

# **Bridgeport Public Library**

## **Policy Manual**

**2022**

## **1.0 MISSION AND OBJECTIVES**

### **1.1 Mission Statement**

The Bridgeport Public Library is dedicated to supporting lifelong learning and reading by providing opportunities to learn, connect, enjoy, and discover.

### **1.2 General Objectives**

To support this mission, the library will organize and manage its resources to:

- Provide a safe and secure environment for all patrons
- Ensure the library's resources are available to all
- Promote awareness and use of the library
- Promote full literacy for all ages. The definition of literacy is no longer limited to the ability to read, but includes the continuous process of comprehending and applying new and complex information
- Provide current information
- Provide recreational reading resources, media materials, and programs
- Provide public use of modern information technology

### **1.3 Public Relation Goals**

Public relations goals of the library are to:

- Promote an understanding of the library's objectives and services among governing officials, civic leaders, and the public
- Promote active participation in the services offered by the library
- Inform the public of services and activities offered by the library

## **2. LIBRARY USE AND BORROWING PRIVILEGES**

### **2.1 Library use**

- The library will serve all residents of the community and the surrounding area. Services will not be denied due to race, color, religion, sexual orientation, and national origin.

### **2.2 How to obtain a library card**

- To register with the library as an eligible borrower, one must complete an information card and sign a user policy agreement. Upon completion of the form, the borrower will receive a permanent card. If the card is lost or misplaced, a replacement card will be issued at the cost of \$3.00.
- During the first six weeks, new borrowers will have limited use privileges. Check outs will be limited to (1) DVD and (3) printed materials.

### **2.3 Facility and hours**

- The City of Bridgeport and Bridgeport Public Library Board of Directors will provide and maintain adequate facilities that adequately meet the physical requirements of modern library service.
- Hours:
  - Tuesday/Thursday 9-7
  - Wednesday/Friday 9-5
  - Saturday 9-2
  - Sunday/Monday Closed
- The library will be closed for holidays as defined by the City of Bridgeport. A list of holidays is available at [cityofbport.com](http://cityofbport.com).
- The library may open late or close early due to severe weather. The responsibility for closing the library rests with the library director. The library will not be closed without the consent of the Library Board Chairperson or member of the board unless mandated by the Bridgeport City Council and/or the mayor.

**3. LIBRARY SERVICES POLICY**

**3.1. Borrowing privileges**

- 5.1.1. Non-residents may be issued library cards at no cost
- 5.1.2. Applications for library cards must be completed by the applicant or a parent/guardian.

**3.2. Borrowing Responsibilities**

- 3.2.1 Patrons are responsible for all materials borrowed on their card, including all charges incurred. Parents/guardians are responsible for all materials checked out by a patron younger than nineteen (19) years.
- 3.2.2 Patrons are responsible for notifying the library promptly of any changes in contact information or loss of library card.
- 3.2.3 No patron may use another card holder’s account except when in the presence of said card holder.

**3.3. Circulation and equipment policies**

- 3.3.1 All materials and computers may be used within the library free of charge.
- 3.3.2 Materials may be borrowed only with a library card in good standing.
- 3.3.3 Design Studio (previously known as MakerSpace) equipment and supplies may be used with a nominal fee.
- 3.3.4

<b>Material</b>	<b>Loan Period</b>	<b>Renewals*</b>
Physical Book	14 days	<b>2</b>
Audio Book	14 days	<b>1</b>
eBook	7, 14, 21 days	<b>none</b>
DVD	7 days	<b>1</b>
Periodicals	7 days	<b>1</b>

\*All renewals are dependent on waiting requests. Items with waiting requests cannot be renewed.

- 3.3.5 Reference materials do not circulate.

**3.4. Claimed returned status**

- 3.4.1 If a patron believes materials shown as checked out to them have been returned, the library staff may change the status of the item(s.) By changing the status of the item, the patron and the library staff agree to search for the item over the next 30 days. Having materials on claimed return status does not prevent the patron from continuing to check out materials.
- 3.4.2 At the end of the 30-day period, if the item is not found, the library will contact the patron and limit borrowing privileges. After 90 days, the item will be declared lost and the patron will be responsible for replacement costs.
- 3.4.3 If a patron pays for a claimed returned item and later returns the item, the cost of the item will be refunded to the patron provided no more than six months have passed and the item is determined by staff to be in good condition.

**3.5. Lost or damaged materials**

- 3.5.1 When an item is declared lost or returned damaged, a fee of \$35.00 will be charged to the patron. The patron will have the option to pay the fee or replace the lost or damaged item with a comparable item (i.e. paperback with paperback or hardback with hardback.)
- 3.5.2 Loss of any part of a set of DVDs or audio CDs will result in a charge for the whole unit.
- 3.5.3 If a patron pays for lost materials and later returns the materials, the cost of the material will be refunded to them, provided no more than six months has passed and the item is determined by staff to be in good condition.
- 3.5.4 The library will accept cash or check for payment of lost materials. The library reserves the right to use the payment for lost materials in whatever manner it deems suitable.

**4. COMPUTER AND INTERNET POLICY**

- 4.1. Computers are available for use by the public at no charge.
- 4.2. Computers are available on a first come first served basis.
- 4.3. Computers in the children's area are for use by patrons under 10 years.
- 4.4. Computers in the teen area are for use by patrons 10-17 years.
- 4.5. Computers in the adult area are for use by patrons 17 or older.
- 4.6. Children may use adult computers if they are seated with a parent or guardian.
- 4.7. Adults using a computer must continue to supervise all children accompanying them to the library.
- 4.8. The library is not responsible for the damage to any user's storage device or computer, or the loss of data, damage, or liability which may occur from patron use of the library's computers.
- 4.9. Library staff cannot provide in-depth training concerning the internet or computer programs. Staff will assist patrons with basic services. Due to the constantly changing and expanding nature of technology, library staff will not be familiar with every aspect of computers and the internet. Due to liability issues, staff will not be able to assist with unemployment filings, government assistance, or income tax returns.
- 4.10. Prices for prints are subject to change.
- 4.11. In accordance with the Children Internet Protection Act (CIPA), all internet traffic from the library computers and wireless network is filtered to block access to material harmful to minors. Even with filters, be aware the library cannot guarantee patrons will not encounter offensive or disturbing information or images. The provision of access does not mean to imply the library sanctions or endorses the content users encounter.

- 4.12. The library does not have the right or responsibility to act *loco parentis* (in place of parent); it cannot usurp the right or assume that responsibility. Parents and legal guardians are solely responsible for their child's, and only their child's, use of the internet. Parents/guardians are advised to supervise their children's internet sessions.
- 4.13. The internet computers are in public areas used by library patrons of all ages, backgrounds, sensitivities, and values. Patrons are expected to consider this when accessing potentially controversial information and images.
- 4.14. Patrons may not use the library computer or wireless network for viewing, sending, or receiving materials determined to be harmful to minors as defined by State of Nebraska Statutes 28-807(6.)
- 4.15. Patrons may not use the library computer or wireless network for viewing, sending, or receiving materials determined to be obscene by State of Nebraska Statutes 28-807(6.)
- 4.16. Acceptability of screen display will be left up to the discretion of supervising library staff. Patrons found to be viewing internet sites determined to be obscene or harmful to minors will face the following penalties:
  - First infraction will result in a warning that loss of library privileges may result.
  - Second Infraction will result in the loss of library privileges for one week.
  - Third infraction will result in the loss of library privileges for four weeks.
  - Fourth infraction, and every infraction, thereafter, will result in the loss of library privileges for six months.

Loss of library privileges includes not being allowed on the premises.

- 4.17. Police will be notified of any child pornography being accessed.
- 4.18. Information available through the internet is not warranted by the library to be accurate, authoritative, factual, or complete. Patrons are responsible for verifying the accuracy of any materials.
- 4.19. To protect the library computers from viruses, no material or data may be downloaded onto the library computers.

## **5. INTERLIBRARY LOAN**

- 5.1. Interlibrary loan service is provided through the cooperation of individual libraries statewide and nationwide, the Nebraska Library Commission, the Western Library System, and OCLC.
- 5.2. Patrons requesting items not currently owned by the Bridgeport Public Library may request interlibrary loan service to borrow these items.
- 5.3. Patrons requesting interlibrary loan services must be Bridgeport Public Library cardholder in good standing and must use their own card.
- 5.4. Lost items will be handled as regular lost library materials.
- 5.5. Damaged materials fees will be assessed by the lending agency.
- 5.6. Renewal of interlibrary loan materials is at the discretion of the lending agency.
- 5.7. The library reserves the right to suspend interlibrary loan privileges due to abuse.

## **6. COLLECTION DEVELOPMENT POLICY**

The Bridgeport Public Library supports a policy of full access to library materials as follows:

All material in the collections may be used by anyone regardless of age.

Bridgeport Public Library recognizes the pluralistic nature of our community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion. In a democratic society, patrons should feel free to explore all ideas to decide which are meaningful to them. Therefore, the library, within limits of selection standards, chooses representative materials espousing all points of views in all fields, including political, social, and religious. The Bridgeport Public Library believes 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. The Bridgeport Public Library supports the right of each family to decide which items are appropriate for use by its children. Responsibility for a child's use of the library materials lies with his or her parents or guardians.

### **6.1. Selection Policy**

6.1.1. General criteria for selecting library materials include: (items need not meet all criteria to be acceptable)

- Public demand, interest, or need
- Contemporary significance, popular interest, or permanent value
- Attention of critics or reviewers
- Budget
- Suitability of material for community

### **6.2. Selection**

6.2.1. "Selection" refers to the process that determines which materials are added to the collection or retained in the collection.

6.2.2. The ultimate responsibility for the selection of materials rests with the library director. The responsibility for selection is shared by the professional library staff.

6.2.3. The library will maintain access to up-to-date selection tools, such as catalogs and online resources, to aid staff in the decision-making process.

6.2.4. Duplicate titles are purchased for those deemed historically significant and/or as popular demand indicates.

6.2.5. Patrons finding certain materials objectionable to the community may request that they be reconsidered by using the "Request of Reconsideration" form found in Appendix A.

6.2.6. "Request for Reconsideration" forms will be returned to the library director. The inquiry will be placed on the agenda of the next regular meeting of the Bridgeport Public Library Board of Directors.

## **7. FINANCE POLICY**

7.1. The Bridgeport Public Library Board of Directors financial policy ensures fiscal accountability, appropriate use of funds in support of the Bridgeport Public Library's mission statement and goals, and the compliance with appropriate laws and ordinances.

7.2. The library director will draft an annual budget and submit it to the library board for discussion and approval.

7.3. After approval by the library board, the annual budget will be presented to the Bridgeport City Council for adoption.

7.4. On a monthly basis, the library director shall present a list of all the expenditures for the library board to review and approve. The director will also present a monthly financial statement showing the status of all accounts and funds.

7.5. On an annual basis, all library funds, expenditures, and revenues will be audited through the City of Bridgeport.

7.6. Receipts

7.6.1. Monies received as revenues from grants, library services, reimbursement of lost or damaged materials, photocopies, and printouts.

## **8. PATRON BEHAVIOR**

### **8.1. General Patron Behavior**

To maintain the library's mission as a reliable community resource, in a safe a productive environment, we ask patrons to observe the following expectations of behavior.

8.1.1. In respect of the rights of others, patrons are expected to maintain low voice levels.

Listening devices, cell phone conversations, and conversations with other patrons will be at a reasonably low level.

8.1.2. Alcohol and/or illegal drugs may not be brought into the library or onto library ground, nor may persons under the influence of either use the library.

8.1.3. For the safety of all patrons, weapons are prohibited in the library. The ban includes permitted, concealed handguns in accordance with Nebraska Revised State Statutes 69-2441.

8.1.4. Harassing behavior is not allowed. Harassing behavior is defined as behavior which creates a hostile or frightening environment. Examples of harassment include staring at or following another person, unwelcome physical contact, abusive language, and verbal propositions.

8.1.5. Smoking, including e-cigarettes, is not allowed anywhere inside the building. Smoking is not permitted within 10 feet of the entrances.

8.1.6. Beverages and snacks are allowed anywhere in the building except where otherwise posted.

8.1.7. For safety and hygiene, all patrons must wear shoes and appropriate clothing.

8.1.8. Patrons with skateboards, roller blades, and long boards must carry them while in the library.

8.1.9. Please respect the rights of others to quietly study, read, or work without interference.

8.1.10. Library staff will contact police regarding patrons who refuse to leave when asked, or who are exhibiting threatening or harassing behavior.

8.1.11. Pets are not allowed in the library unless they are therapy or service animals.

### **8.2. Unattended Persons**

8.2.1. The library strives to maintain a safe environment conducive to the welfare of all users of the library facilities. Library staff is not trained or expected to provide care and supervision to persons in need of supervision. Monitoring activities and regulating behavior of persons requiring supervision is the responsibility of a parent, guardian, or caregiver aged 12 or over.

8.2.2. Children up to age 6 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. If a child is found unattended a first time, staff will try to find the child's parent or guardian. If a child is found unattended a second time, the police will be called. Children aged 6 and older may use the library on their own, but may be asked to leave the library, if exhibiting inappropriate behavior.

8.2.3. When visiting the Bridgeport Public Library without an adult, children ages 6 and older should have definite arrangements to be picked up at closing time or in emergencies. If a minor child is left unattended at closing, staff will first call a parent or guardian. If the parent or guardian cannot be reached or does not arrive within 15 minutes, the police will be called to assume responsibility. A library staff member will stay with the child inside the library until the parent or the police arrive.

8.2.4. The library staff is not responsible for the safety, care, or supervision of children of any age at any time whether in the library, participating in a library program, or on library premises.

### **8.3. Penalties**

8.3.1. Failure to comply with the patron behavior policy will result in the following penalties:

- First infraction will result in a warning that loss of library privileges will result.
- Second Infraction will result in the loss of library privileges for one week.
- Third infraction will result in the loss of library privileges for four weeks.
- Fourth and subsequent infractions will result in the loss of library privileges for six months.

Loss of library privileges includes not being allowed on the premises.

8.3.2. Any illegal activity. Harassment, or abuse will be reported to law enforcement. Behavior leading to police involvement may lead to more severe penalties than stated in 8.3.1.

## **9. MEETING ROOM**

9.1. A copy of the "Meeting Room Application and Procedures" are in Appendix A.

9.2. The library meeting room is intended for the use in support of library programs and services. Library activities have first preference in meeting room use.

9.3. The meeting room is designed to meet general, non-commercial, informational, educational, cultural, and civic needs.

9.4. All meetings must be completed 15 minutes before closing.

9.5. Use of the meeting rooms does not constitute sponsorship or endorsement by the library of the group's policies, views, or beliefs.

9.6. All youth meetings must have a sponsor aged 18 or older present at all times.

9.7. Groups using the meeting room are responsible for set up, clean up, and advertising. The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property beyond normal wear. If library property is damaged or lost, the library director shall obtain estimates for the repairs of the damage or the cost of replacement of lost property. The individual or group will be responsible for paying the costs of damages or replacement.

9.8. Signs or decorations may not be attached to the walls or surfaces.

9.9. Meals may be brought into the meeting room.

## **10. CONFIDENTIALITY OF LIBRARY RECORDS**

**10.1.** The policy of the Bridgeport Public Library is to ensure the privacy of users of its service and to consider any library records to be confidential in nature.

**10.2.** Nebraska Legislature in 1983 amended Chapter 84, Section 84-712.05 of the Revised Statutes of Nebraska 1643 concerning records that may be withheld from the public.

Section 84-712.050-Records which may be withheld from the public; enumerated. The following records, unless publicly disclosed in an open court, open administrative



proceeding, or open meeting, or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodians of the records;... Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any patrons using the library's materials or services:"

In summary, the Bridgeport Public Library and staff may not disclose information about a cardholder's record or use of the library to anyone other than the cardholder, except by court order or written permission from the cardholder.

- 10.3.** The library staff follows the American Library Association Code of Ethics which states: "We protect each user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."
- 10.4.** Library records are for the sole purpose of protecting public property and are not to be used, directly or indirectly, to identify types of materials used by individual patrons. Under no circumstances will the library staff answer to a third party about what a patron of the library is reading, or the kind of information requested from the library's collection.
- 10.5.** Parents' or guardians' access to confidential information of a minor cardholder is restricted to information related to the payment of overdue fines or lost/damaged materials.

## **11. GIFTS**

- 11.1.** Gifts of books and other materials may be made directly to the library. The library does not accept materials that are not outright gifts and reserves the right to assign any of materials wherever the need is greatest. Materials will be considered for addition to the library collection using the same principles of materials selection applied to purchases for the library collection. (See Collection Development Policies.)
- 11.2.** Gift materials not utilized for the library collection will be disposed of through sales and recycling as deemed appropriate.
- 11.3.** Unrestricted gifts of money, lands, or property will be gratefully accepted by the board. Gifts, memorials, or bequests with specific restrictions attached will be reviewed by the board before acceptance or rejection.
- 11.4.** The library does not provide appraisals of gifts or potential gifts.

## **12. EMERGENCY PROCEDURES**

### **12.1. Medical Emergency**

- 12.1.1. If serious, call 911.
- 12.1.2. Calm the person and call for assistance.
- 12.1.3. Do not move the person unless circumstances become life threatening.
- 12.1.4. Get the person's name, address, and phone number.
- 12.1.5. Call the person's home, if necessary.

### **12.2. Fire**

- 12.2.1. Call 911 to report fire.
- 12.2.2. Alert all building occupants of the situation to start the evacuation procedure. Check bathrooms, books stacks, meeting rooms, etc.
- 12.2.3. Standby at meeting areas until released by fire department officers. Meeting area for the library is the corner of M and 7th Street.

12.2.4. The designated supervisor will do a final check for employees and patrons in the building prior to exiting the danger area.

**12.3. Tornado**

12.3.1. A tornado watch is issued when there is a potential for tornado activity in the area. Staff should alert patrons. No other action is necessary.

12.3.2. A tornado warning is issued when a tornado has been sighted in the area. City warning sirens will sound. Staff should alert patrons and quickly check the building to see if any patrons may need assistance. **TAKE SHELTER IMMEDIATELY**

12.3.3. The tornado shelters for the library are the vault and storage rooms. Escort patrons to these areas and close the doors.

**12.4. EMERGENCY NUMBERS**

12.4.1. Bridgeport Fire Department, EMS, and Sheriff 911

12.4.2. Non-emergency Sheriff 262-0408

**13. POLICY REVIEW**

The policies of the Bridgeport Public Library will be reviewed every three years but may be updated more frequently as needs and services change.

## APPENDIX A

## Meeting Room Procedures/Rules

### MEETING ROOM

The library meeting room is intended for the use in support of library programs and services. Library activities have first preference in meeting room use.

The meeting room is designed to meet general, non-commercial, informational, educational, cultural, and civic needs.

All meetings must be completed 15 minutes before closing.

Use of the meeting rooms does not constitute sponsorship or endorsement by the library of the group's policies, views, or beliefs.

All youth meetings must have a sponsor aged 18 or older present at all times.

Groups using the meeting room are responsible for set up, clean up, and advertising. The individual or group reserving the meeting room shall be responsible for any damage to or loss of library property beyond normal wear. If library property is damaged or lost, the library director shall obtain estimates for the repairs of the damage or the cost of replacement of lost property. The individual or group will be responsible for paying the costs of damages or replacement.

Signs or decorations may not be attached to the walls or surfaces.

Meals may be brought into the meeting room.

**Meeting Room Application**

Organization Name \_\_\_\_\_

Date Requested \_\_\_\_\_

Time Requested \_\_\_\_\_

**Responsible Party**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Position in Organization \_\_\_\_\_

Please describe the meeting or event you plan to hold:

I understand the rules and procedures of use of the meeting room at the Bridgeport Public Library.

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Signature of Responsible Party