to remain inside the library at all times.
- Staff trained to provide reference service are available during most hours the library is open. If staff trained in reference service are not available, the staff that are present may relay the reference question to trained staff, to be answered upon their return.
- Staff treat all questions with equal respect.
- Reference service is provided in response to all forms of inquiry including but not limited to the telephone, telefacsimile, and email.
- Reference questions that cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.
- Staff may provide information to patrons, but they are barred from giving medical, legal or general advice to patrons.
- Staff may provide information that may be used in homework assignments, but they are bound from answering assigned questions or directly assisting with homework or school projects. Staff may refuse assistance if they feel that they are unethically assisting students.
- While the staff would very much enjoy being able to answer all questions, there may be times that they are unable to devote an excessive amount of time to the needs of one patron or one group of patrons. In such a situation, staff may refer patrons to the resources that they may use independently to answer their questions.
- All requests for information receive an answer or status report within one working day.
- The needs of the library users are treated with respect. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.
- The library adopts and adheres to the ALA *Code of Ethics*.
- Copies of this reference policy and the ALA *Code of Ethics* are available for patrons on the library's website: [www.columbialibrary.org](http://www.columbialibrary.org).

#### **D. INTERNET USAGE (Passed 09/09/97, Revised 05/01/13)**

*It is the Library's mission to make available a wide variety of media for educational, informational and leisure-time pursuits. Toward this end, the Library offers Internet access. The use of the Library's Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.*

**INTERNET CONTENT WARNING:** The majority of the information and data obtained on the Internet is generated outside the library. It is therefore impossible for the library to control, restrict or prevent access to controversial materials. Each parent/guardian is responsible for conveying the standards that their child or ward should follow. By giving permission to use the Internet, a parent/guardian accepts full responsibility for their minor's actions and acknowledges that there is information on the network they may not otherwise want available to their minor.

#### **TERMS AND CONDITIONS**

- Internet use is limited to two hours
- Users must be age 13 or older. Children under 13 **MUST** be accompanied by an adult Internet user who has signed an Internet Agreement Form.
- Children age 13-18 must have a consent form on file that is signed by a parent or guardian in order to use the Internet.
- No reservations are taken.
- Users must sign up for a computer at the checkout desk and show either a valid SHARE library card or valid state- or federal-issued ID
- Users not currently registered with a SHARE library must sign an Internet Agreement Form, consenting to abide by the Library's Internet Policy
- Users with outstanding fines over \$5.00 from any SHARE library will not be granted computer use.
- You may print files and information at the going rate of \$0.15 per page for black-and-white print and \$0.30 for color print.
- Internet usage is limited to one person per terminal. Library staff will permit exceptions on a case-by-case basis.

#### **UNACCEPTABLE INTERNET USE**

- Using the network for any illegal activity, including violation of federal copyright law or other contracts, or transmitting any material in violation of any U.S. or State regulation.
- Unauthorized downloading (or loading) of software, regardless of whether it is copyrighted or free of virus.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.

- Using another user's account or password.
- Posting material authorized or created by another without his/her consent.
- Deliberately accessing, submitting, posting, publishing, or displaying any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material. The offensiveness of material is subject to the perception of Library staff.
- Using the network while access privileges are suspended or revoked.

#### LIBRARY DISCLAIMERS

- The Columbia Public Library makes no warranties of any kind, whether expressed or implied for the service it is providing.
- The Library is not responsible for any damages the user suffers.
- The Library is not responsible for the accuracy or quality of information obtained on the network.
- Library staff is not responsible for in-depth instruction or technical assistance on the Internet terminals, other than basic hardware/software instructions.
- The Library assumes no responsibility for any unauthorized charges or fees.
- Future Internet privileges may be modified and/or suspended in their entirety at the discretion of the Library.

Violations of these policies may result in the loss of privileges and/or appropriate legal action. Furthermore, the user agrees to indemnify the Library for any losses, costs or damages, including reasonable attorney fees, incurred by the Library relating to, or arising out of any violations of these policies.

INTERNET AGREEMENT FORM

By signing this form, I confirm that I have read, understood, agree to, and will abide by the rules outlined in the Columbia Public Library Internet Policy. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. In consideration for using the Columbia Public Library Internet connection and having access to public networks, I hereby release the Columbia Public Library and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

<u>Print</u> Name	Time	Computer Number	Signature	Date
_____	_____	_____	_____	_____

MINOR INTERNET WAIVER (FOR CHILDREN UNDER AGE 18)

I have read the Columbia Public Library's Internet Policy and Authorization for Internet Access. I recognize that it is impossible for the Columbia Public Library to restrict access to all controversial and inappropriate materials. I will hold harmless the Columbia Public Library, its employees, agents or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision of my child's/ward's use. I have discussed the terms of this policy with my child. I hereby request that my child be allowed access to the Columbia Public Library's Internet.

DATE: \_\_\_\_\_ MINOR'S BIRTH DATE: \_\_\_\_\_

\_\_\_\_\_

MINOR'S NAME

\_\_\_\_\_

MINOR'S ADDRESS

MINOR'S LIBRARY CARD NUMBER: \_\_\_\_\_

\_\_\_\_\_

PARENT/GUARDIAN NAME (Please print.)

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE (In the presence of a library staff member)



## **E. Collection Development: (Reviewed and passed 11/11/03, reviewed 09/08/09)**

### **1. Preamble**

- Books are one of the greatest instruments of freedom and knowledge, the natural medium for the new idea and untried voice, from which come the original contributions to social growth. They are the source of mankind's history, knowledge, and ideas from the beginning of the record.
- It is in the public interest for libraries to make available the widest diversity of views and expressions. Freedom is no freedom if it is afforded only to the accepted and the inoffensive. The freedom to read is essential to our democracy.
- The Board of the Columbia Public Library endorses the American Library Association's "Library Bill of Rights," and it is herewith incorporated with the Library's basic book selection policy.

#### *LIBRARY BILL OF RIGHTS*

- 1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the reader.*
- 2. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.*
- 3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word.*
- 4. Libraries should enlist the cooperation of allied groups in the fields of science, education, and of book publishing in resisting all abridgment of the free access of ideas and full freedom of expression that are the tradition and heritage of Americans.*
- 5. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of their beliefs and affiliations of their members.*

### **2. Material Selection Policy**

- a. It is the policy of the Columbia Public Library to select for purchase those materials, which will best serve the educational, recreational, and information needs of the community. Particular items will be selected on the basis of the following considerations:
  1. Reviews from reliable and professional sources that list the significance and merit of the materials.
  2. Current and anticipated requests of patrons.
  3. Reference materials needed for building adequate, up-to-date subject areas in the library.
  4. Originality and literary effectiveness.
  5. The prevailing variety in patron's interests, and also in the intensities or depths of their interests.
  6. The amount of money available in the budget for purchase.

- b. The librarian is initially responsible for selecting all new acquisitions, with the Board reserving final discretion.

### 3. **Gifts of Books and Materials (Revised 8/10/10)**

- The Library will accept gifts of books and other Library materials with the understanding that it reserves the right to use or dispose of such gifts as it sees fit, and the Library retains unconditional ownership. The Library Director will employ the same guidelines in the selection of gift items for the collection as for items purchased (see Materials Selection).
- Memorial gifts will have special bookplates inserted to identify the donor.
- Magazines, textbooks, and worn out and shabby materials will not be accepted.
- Materials not meeting these guidelines will not be accepted.
- Items other than circulating materials will be accepted only with the approval of the Board of Trustees.
- A gift agreement form may be given to donors wishing one (see following form). It will acknowledge the donation but will not give a monetary value to the item for tax purposes.
- The Library cannot accept special collections of materials that are to be kept together as a separate physical entity, nor can it accept gifts with restrictions as to use, permanence and/or location. Gift materials will be integrated into the general collection.

COLUMBIA PUBLIC LIBRARY  
106 NORTH METTER AVENUE  
COLUMBIA, IL 62236

618-281-4237  
FAX 618-281-6977  
EMAIL [CLA@LCLS.ORG](mailto:CLA@LCLS.ORG)

GIFT AGREEMENT FORM

DONOR \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of material donated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gifts of Books and Materials

- Memorial gifts will have special bookplates inserted to identify the donor.
- Magazines, textbooks, and worn out or shabby materials will not be accepted.
- Gifts, which do not meet the library's needs/criteria, will be disposed of in sales or by other means.
- Items other than circulating material will be accepted only with the approval of the Board of Trustees.
- The library cannot appraise the value of a donation for tax purposes. It will issue the donor a letter acknowledging the donation

I have read the gift policy provisions of the Columbia Public Library and agree that they are acceptable.

Donor signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the library by \_\_\_\_\_ Date \_\_\_\_\_

#### **4. COLUMBIA PUBLIC LIBRARY POLICY FOR MEMORIAL PLATE INSCRIPTIONS (Approved 10/13/09)**

- A memorial plaque is mounted in the library's foyer. The plaque is divided into an upper and lower level.
- Plate inscriptions may be purchased for this plaque and inscribed with a name designated by the purchaser. The donation range of a plate from the lower level is \$500.00-\$999.99. A plate inscription for the upper level recognizes donations of \$1000.00 or more.
- The money given to the library in exchange for these plates, less the cost of the plates' inscriptions, will be placed in the library's investment fund.

#### **5. Removal of Library Materials (Weeding)**

- In order to maintain a vital, interesting, and usable collection, the library continually removes items no longer suitable or necessary. Some of the basis for withdrawal of materials is outdated information, unused subject matter, unneeded duplicate materials, worn out and shabby materials, and items not being checked out.

#### **6. Censorship Policy**

- The Library recognizes that censorship is purely an individual matter and declares that while everyone is free to reject materials not approved of, they cannot exercise censorship that restricts the freedom of others. Many books are controversial and any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval, or disapproval, but solely on the merits of the work in relation to the building of collections and to serving the interests of the readers.
- Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children.
- No books or library materials shall be removed from the library by reason of censorship unless under the order of a court or competent jurisdiction.
- Should the Columbia Public Library receive a complaint from a citizen about specific titles which he/she feels is objectionable, the complaint is required to be in writing, and the complainant should be identified properly before the complaint is considered.
- Librarians will not get into a discussion about the appropriateness of materials. Offer "Book Reevaluation Form."

Procedures: Recommendations for the withdrawal of specific materials from the library are welcome.

Take the following steps:

1. Obtain a "Book Reevaluation Form" from a librarian.
2. Meet with the head librarian with the completed form. The librarian, and in some cases the Board of Trustees, will consider the withdrawal request.

BOOK REEVALUATION FORM

TITLE \_\_\_\_\_ ( ) Book ( ) Periodical ( ) Other

AUTHOR \_\_\_\_\_

PUBLISHER \_\_\_\_\_

REQUEST INITIATED BY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DO YOU REPRESENT: ( ) YOURSELF  
( ) AN ORGANIZATION (NAME) \_\_\_\_\_  
( ) OTHER GROUP (NAME) \_\_\_\_\_

1. To what in the work do you object? Please be specific. Cite pages.  
\_\_\_\_\_

2. Did you read the entire work? \_\_\_\_\_ What parts?  
\_\_\_\_\_

3. What do you think might be the result of reading this work?  
\_\_\_\_\_

4. For what age groups would you recommend this work?  
\_\_\_\_\_

5. What do you believe is the theme of this work?  
\_\_\_\_\_

6. Are you aware of the judgment of this work by literary critics?  
\_\_\_\_\_

7. What would you like your library to do about this work?

Do not lend it to my child

Return it to the selection department for reevaluation

Other. Explain:

---

8. In its place, what work would you recommend that would convey a valuable picture and perspective of the subject treated?

---

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **F. BUILDING AND MAINTENANCE POLICIES: (Reviewed 12/09/03)**

- Building and Insurance, is carried by the City of Columbia. This is a “Replacement” policy.
- Memorial Endowment donations go into a trust fund.
- Maintenance of library property must include yearly:
  - a. Cleaning/checking of air conditioner and heating systems
  - b. Quarterly cleaning of roof drains
  - c. Daily care and cleaning of facilities
- Keys to the building are held by library personnel and cleaning service.
- Barcom Security is turned on when library is closed.
- Floor plans are posted with locations of fire extinguishers, electric, gas and water shutoffs clearly marked.

## **G. DISASTER/EMERGENCY POLICIES: Reviewed 1/13/04**

### 1. Prevention Measures:

Procedures before daily closing...

- Turn off all electrical switches
  - Check restrooms
    - Check thermostats
    - Lock all doors
    - Turn on Security System

### 2. Accidents- Blood Borne Pathogens

The Columbia Police Department keeps staff educated in the area of Blood Borne Pathogens. A kit provided by the Columbia Police Department is equipped with plastic gloves, facemasks and directions for keeping away from any contact with blood.

Procedures

- Fill out form for an Insurance Report (keep copy and send original to City Hall)
- If bleeding is involved, put on a mask, plastic gloves for cleaning
- Call police for discarding contaminated materials.

### 3. Disasters

- Floor plans showing location of items to be rescued are distributed to the Fire Department, Police Station, City Hall, and a copy is taped to the exit door of the workroom.
- Water, Gas, Electric shut-off's are clearly marked on the floor plans.
- Evacuation of the building should be patrons first, followed by employees and the Head Librarian.
- Emergency closing of the library to be decided by the Head Librarian.

Procedure...

- Send Patrons home
- Make any needed emergency phone calls for repair, etc.
- Call the Board President or other Board Members
- Put "closed" sign on door
- Send employees home

### 4. Emergency Closings

Should conditions exist in the library building, library parking lot or surrounding roads which present hazardous conditions that may put library patrons or library employees at risk, the Head Librarian shall consult with the Board President to determine whether or not the library should be closed. If the Head Librarian is not available, his/her designee shall consult with the Board President. In the event that the president or vice president is not available, the board secretary, treasurer or city council representative can be contacted. Their decision shall be final.

### 5. UNATTENDED CHILDREN

Parents are responsible for the behavior of their children while they are in the Library. The Columbia Public Library staff is committed to help children with activities related to the Library. However, Library staff cannot, nor is it their responsibility to serve as babysitters, teachers, or disciplinarians. Violations



of this policy are grounds for suspension of library privileges. Whenever advisable, the library will notify the parent of incidents involving an unattended child (Form Follows)

Children under the age of 8 must be accompanied and directly supervised at all times by a parent or other responsible caregiver. When the safety of an unattended child is in doubt, or the parent or responsible caregiver cannot be located, or if the Library is closing, Library staff is authorized to call the police and stay with the child until the police arrive.

From time to time the Columbia Public Library schedules or provides programs, which are designed and suitable for attendance by children without parental supervision. Such program announcements will so indicate and if no indication is included then supervision is required. When so indicated, if a parent or caregiver intends to be absent, they must leave word as to their whereabouts and if possible, a phone number where they or a responsible adult can be contacted.

Children over the age of 8 may use the Library unattended by an adult, subject to other library rules and policies concerning behavior, conduct and demeanor.

#### 6. UNATTENDED CHILDREN AFTER HOURS: Approved 01/13/04

If a child has been left unattended at the time of closing, Library staff has the responsibility to access the situation using the following guidelines.

- ❖ Assess the situation 30 minutes before closing to determine if any children are alone. Ask the child to call the parent or caregiver to find out if someone is on the way to pick him/her up.
- ❖ In no case should a staff member drive the child home.
- ❖ Two staff members should remain with the child. They should stay inside the building 15 minutes after closing.
- ❖ If a parent or caregiver has not arrived within 15 minutes, the staff will contact the Columbia Police Department. Library staff will remain until the police arrive. A message to the parent or caregiver will be left on the entrance door stating where the child may be found. **DO NOT POST CHILD'S NAME.**

(Memo follows).

- ❖ Library staff will document incident and notify the director as soon as possible.

## 7. Disruptive Behavior

### BEHAVIOR IN THE LIBRARY

Revised 08/14/12

- Appropriate attire, including shoes, shirts, and pants/skirts must be worn at all times in the Library.
  - Swimsuits are not permitted, unless covered by other clothing.
  - Clothing that is inappropriate or offensive so as to reasonably constitute a nuisance to other individuals using the library is prohibited.
  - Individuals that are not in compliance with the guidelines above will be asked to leave the Library immediately.
- All library users are expected to conduct themselves in a manner, which shows respect for others using the library. Disruptive conduct which prevents others from enjoying the library or which endangers people or property is not allowed. Disruptive behavior includes, but is not limited to:
  - Destruction of property
  - Stealing
  - Harassment of employee and patrons
  - Threats toward employees and patrons
  - Racial insults or hate speeches
  - Fighting
  - Noisy or boisterous behavior that is disturbing other people in the library
  - Running
  - Inappropriate or annoying behavior
  - Eating or drinking on Main floor of library
- The parent/guardian is responsible for insuring appropriate behavior of their children in the library. Children/adults who are being disruptive and do not respond to a request from a library staff member to stop a disruptive behavior, will be asked to leave the building in an orderly manner. In the case of a vulnerable child, the parent/guardian will be called to pick them up. If a parent or responsible adult cannot be reached or does not respond in 1 hour, the Columbia Police will be called to escort the child to the Police Station.

Repeated episodes of disruptive behavior will lead to temporary suspension from the library. The parents of the suspended child will be required to speak to a member of the Library Staff before the suspension will be lifted.

- d. Patrons whose bodily hygiene is offensive so as to constitute a health and safety concern to other persons shall be required to leave the building.

Memo to be posted on door:

Dear parent of the child left at the library,

For your child's safety, Library staff has been instructed not to leave children unattended after closing hours. Since a parent or caregiver did not pick up the child after the library closed and in the 15 minutes after, the child was placed under the protection of the Columbia Police Department.

You may obtain more information by calling or stopping by the Police station.

Address: 1020 North Main Street.

Phone number: 618-281-5151

Date:

Time:

Columbia Public Library Staff

Approved 01/13/04

UNATTENDED CHILDREN PARENTAL NOTIFICATION LETTER

Dear \_\_\_\_\_

Columbia Public Library has recently experienced an incident involving your child

\_\_\_\_\_ where he/she was on library grounds

unattended by you or a responsible caregiver. A copy of the policy on Unattended Children is enclosed for your attention. We ask that you review this policy and make every effort to follow it. We do not wish to suspend Library privileges for you or your family, but the safety of children as well as proper operation of the library is our first responsibility. If you have any questions regarding this policy or its enforcement, please

contact me.

Very truly yours,

Linda Maus, Director

Columbia Public Library

## H. Investment of Public Funds Policy

(In accordance with the Investment Policy adopted by the City of Columbia, reviewed 02/10/04)

### PURPOSE AND SCOPE.

- The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Columbia Public Library. Its scope is all public funds of the Library.

### RESPONSIBILITIES.

- All investment policies and procedures of the Columbia Public Library will be in accordance with Illinois Law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer who is hereby designated as the “chief investment officer” of the Library acting under the authority of the Library Board of Trustees.

### DELEGATION OF AUTHORITY.

- Management and administrative responsibility for the investment program is hereby delegated to the Treasurer of the Columbia Public Library Board of Trustees.

### “PRUDENT PERSON” STANDARD.

- All library investment activities shall use a “prudent person” standard of care. Investments shall be made with the Board’s approval and shall be applied in the context of managing an overall portfolio. Investment officers, acting in accordance with this Policy and the written procedures of the Library, and exercising due diligence, shall be relieved of personal responsibility for a security’s credit risk or market price/value changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### OBJECTIVES.

- In selecting financial institutions and investment instruments to be used, the following general objectives should be considered in the priority listed:
  - Legality (conforming with all legal requirements)
  - Safety (preserving capital and including diversification appropriate to the nature and amount of the funds)
  - Liquidity (maintaining sufficient liquidity to meet current obligations and those reasonably to be anticipated)

- Yield (attaining a market rate of return on investments)
- Simplicity of management

Investment of Public Funds continued...

GUIDELINES. The following guidelines should be used to meet the general investment objectives:

1. Legality and Safety:

- Investments will be made only in securities guaranteed by the US government, or in the FDIC insured institutions including SAIF of the FDIC. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC coverage [unless adequately collateralized pursuant to Regulations of the Federal Reserve regarding custody and safekeeping of collateral].
- Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the US Government, participation in the State of Illinois Public Treasurer’s Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the library.

2. Liquidity:

- In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs) and any reasonably anticipated special needs.

3. Yield-Return on investment:

- Within the constraints on Illinois law, considerations of safety, and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts.

4. Simplicity of management:

- The time required by library administrative staff to manage investments shall be kept to a minimum.

REPORTING.

- Investments, fund balances and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board and at least quarterly include information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date. At least annually, the Chief Investment Officer shall review this Policy for any needed modifications and report to the Board on

the investment portfolio, its effectiveness in meeting the Library's need for safety, liquidity, rate of return, diversification and general performance. The reports will be available to the general public upon request.

#### INTERNAL CONTROLS.

- In addition to these guidelines, the Chief Investment Officer shall establish a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

#### AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS:

- Any investment advisors, money managers and financial institutions shall be considered and authorized only by the action of the Board of Library Trustees upon the recommendation of the Chief Investment Officer. The Chief Investment Officer will maintain a list of financial dealers and institutions to provide investment services.

#### CONFLICTS OF INTEREST

- Officers involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of this investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety.

Explanation: Philip Lensine of Kavanagh, Scully, Sudow, White and Frederick, PC developed the above Investment of Public Funds Policy at the request of the Illinois System Directors.

The Columbia Public Library makes investments as designated by the donor. Donations to the Building Funds are sent to the "Columbia Public Library Building Fund." Donations for books are used for the purchase of books, etc.

Donations to the Memorial Endowment Fund are invested. The Columbia Public Library Board of Trustees advises the trust company of any changes in investments. Example: A request to put some funds into government bonds. The library can only use the interest from the Memorial Endowment. As instructed by the Columbia Library Board of Trustees, interest is sent to the City of Columbia for deposit in the "Columbia Public Library Building Fund." The interest money is used for any building emergencies or repairs and for mortgage payments on any current building project. Quarterly reports are received by the Treasurer and are reviewed by the Library Board of Trustees.



## **I. Gift Ban Policy (In compliance with ordinance # 174 passed by the City of Columbia (reviewed 02/10/04))**

### GENERAL POLICY

- It is the policy of the Columbia Public Library to comply with the State's Gift Ban Act through the promulgation of this policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this library in furtherance of those Acts shall be applicable to proceedings, meetings or documents involved here, which are exempt there from.

### EXEMPTION

- Due to the high costs of compliance for uncompensated and non-salaried, appointed members of the Board of Library Trustees, and given that the experience of gifts of any kind or value to them is virtually non-existent and certainly has not been a source of improper action, influence or effect in this library or any Public Libraries in Illinois, it is the Policy to exempt all non-salaried appointed officials of the Library from this Policy and the State Act, as permitted by that Act.

### DEFINITIONS

- The terms "gift," "prohibited source," and "employee" whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban Act.

### PROHIBITED GIFTS

- The solicitation and acceptance of any "gifts," from any "prohibited source," are banned and prohibited for all Library employees.

### ENFORCEMENT

- Any employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for a stated term, a requirement to reimburse, return or turnover of any prohibited gift as directed by the Board of Library Trustees.

### ETHICS OFFICER.

- The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall review Statements of Economic Interests and disclosure forms for members, officers and employees of the library before they are filed and provide guidance to members, officers and employees in the interpretation and implementation of the State Gift Ban Act.

## **J. Policy for Community Usage of Lower Level Meeting Room: (Approved 12/14/99, revised 10/13/09)**

### COLUMBIA PUBLIC LIBRARY POLICY FOR COMMUNITY USAGE OF LOWER LEVEL MEETING ROOM

The Columbia Public Library Board of Trustees makes available the lower level meeting room for use by non-profit groups for non-commercial, cultural, informational, educational, intellectual and civic purposes. Room availability is contingent on there being no conflict with Library programs or meetings, which have first priority, at all times. An organization seeking to use meeting facilities must agree to sign an application form and to observe this policy and regulations.

#### Regulations Governing Use of the Meeting Room:

##### 1. Reservation/Scheduling

- a. The room is available only during the regular library operating hours.
- b. Library programs or meetings have first priority at all times.
- c. Groups that use the meeting room on a regular basis must confirm their ongoing meeting date every six months. A maximum of two days per week may be reserved.
- d. Groups may not use the name or address or phone/fax numbers of Columbia Public Library as the official headquarters of their organization.
- e. Reservations are made with either the Head Librarian or the Assistant Head Librarian. An application form must be signed prior to using the room.
- f. The reservation for the meeting room is made by a resident of the library's jurisdictional area.
- g. The room is limited to non-profit groups. No admission fee may be charged nor money collected nor other money raising activities conducted.

##### 2. Use of Meeting Room

- a. Children under the age of 18 must be accompanied at all times by an adult aged 21 or older.
- b. Groups may not exceed the stated capacity of the room.
- c. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner
- d. All library equipment must be returned to its original place, and the room must be cleaned and cleared of attendants and personal belongings by fifteen minutes before the time of closing.
- e. Meetings held for library business may go past closing if supervised by a Library Trustee.

##### 3. Care of the Meeting Room

- a. Excessive noise or use of hazardous material is prohibited.
- b. Groups using the room must set up the room before the meeting and replace in storage all equipment used during the meeting.
- c. Light refreshments may be served. Complete clean up after refreshments is required. Carpet stains will require a fee for cleaning. Users must pay for any damages to facilities.

- d. The exit to the parking lot is for emergency use only.
- e. The library is not responsible for security or storage of property owned by groups, nor is it responsible for damage or loss of property of others.
- f. Smoking and alcoholic beverages are not permitted on library premises.

COLUMBIA PUBLIC LIBRARY APPLICATION FOR USE OF THE LOWER LEVEL MEETING ROOM

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization:

\_\_\_\_\_

Name of Organizer: \_\_\_\_\_

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

I confirm that I have received a copy of the Columbia Public Library Policy for Community Usage of Lower Level Meeting Room, have read and understood the rules outlined and will follow them.

Signature of Applicant: \_\_\_\_\_

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

#### **K. Display Policy (Approved 8/10/10)**

1. The Columbia Public Library welcomes displays of general interest to the community as well as materials having direct relationship to the purposes of the Library.
2. Permanent exhibits offered for display in the Library must be approved by a majority of the Board of Trustees.
3. Temporary exhibits (of up to two months' duration) may be used at the discretion of the Library Director, provided such displays meet the requirements of this policy.
4. The Library will accept responsibility for temporary displays.
5. Placement of the exhibits must be mutually agreeable to both the Library Director and the exhibitor and should in no way interfere with normal operation of the Library.
6. Informational material to be posted on the bulletin boards in the Library may not be larger than 8.5" x 11" and may not be of a political nature, or for personal gain (e.g. garage sales, selling a car, bike, etc.) The materials are to be given to the Library Director, who will post them on the appropriate bulletin board. Primary posting will be for activities in the Columbia Public Library. The duration of the posting will be prioritized in the following way:
  - a. Activities related to the City of Columbia
  - b. Charity events
  - c. Non-profit organizations' announcements and events
  - d. Other activities and events
7. Informational materials advertising for-profit events and businesses may be placed in the Local Business Information binder in the Library, at the discretion of the Library Director. These materials will be kept for one year and then discarded if space is needed in the binder.

## L. E-Reader Policy (Approved 01/10/12)

### COLUMBIA PUBLIC LIBRARY E-READER

#### BORROWER POLICY AND PROCEDURE

To help provide equal access to electronic books (e-books), the Library has e-readers that may be borrowed for use with the Library's collection of e-books.

##### SECTION 1: BORROWER CRITERIA:

To borrow an e-reader from the Columbia Public Library, the patron must be a Columbia resident or staff member with a current Columbia Public Library card in good standing, and the patron must be 18 years of age or older. *This excludes reciprocal borrowers and cardholders from other libraries in the Illinois Heartland Library System.*

A patron who borrows an e-reader is required to complete a Borrower's E-Reader Agreement. The patron will receive a copy of this agreement.

First time borrowers will receive training from Library staff prior to borrowing an e-reader.

Borrowers may not lend e-readers to anyone else.

##### SECTION 2: CONTENT:

The Columbia Public Library subscribes to the OverDrive e-Media Catalog service from which patrons may select e-books to borrow for a specified period of time.

The Columbia Library also has a small collection of e-books loaded on each e-reader from which patrons may choose.

##### SECTION 3: CHECK OUT PROCEDURE:

E-readers may be checked out for 14 days with no renewals, with a waiting period of seven days before the same patron may borrow the e-reader again.

Library staff will download one e-book of the patron's choice from the OverDrive e-Media Catalog.

##### SECTION 4: RETURN PROCEDURE:

E-readers must be given to a staff member at the Circulation Desk. They may not be left at this desk if the desk is unattended, and may not be left at any other desk. If the Circulation Desk is unattended, patrons should find a staff member to assist them.

*E-readers may not be returned in the book drop.*

*E-readers must be returned to the Columbia Public Library only, and may not be returned to any other library.*

**SECTION 5: OVERDUE FINES AND/OR FEES:**

Overdue fines are *\$2.00 a day up to a maximum of the cost of the item*, and start from 1 day overdue. The borrowing patron's card will be blocked from the first day the e-reader is overdue.

The patron will be charged replacement fees for any items not returned in the e-reader kit, or for items returned damaged.

E-readers returned in the book drop or to another library will be subject to an additional fee of \$10.00.

COLUMBIA PUBLIC LIBRARY  
E-READER AGREEMENT

DUE DATE: \_\_\_\_\_

*Patron must be 18 years of age to borrow an e-reader.*

I am borrowing from the Columbia Public Library:	Replacement Cost
One e-reader	\$100.00
Protective case	\$ 25.00
USB cable	\$ 20.00
Power adapter	\$ 25.00
Instructional materials	<u>\$ 5.00</u>

TOTAL \$175.00

Patron's initials: \_\_\_\_\_

I understand the following:

1. I am responsible for returning the e-reader within the 14 day loan period.
2. There is a \$2.00-per-day fine up to a maximum of \$175.00 if the item is returned late. Late fees accumulate from the first day the e-reader is overdue.
3. The e-reader must be returned to the Circulation Desk with all equipment in the protective bag.
4. I will be charged \$10.00 if the e-reader is returned in the book drop or to another library.

Patron's initials: \_\_\_\_\_

PATRON'S NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE CHECKED OUT: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_



E-READER DAMAGE CHECKLIST

To be completed before patron checks out e-reader

Screen	OK: _____	Damaged: _____
Casing	OK: _____	Damaged: _____
Protective Case	OK: _____	Damaged: _____
Functionality	OK: _____	Damaged: _____
Quick-Start Guide	OK: _____	Damaged: _____
Box	OK: _____	Damaged: _____
USB Cable	OK: _____	Damaged: _____
Power Adapter	OK: _____	Damaged: _____

Narrative Describing Damage:

---

---

---

---

---

---

PATRON'S NAME: \_\_\_\_\_

STAFF SIGNATURE AND DATE:

---

PATRON SIGNATURE AND DATE:

---