

Marysville Public Library

Policy Manual

The Marysville Public Library, city library for the municipality of Marysville, was organized and now operates under Kansas laws governing the operation of public libraries. The library is a member of the North Central Kansas Library System.

Adopted 1976

Revised 3/82, 5/84, 4/87, 5/89, 5/90, 3/93, 4/97, 2002, 2003, 2004, 2006, 2007, 2008,
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1. Mission Statement of the Marysville Public Library

The mission of the Marysville Public Library is to create and maintain an environment in which the members of our community can comfortably and easily access resources which fill their cultural, educational, and recreational needs.

2. Board of Directors

Organization (Revised 6/26/2014)

The Board of Trustees shall consist of seven members appointed by the mayor of the City of Marysville.

The mayor shall be an ex-officio member of the Board, but no other person holding any elected position with the municipality shall be appointed a trustee while holding office with the city.

Members of the Board shall hold office for a period of four (4) years. Board terms of service expire April 30th. No person who has been appointed for two (2) four year terms shall be eligible for further appointment until two years after the expiration of the second Board members appointed to fulfill an unexpired term may serve two full four year terms following the partial term. All members appointed to the Library Board shall be residents of the municipality except that one member may reside within three miles of the extra territorial jurisdiction of the city of Marysville. Vacancies occasioned by removal from the municipality, resignation or for any other reason shall be filled by suggestion by the board subject to approval of mayor for the unexpired term.

Members of the Library Board shall receive no compensation for their services as such but shall be reimbursed for their actual expenses in attending such meetings as necessary in carrying out their duties as board members.

Duties (Revised 3/27/2013)

Board members and the administrative librarian should understand their respective functions, differentiating areas of joint responsibility from those in which the board members or the administrative librarian are solely responsible. When the administrative librarian independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration. The organizational chart should be followed. The Board selects, appoints, and evaluates the administrative librarian, who serves as chief administrator with full professional responsibility for administering library policy, personnel selection and the development and administration of programs and services, and the selection of materials.

The Board carries full responsibility for the library and its policy and should initiate policy development where it perceives a need. The Board and the administrative librarian share the responsibility to study, plan, and develop library policies and to review them at least annually. This shared responsibility should include study of changes in the science of librarianship and of legislation affecting the library at the local, state and federal level.

The Board appoints a representative to NCKL systems board.

The Board approves the annual budget prior to being presented to the city council.

Meetings (Revised 9/27/2017)

The Board of Directors of the Marysville Public library holds its regular monthly meetings January through October on the fourth Wednesday at 5:00 p.m. The November-December meeting will be the second Wednesday of November. Special meetings may be called by the President.

Five members of the Board shall constitute a quorum.

Officers

Officers shall be a president, vice-president, secretary, and treasurer. Election of officers shall be held at the regular May meeting and shall be by ballot or acclamation by the Board of Directors. In case of a vacancy, the Board shall elect a member to fill the unexpired term at the next regular meeting.

An officer may hold three consecutive terms.

Duties of officers.

President – Shall preside at the Board meetings, appoint committees, certify all bills allowed by the Board, and perform such duties as pertain to that office.

Vice-President – Shall in the absence of the President, perform all duties of the President.

Secretary – Shall keep a record of attendance at Board meetings, record the official actions of the Board, sit as custodian of the official records and accounts except those in use by another officer.

Treasurer – Shall pay out the funds of the Library for all vouchers and checks made out by the Librarian, signed by the president or treasurer. The treasurer shall keep an itemized account of all money received and disbursed, and make a report at each monthly meeting.

In addition to the stated duties, all officers shall assume the duties so delegated to them by Robert's Rules of Order, Revised.

Committees. (Revised 3/27/2013)

It shall be the duty of the president to appoint the following Standing Committees from among the Board of Directors as needed:

Finance Committee

Building Committee

Personnel Committee

Such other committees as shall from time to time are necessary.

The committees shall be appointed when necessary at the regular May meeting and shall consist of two members each.

Duties of Committees

Finance Committee: Prepare an itemized budget annually for the ensuing year in accordance with Kansas Law, present the budget to the Board in ample time for inclusion in the city budget, said budget to cover the period from January 1 to December 31 of any given year.

Building and Grounds Committee: Be responsible to bring any matters relating to interior function and exterior buildings and grounds to the board.

Personnel Committee: Prepare guidelines for employee compensation

Expenditures (Revised 5/24/2017)

Library expenditures will be paid weekly. The library director tells the accountant the details about the bills to be paid. The accountant issues the unsigned checks. They will be signed with two authorized signatures which will be the four library board officers and the library director. The director is responsible for distributing the payments.

Order of Business (Revised 3/27/2013)

Approval of Minutes

Report of Treasurer

Approval of Bills

Director's Report

 Policy

 Professional Development

 Maintenance

 Technology

 Human Resources

Old Business

New Business

Proxy Voting (Revised 4/22/2015)

In the event a quorum is not present, library board members shall be permitted to vote by proxy. Such proxy votes may be transmitted to a library board officer by text, fax, e-mail or U.S. mail. All proxies must address specific issues or items of business and be submitted before the start of the meeting. Any board member shall be allowed to vote by proxy no more than three times during any twelve consecutive months. The board secretary shall monitor the usage of proxy voting.

3. Personnel (Revised 3/27/2013)

The library must have adequate and competent personnel to achieve its goals. Personnel of the highest competence and integrity, oriented to community services are required. Work should be so ordered that highly qualified staff members will find challenge and opportunities for self-development and maximum use of talents and knowledge.

Appointments, promotions, and salary increases should be on the basis of merit, without regard for race, sex, age, marital status, national origin, political opinions, or religious beliefs. Merit should be the first consideration in appointments, promotions and salary increases, but length of service may be an added consideration.

Staff appointments are made by the administrative librarian in accordance with the approval of the board. Appointment of the Administrative Librarian is made by the Library Board.

The Marysville Public Library Policies and Procedures Manual must be read and agreed to by signature by all employees and volunteers prior to beginning work.

Employment

Probationary Period

Each new employee is hired under the following probationary regulations: Director – six months, all other full and part-time staff – six months.

A review of the employee's work performance will be made during the probationary period as well as at the end of it, and this review will be discussed with the employee.

The library is not obligated to retain a probationer throughout his probationary period if his performance is not satisfactory or if he proves to be unqualified for the position; and there is little evidence that further training would rectify the situation. No notice will be given. Employee is an "at will" employee.

Terms of Employment following Probationary Period

All employees are "at will" and may be terminated at will of employee or employer with or without cause. Please see the Disciplinary Policy in the Appendix.

City policy is followed for health insurance and KPERS retirement plans.

Resignations (Revised 02/24/09)

Resignations are submitted in writing to the Board. One month notice is requested, for the Director and two weeks for other employees. If an employee neglects to report to work for three consecutive days without proper notification, it will be considered a resignation.

Dismissals (Revised 12/08/10)

Dismissals are made by the Director and the Library Board. The advice and counsel of a legal representative of the board shall be obtained when advisable.

STANDARDS OF CONDUCT AND CORRECTIVE ACTION

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the Library and to co-workers. The Library maintains an open door to employee concerns and such issues should be addressed first with the director. Should the director be unable to resolve these concerns, they will be referred to the Library Board of Trustees.

The image of the Library is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member must act as an ambassador to the public at large and premiere good public relations. As a service organization, employees of the Library are expected to be courteous, cooperative and communicative when assisting the users or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive, job-related communications with the person or persons involved in the situation. If necessary, the immediate supervisor or director will become involved in finding solutions to the problem.

Violation(s) of our standards may result in one or possibly more of the following forms of corrective action:

- (a) *Verbal Warning.* A verbal warning is an oral reprimand given to an employee by his or her supervisor or department head. A record of the warning shall be recorded in the employee's file.
- (b) *Reprimand.* A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.
- (c) *Training.* Training is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on the job behavior. Failure to meet the training requirements may result in additional disciplinary actions, up to and including termination.
- (d) *Salary Reduction.* A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
- (e) *Demotion.* A demotion is the placement of an employee into a position of a lower pay range.

- (f) *Suspension.* A suspension is the removal of an employee from service, with or without pay, for a specific period of time.
- (g) *Termination.* Termination is the removal of an employee from employment with the Library.

The foregoing does not represent an exclusive list of disciplinary actions and other forms of corrective action which may be taken. Disciplinary actions are not taken in a prescribed sequential order, but are chosen as the circumstance may dictate and one or more types of disciplinary action may be taken in a particular instance or instances.

The Library does not follow a sequential progression of corrective actions and may select the disciplinary action it deems appropriate for the violation in question.

In arriving at a decision for proper action, the following will be considered:

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

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

1. Falsifying an employment application, timecard, or personnel or other Library document or record;
2. Breach of confidentiality;
3. Unauthorized possession of Library or employee property, carrying weapons or explosives, or violating criminal laws on Library premises;
4. Disorderly conduct which may endanger any employee or property on Library premises;
5. Engaging in acts of dishonesty, fraud, theft, or sabotage;
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees;
7. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned;
8. Unauthorized use of Library material, time, equipment, or property;

9. Damaging or destroying Library property due to careless or willful acts;
10. Conduct which the Library feels reflects adversely on the employee or Library;
11. Performance which, in the Library's opinion, does not meet the requirements of the position;
12. Engaging in such other practices as the Library determines to be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Library, its employees, or clients;
13. Negligence in observing fire prevention and safety rules;
14. Violation of the Library's drug and alcohol policy;
15. Other circumstances for which the Library believes correction action is warranted.

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

Should the employee's conduct result in a recommendation that he/she be terminated, the employee will be informed by the Director. Before his/her actual termination, the employee may submit a written report detailing his/her understanding of the circumstances of his/her termination to the Director.

The foregoing does not alter the employment-at-will relationship between the employee and the Library.

Qualifications and Duties of Employees (Revised 1/25/2017)

Director

- a) **Qualifications- Revised 8/28/2012**
 - i) A degree in library science from a library school accredited by the American Library Association and/or equivalent library experience.
 - ii) An understanding of library objectives, organization, functions, and administration.
 - iii) A desire to keep the library moving in a forward motion keeping with the trends.
 - iv) Ability to use computer technology.
 - v) Acquaintance with the content and use of information and bibliographic tools.
 - vi) Understanding of materials and library users, and the means by which they are brought together effectively.
 - vii) Ability to analyze problems, adapts ideas to the local situation, or formulates original and creative solutions for problems.

- viii) Willingness to keep abreast of new library trends through participation in professional organizations and institutes and workshops for continuing education.
- ix) Willingness to participate in community organizations and on committees that keep the library an active member of the community as a whole.
- b) Duties
 - i) Manage the Library, carrying into effect the policies as determined by the Library Board.
 - ii) Insure timely orders for books and supplies in the name of the Marysville Public Library.
 - iii) Oversee classification, cataloging, and arrangement of materials.
 - iv) Conduct regular evaluations and meetings of staff and volunteers with the appropriate documentation.
 - v) Keep exact account of all money received from tax monies, fines, gifts and other sources; itemize expenses; report to the Board at the regular monthly meetings. Deposit all money in the name of the Marysville Public Library in a Marysville financial institution.
 - vi) Prepare an annual report showing fully the operations of the Library in accord with the annual report required by the governing body of the municipality and the Kansas State Library.
 - vii) Select, with Board approval, train, and supervise nonprofessional personnel and volunteers.
 - viii) Attend Library Board meetings except during specific discussion of the administrative librarian's position.
 - ix) Make recommendations to the board as to new policies, procedures and services that will improve the library.
 - x) Represent the library by actively participating in civic functions.
 - xi) Discharge other duties as may be prescribed by the Board of Directors, provided that in the performance of such duties no debt or liability of any kind incur without the express authority from the Library Board.
- c) Hours of work
 - i) The administrative librarian will serve a minimum of forty (40) hours per week.

Assistant Director

- a) Qualifications
 - i) Bachelor's degree from an accredited university or comparable experience
 - ii) Must be comfortable with current technology
 - iii) Customer/patron service experience required
 - iv) Intermediate computer skills including typing, data entry and familiarity with Microsoft Office products
 - v) Ability to work independently with accuracy and attention to detail
 - vi) Willingness to adhere to the philosophy of librarianship as stated in the Library Bill of Rights
 - vii) Must establish and maintain effective working relationships with co-workers and adhere to the library's Code of Professionalism
- b) Duties
 - i) Manage the library in the absence of the library director

- ii) Have a current and complete working knowledge of the library's automation system
- iii) Help patrons to meet all their information needs through an understanding of digital and print information sources available
- iv) Keep library materials in good order and repair
- v) Maintain the privacy of patron records and needs
- vi) Attend in-service workshops, meetings and conferences as requested
- vii) Other duties as assigned by the library director
- c) Hours of work
 - i) To be determined by the Board

Library Assistant

- d) Qualifications
 - i) Bachelor's degree from an accredited university or comparable experience
 - ii) Must be comfortable with current technology
 - iii) Customer/patron service experience required
 - iv) Intermediate computer skills including typing, data entry and familiarity with Microsoft Office products
 - v) Ability to work independently with accuracy and attention to detail
 - vi) Willingness to adhere to the philosophy of librarianship as stated in the Library Bill of Rights
 - vii) Must establish and maintain effective working relationships with co-workers and adhere to the library's Code of Professionalism
- e) Duties
 - i) Manage the library when in charge
 - ii) Have a current and complete working knowledge of the library's automation system
 - iii) Help patrons to meet all their information needs through an understanding of digital and print information sources available
 - iv) Keep library materials in good order and repair
 - v) Maintain the privacy of patron records and needs
 - vi) Attend in-service workshops, meetings and conferences as requested
 - vii) Other duties as assigned by the library director
- f) Hours of work
 - i) To be determined by the Board

Library Aide

- a) Qualifications
 - ii) High school diploma or equivalent
 - iii) Ability to use computer technology including intermediate skills with Microsoft Office products
 - iv) Customer/patron service experience required
 - v) Willingness to learn and adhere to the philosophy of librarianship as stated in the Library Bill of Rights
 - vi) Must establish and maintain effective working relationships with co-workers and adhere to the library's Code of Professionalism
- b) Duties

- i) Work at the circulation desk and understand the functions of the library's automation system
- ii) Help patrons to meet all their information needs through an understanding of digital and print information sources available
- iii) Maintain the privacy of patron records and needs
- iv) Other duties as assigned by the library director
- c) Hours of Work
 - i) To be determined by the Board

Clerk

- a) Qualifications
 - i) Ability to work with technology
 - ii) Be at least 16 years of age
 - iii) Desire to serve the public
 - iv) Ability to understand and use the library classification system and catalog
 - v) Willingness to learn and adhere to the Library Bill of Rights
- b) Duties
 - i) Work at the circulation desk and understand the function of circulation
 - ii) Check in returned materials
 - iii) Sort returned materials into the appropriate areas
 - iv) Duties as assigned by support staff and administrative librarian

Custodian

- a) Qualifications
 - i) Willingness to work and follow directions.
- b) Duties
 - ii) Cleaning duties as outlined by the Administrative Librarian.

Volunteers

- a) Qualifications
 - i) Willingness to serve the library and the public.
 - ii) Willingness to maintain the privacy of patron records and needs.
 - iii) Ability to work with new technologies
- b) Duties
 - i) As outlined and under supervision of the administrative librarian and support staff
 - ii) Necessary due to the absence of both the Librarian and the Clerk. There is to be no financial reimbursement for time served in this capacity

Salaries

Salaries of all paid employees are to be determined by the Library Board.

Library Director Spending Limit (Added 1/25/2017)

The library director shall get board approval before major purchases not normally covered by the operating budget.

Hours of Work (Adopted 5/24/2017)

It is the policy of the library to establish the time and duration of working hours as required by workload and customer service needs and applicable law.

1. The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday and consisting of 40-hours.
2. Employees are required to work the number of hours per day and the number of days per week as designated. Hours may vary from week to week.
3. The director determines the schedule of hours for employees. Meal breaks are unpaid.
4. Nonexempt employees are not permitted to work overtime at the library or elsewhere (including home) beyond regularly scheduled hours without the Director's prior approval. Non-exempt employees who perform unauthorized overtime work are subject to discipline.
5. Employees may not work as volunteers for the library.
6. Compensatory time (comp time) will be the primary means in which the library complies with FLSA standards for nonexempt employees who work over 40 hours in a seven-day work period (Midnight Sunday through midnight Saturday). As a condition of employment, employees agree to accept compensatory time for working over 40 hours per workweek. The comp time rate is one-and-a-half times off for time worked over 40 hours. Hours worked for computing compensatory time is based on actual work time, and does not include time not actually worked such as paid leave or holiday pay. The Director must authorize all compensatory time in advance. Compensatory time may only be accumulated within the current pay period and will be scheduled the following pay period. Scheduling time off as comp time is authorized by the department manager based on operational needs of the library.
7. At its discretion, the library may authorize overtime pay as it deems warranted. The Director or Assistant Director must authorize in advance all overtime pay.
8. Employee attendance at lectures, meetings, and training programs will be considered hours of compensable work if attendance is requested or required by management

9. Supervisors, at their discretion, may allow nonexempt employees to make-up lost time during a given workweek. However, make-up may not be allowed if the lost time is the result of conditions the employee could control, if there is no work the employee is qualified to do, or if adequate supervision is not available.
10. Nonexempt employees are required to take scheduled unpaid meal breaks and are prohibited from performing any work during those breaks.
11. All employees are required to complete an individual time record showing the daily hours worked and leave used. Time records cover one pay period and must be completed each workday.
 - a. Employee time records should be completed daily.. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation leave) should be entered on the time record.
 - b. Unapproved absences should not be considered as hours worked for pay purposes. The director should inform employees if they will not be paid for certain hours of absence.
 - c. Falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including discharge.
 - d. Time sheets should be submitted to designated person on the last working day of each pay period.

Benefits

Paid Holidays (Revised 1/27/2016)

There are 10 paid holidays for employees regularly scheduled to work 30 hours per week or more: Christmas, Thanksgiving and the Friday following, Memorial Day, Labor Day, Independence Day, New Year's Day, Veterans Day, Dr. Martin Luther King Jr. Day and Presidents' Day.

Holiday pay will be calculated on an average scheduled day for the employee over the previous month. Should the holiday fall on a weekend or a day when the library is not opened for a full day, all full time library staff will get 3-8 hrs depending on average workday for said employee based on the previous month's time. Employee has 30 days to use the extra hours depending on Director's approval.

Annual Leave (Revised 11/30/12)

General Policy

Leave begins accumulating on the first day of employment. Accumulated annual leave may be taken after six months of employment. Leave is accrued at rate of 2 weeks (10 days) per year for full time employees. Unused annual leave is payable at termination of employment up to a total of 6 weeks (30 days). Unearned annual leave cannot be taken

in advance. Leave should be taken in half day increments unless special arrangements have been made with the Director or Board. Leave should be scheduled and approved by Director at least 2 weeks in advance. Holidays during annual leave will not be counted as leave days. Employees may not waive leave in exchange for pay.

Full Time Employees

Leave is accumulated on regular work schedule. Annual leave is granted only to permanent employees working 30 hours or more per week. Leave is not granted to contracted (season or temporary) or part-time employees. Full time employees can bank leave hours to a maximum of 6 weeks (30 days). Any days over that will be lost on anniversary date of employment each year. Vacation or sick leave does not accrue on vacation.

After five years of service, yearly accrued leave will be 11.5 days up to a maximum of 6 weeks (30 days).

After ten years of service, yearly accrued leave will be 3 weeks (15 days) up to a maximum of 6 weeks (30 days).

After 15 years of service, yearly accrued leave will be 18 days up to a maximum of 6 weeks (30 days).

After 20 years of service, yearly accrued leave will be 4 weeks (20 days) up to a maximum of 6 weeks (30 days).

The above schedule applies to all employees.

Sick Leave (Revised 11/30/12)

General Policy (Revised May 25, 2016)

Sick leave begins accumulating on first day of employment. Accumulated sick leave may be taken after six months of employment. Leave is accrued at rate of 2 weeks (10 days) per year for full time employees. Unused sick leave is not payable at termination of employment. Employees may bank sick leave up to a maximum of 6 weeks (30 days). Any hours in excess of the maximum will be lost on anniversary date of employment each year. Employees regularly scheduled to work less than 30 hours per week will not accumulate sick leave. Physicians note may be required after 3 consecutive days of sick leave.

Sick leave may be used for employee's personal sickness and also for illness of members of immediate family (spouse, parent, child, grandchild, grandparent or other family person who permanently resides in the home of the employee). Sick leave may also be used for doctor's exams, dental exams, pregnancy. Sick leave may be used in hourly increments. Sick leave may not be used in advance of being earned.

The library director must be notified before a scheduled work shift that sick leave is required.

If all sick leave has been used, employees must use annual leave previously earned. If an employee is still unable to work, he/she may be able to take an unpaid leave of absence subject to director and/or board approval.

The Library Director may direct a sick employee to go home.

The above schedule applies to all employees

Maternity Leave

With the director's approval, an employee may use sick leave or annual leave for the birth of a child.

For the birth or adoption of a child either parent may request up to 12 weeks of unpaid job-protected leave per year, with continued health insurance coverage, if eligible under the terms of the Family and Medical Leave Act of 1993.

To be eligible an employee must have been employed at the library for at least 12 months prior to the leave and have worked at least 1250 hours during the past 12 months.

If both parents are employed at the library they shall not receive more than 12 weeks unpaid leave between them.

Leave Without Pay

With approval of the Library Director an employee may be granted a leave of absence without pay for up to three months. Such leave will be granted only when it is in the best interest of the Library and when it will not cause undue or unnecessary imbalances.

Leave without pay shall be granted for illness, temporary disability of the employee, or other good and sufficient reason, upon written request of the employee. Vacation and sick leave shall not be accrued during unpaid leave. Upon expiration of leave without pay, the employee shall return to work in the same or equal position held at the time the leave was granted. Failure without good cause to report promptly when the leave has expired shall be considered as a resignation.

During the employees absence the employee's position may be temporarily filled in the employee's absence.

Funeral Leave

In the case of the death in the family of a staff member (spouse, parent, child, grandchild, grandparent, in-law or person who resides permanently in the home of the employee) a full time employee may be granted a leave of absence, with pay, not to exceed three days.

A leave of absence with pay for a period not to exceed one day may be taken to allow a full time employee to attend funeral services of other family members not listed above.

Brief absences to attend funerals of friends will be given at the discretion of the Library Director. At the discretion of the Library Director non full-time employees may be granted time off without pay to attend funerals of family or friends. Arrangements with the Library Director may be made for the time to be made up.

Emergency Closing

Should the library be forced (for reasons out of our control) to close, the regularly scheduled staff will still be paid for their normal working hours so long as the funds are available.

Library Credit Card

All full time employees will be given a library credit card for library purchases. Supporting documentation must be provided for all purchases. If for unforeseen circumstances an employee uses the card for personal use, they must reimburse the library or the amount will be deducted from the employees' paycheck.

Health Insurance

Health insurance shall be offered to employees scheduled to work over 30 hours per week.

Kansas Public Employees Retirement System

Eligible Marysville Public Library Employees shall participate in KPERS. Staff is eligible at 20 hours or more per week. The library and employees shall make contributions as required by KPERS. Temporary employees shall be excluded

Disputes

When disputes occur between the Librarian and a staff member, a hearing before the personnel committee should be allowed, and the disagreement be arbitrated to the best interest of the library.

No library is better than its staff. It is the duty of every library employee to give the best service possible to the community. The Librarian of a small public library in giving the best possible library service sets the keynote for the library in the community and a pattern for others on the staff to follow.

Mileage Reimbursement (Revised 11/30/12)

Library Staff board members and NCKLS representative shall be reimbursed at the same rate as the published IRS rate.

Jury Duty 6/12/11

Should a staff member be summoned for Jury Duty in a State Court, all full and part time staff will be paid for regularly scheduled work hours. Should the summons include Federal Court, the board will have the final decision in regards to pay.

Family Medical Leave Act Policy (Added 3/25/2015)

The library will comply with the Family Medical Leave Act (FMLA) regulations. This policy is augmented by the information in the mandatory FMLA Notice required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act posted in the Marysville Public Library and a copy is filed along with this policy.

The function of this policy is to provide employees with a **general** description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Amount of Leave: An eligible employee can take up to 12 weeks for FMLA circumstances during any 12-month period. The library will measure the 12-month period as a **rolling 12-month period measured backward** from the date an employee uses FMLA leave. Each time an employee takes leave, the library will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

Military Family Leave: The Family Medical Leave Act includes entitlements that permits qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty and military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

For military caregiver leave, the library will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Use of Paid and Unpaid Leave: An employee who is taking FMLA leave because of the employee's own serious health condition, serious health condition of a family member or military leave **must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave or leave without pay.** Sick leave will be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy. All paid leave will run concurrently with FMLA leave. Vacation, sick and any other accrued leave will not accrue during unpaid leave.

Disability leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Requesting FMLA Leave: All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the library director. Within five business days after the employee has provided this notice, the director will provide the employee a notice of eligibility and rights under FMLA.

Certification: The library will require certification for the use of FMLA leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The library may require recertification to the extent allowed by law.

Designation of FMLA Leave: Within five business days after the employee has submitted the appropriate certification form the director will complete and provide the employee with a written response to the employee's request for FMLA leave.

Recertification and Intent to Return to Work from FMLA Leave: On a basis that does not discriminate against employees on FMLA leave; the library may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Workers Compensation and FMLA: Employees may not use paid leave if they are receiving compensation under the library's disability or workers' compensation insurance programs.

(U.S. Department of Labor Poster)

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than is honorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of

FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Wage and Hour Division

WHD Publication 1420 · Revised February 2013

4. Collection Development

Objectives

1. To provide a broadly based and diverse collection that supports the library as a popular materials center, a reference center and an independent learning center.
2. To provide materials that meet the patrons' interest and needs in a timely manner.
3. To provide materials and programming to patrons to encourage and promote continued use of the library.
4. To provide a balance of viewpoints on all subjects in its collections
5. To practice ongoing professional level collection management.
6. To weed worn, obsolete and dated materials from the collection on a regular basis.
7. To improve the quality of life within our community.
8. To use current technologies as available and affordable to enhance the collection and delivery of services.
9. To avoid duplication of services available through other institutions in the community.
10. To participate with other community groups and agencies in cooperative programming and resources to better serve the needs of the community.

Materials Selection Policy

The selection of materials for the Marysville Public Library shall best meet the needs and interests of the community as space and funds allow. Materials are purchased to inform, educate, entertain and enrich library patrons. The Library provides, within its financial limitations, a general collection of selected materials covering broad areas of knowledge. Other community resources and library system sources are taken into consideration in developing the collection. Information not included in the collection maybe accessed through the Internet and Inter-Library Loan. New formats will be considered for the collection when a significant portion of the community has the necessary technology to make use of the format and as funds allow. The library subscribes to both the Library Bill of Rights and the Freedom to Read Statements (Appendices A&B).

Responsibility for Selection

The principle responsibility for selection of materials rests with the administrative librarian who shall operate within the framework of policies determined by the Library Board of Trustees and set forth in this document.

Selection Criteria

1. Selection decisions are made on the basis of reviews in the standard review media. Other factors such as collecting needs, public demand, community interest, cost, space and format are used in making selecting choices.
2. Variety and balance of opinion are sought in selection decisions.
3. Currency of information, authority, scope, and objectivity are considered in the selection of nonfiction materials.
4. Electronic resources are evaluated using above criteria in addition to system compatibility, ease of connection, update frequency and available licensing.
5. Magazines are purchased with the range of interest of the community and to compliment the book collection. Newspapers and microfilms are acquired as interest and funding allows, with consideration to materials available locally at other institutions.
6. Videos are purchased with consideration to availability locally at other institutions, subject category and interest level. Our emphasis is on nonfiction adult and entertainment and educational children's videos.
7. Gift and donation books are subject to the libraries selection policy. The library reserves the right to accept or refuse conditions placed upon gifts of materials or funds. Gift and donation materials are discarded following the same weeding criteria as other materials.
8. Patrons may request materials not selected for purchase through Inter-Library Loan.

Material Formats

Materials are purchased in the format deemed most appropriate according to selection policy. Books are purchased in hardcover editions when available and desired as long term collection additions. Paperback editions may be purchased when hardcover is not available or the title would be weeded from the collection in a shorter period of time.

Textbooks are purchased only where material is not available in another format. The library does not purchase textbooks used by the local school districts.

Videos purchased by the library do not have public performance rights unless so stated.

New formats will be considered for the collection, when a significant portion of the community population has the necessary technology to make use of the format. Availability of materials in the new format, costs, and the library's ability to purchase and house the collection will be taken into consideration in deciding to add the format to the collection.

Weeding of Materials

Materials are withdrawn from the library collection through a process of systematic weeding by the staff or because of physical damage or loss. Damaged or lost materials may be replaced at the discretion of the staff following weeding criteria.

Weeding criteria include but are not limited to: availability of newer materials on the subject, use record of the material, dated subject matter included in the work, material no longer of use to the community and damaged to material.

Weeded materials in good condition will be put in the book sale. Materials will not be held or given to individuals

Reconsideration of Library Materials

It is the obligation of the Marysville Public Library to include within its collection differing points of view. The libraries' selections of an item do not express or imply endorsement of the authors' viewpoint. Materials will not be marked in any way to show approval or disapproval of their contents.

Patron comments about the collection or suggestions for purchase are always welcome and provide the librarian and board with useful information. The library will be governed in its material selection by the collection development policy as set forth in this document.

Complaints and concerns about library materials must be made in writing, on the form provided (Appendix C), and given to the administrative librarian. Upon receipt of the formal request for reconsideration of materials the librarian will collect information as to the criteria used in selecting the material, its place in the collection, and reasons for including the material in the collection. A written response to the person requesting the reconsideration of material will be sent by the librarian. The Board of Library Trustees will be informed of all requests for reconsideration of library materials. A decision made by the librarian can be appealed by the complainant, in writing, to the library board president. The board after consideration of the request will respond in writing to the complainant.

5. Technology

Copy and fax machine use

The library has a copy machine and fax machine available for public use. Cost is commensurate with the expense of the service.

Public Use Internet Workstation Policy (Revised 9/27/2017)

1. The library staff reserves the right to limit the number of users at a workstation at any given time.
2. Patrons sign up for a public internet access computer at the Circulation Desk. If all computers are in use and there are users that have been on over one hour, whoever has been on the longest will be asked to end their session immediately.
3. E-mail service is not provided by the library. Patrons using web e-mail services do so at their own risk.
4. Printing in color and black and white or color is available from the internet computers for a fee. Payable at the circulation desk.
5. Internet access users are not allowed to use the Marysville Public Library name, address or phone number in any way.
6. All usage including printing must be completed by the end of the reserved time.
7. Access to the Internet is a privilege. Misuse of the hardware, software or Internet access will result in loss of computer privileges. Misuse includes but is not limited to: gaining unauthorized access to computer files, harassment of other users, disruptive behavior, disrespect of copyright, accessing illegal or obscene sites, or misuse of hardware.
8. Virus checking software is loaded on library Internet terminals. Patrons use the library equipment at their own risk.
9. Staff will help patrons on the computer as their ability and time allows.

Laptop Computers

The library provides free laptop loan for in-library use only for all individuals 16 years and older. Each laptop comes with an inventory list and all components must be returned with the laptop. Laptops will be checked out to the patron via barcode from the patron's library card, and a valid Driver's License or any form of valid identification, which will be kept at the circulation desk to be returned when the laptop is returned. In case of theft, the patron will be charged the replacement cost of the laptop. If the laptop is damaged (outside of normal wear and tear) the patron will be charged to repair or replace the laptop. The library has first priority for use of laptops. The Internet Use Agreement applies to laptop loan as does the Wireless Internet Policy. All work saved on the laptop will be automatically deleted.

Wireless Internet Policy

Free wireless Internet access is available at the Marysville Public Library.

The wireless Internet we offer may be unfiltered. By choosing to use this free service you are agreeing to the library's Internet Usage Policy.

The wireless network is not secure. Information sent to and from your notebook/laptop computer or other device may be captured by anyone else with a wireless device and the appropriate software.

Staff will provide assistance as their ability and time allows.

The Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Libraries wireless access.

(Added 1/28/2015)

**INTERNET SAFETY POLICY
FOR Marysville Public Library**

Introduction

Public access to the Internet and online services have become an integral part of the Marysville Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Marysville Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of the Marysville Public Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on 10/28/2015. This policy supersedes all previous Internet Safety Policy statements of the Marysville Public Library and is effective on 10/28/2015.

This policy document will be reviewed by the Marysville Public Library Board at least every three years.

Legal Requirements

The Marysville Public Library Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

The Marysville Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Marysville Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director or senior staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web.

Library Board Chairperson

Library Director

The effective date of the last review of this policy is 10/28/2015.

Adoption Date: 10/28/2015

First Review Date: _____

Second review date: _____

6. Circulation Policy

Confidentiality of Records

All outside inquiries regarding access to patron registration and circulation records will be referred to the Director. No records will be made public without the Director's approval. The Director's decision may be appealed to the board at the next regularly scheduled board meeting. Patron registration and circulation records are exempt from open Records law (KSA 45-221) and information will only be released upon receipt of a valid court order or subpoena authorized under federal, state or local law. Library staff will not disclose library patron's use of the library with respect to information sought or received, except pursuant to a valid court order or subpoena authorized under federal, state or local law.

Access to Records (Revised 1/30/13)

A patron may check out materials and access his or her own record only by providing a valid Marysville Public Library Card, patron number or valid proof of identity. Parents or guardians of children under 18 years of age may, upon presentations of proper identification, obtain the current status of their child's circulation record or withdraw their authorization for the child's library card.

Library Cards (Revised 3/23/2016)

Library cards are available at the circulation desk. Applicant must have a permanent address and agree to accept responsibility for all items checked out on their card. Patron is responsible for informing the library of any change in address or theft of card.

Children under 18 years of age must have a custodial adult sign the application who will agree to be financially responsible for all materials checked out on that card. Children who are at least 14 years old will be allowed to check out two items one time only without a parent's signature on the card. The receipt for items will be sent to the parent/guardian with a letter explaining the situation. The parent will then be asked to come in and sign the application and the library card before circulation can continue.

The first time a new card is used, there is a checkout limit of two items. Lost library cards are replaced one time free of charge. Thereafter a charge of \$1.00 will be assessed to replace a card.

Library privileges may be temporarily revoked by the Director and may be permanently revoked due to inappropriate behavior on the part of a patron by vote of the library board.

Check Out (Revised 4/22/2015)

The Marysville Public Library circulates books and audio books for a two week period. DVDs and magazines circulate for a one week period. Patrons who are sixteen years old or younger are allowed to check out R or TV-MA rated DVDs if they have the authorization form signed by their parent or legal guardian. A patron may check out materials on another's library card if they have that library card with them or there is a note of authorization on the patron's record. They will not be given information on that account beyond what is printed on the checkout receipt.

Reserves (Revised 3/27/2013)

Materials requested by a patron currently checked out may be put on reserve status in the circulation system. The patron will be called or emailed when the materials are received by the library. The patron will have five business days to pick up the materials. Materials not picked up in the five days will go to the next patron on the reserve list or be reshelved. Reserves may not be placed on any materials not yet on the computer system.

Renewal

Materials, not on reserve, may be renewed in person by phone, or online. Materials on reserve will be requested to be returned, as soon as possible.

Charges (Revised 2/24/2016)

The Marysville Public Library does not collect fines for overdue books. We assume our patrons to be responsible individuals who will return our materials in a timely manner.

We ask patrons to renew materials kept beyond the checkout period so that the library does not incur the expense of sending overdue notices. Notices are sent electronically if we have patron's email address; otherwise a printed letter is mailed. All third notices are sent via print mail.

- First overdue notice: 10-17 days overdue
- Second overdue notice: 18-24 days overdue
- Third overdue notice: 25-31 days overdue

After 60 days, a bill for material replacement will be generated -- current book cost if available, original cost if not -- plus \$1.00 charge for the book cover, labels, and shipping. The total is then posted to the patron's account.

Damaged or destroyed books will be billed to the patron, who is entitled to the book if amount is paid in full within 60 days.

There is a flat charge of \$5.00 for any lost, damaged, or destroyed magazines.

Patrons with account fees totaling \$15 or more will be unable to check out any items until efforts have been made to begin paying the bill.

Tears: No charge for a small, reparable tear. Multiple small or large tears that appear deliberate are subject to fees of at least \$5.00. Patron may be billed for replacement costs for several large tears. Patrons who attempt to repair materials themselves will still be subject to these fees. Library staff are trained and equipped to do all possible repairs.

Marks: Crayon or marker scribbles incur a \$5.00 charge, as even the smallest mark diminishes a book's value. Patron may be billed for replacement costs if marks are on multiple pages and detract from the book's content.

Dirt/Spills/Other Stains: No charge for small smudges. Larger stains incur \$5 if the book is still deemed readable. Patron will be billed replacement costs if a significant portion of the book is stained.

Pencil Marks/Folded Corners: Multiple underlinings in pencil and/or folded-down corners incur a \$5.00 charge.

All assessments of damage will be made at the discretion of the Library Director and staff.

Check Policy (Approved 9/4/2013)

All checks written to the Marysville Public Library must have the account holder's name and address printed on the check. No checks with a check number under 500 shall be accepted. Library staff shall authorize the acceptance of a check by initialing the upper right hand corner. Exception to this rule may be allowed by library director or person in charge.

Collections (Revised 2/24/2016)

If a patron's account has an item more than 60 days overdue and/or a balance of \$15.00 or more that patron's account shall be relinquished to a collections agency. There will be an additional \$10 fee added to the principal. This fee is not refundable, but if the items are returned there will only be the collections charge. If an item has been paid for and found within 30 days, the patron will get a full refund if they still have the receipt.

Interlibrary Loan (Revised 10/28/2015)

The Marysville Public Library participates in inter library loan. The library will accept requests electronically and on paper. There are no restrictions on the number of requests that a patron can make. However, no requests will be made for a patron with a balance of \$15.00 or more on their account and/or who owes a collections agency fee (\$10). Requests will be made for patrons with a balance on their account of less than \$15 but full payment must be received before the interlibrary loan item will be checked out to the patron.

7. Building Policy

Business Hours (Revised 3/23/2016)

The Library will be open:

Monday, Tuesday, Wednesday and Friday - 10:00 am - 6:00 pm

Thursday - 10:00 am - 7:30 pm

Saturday - 10:00 am - 2:00 pm

Holiday Hours (Revised 3/23/2016)

The library will be closed on the following holidays during regular business hours:

Christmas, Thanksgiving and the Friday following, Memorial Day, Labor Day, Independence Day, New Year's Day, Veterans Day, Dr. Martin Luther King Jr. Day and Presidents' Day.

The library board will use its discretion for Christmas Eve and New Year's Eve as timing and budget allow.

Key policy

All keys in possession of employees must be returned at the termination of their employment. The last paycheck will be withheld until the keys are returned. Should the employees lose the keys, the amount of changing locks and having new keys made will be taken from the last paycheck.

Food and Drink Policy (Revised 6/28/2016)

Restricting where food and drink may be consumed in the library is necessary to protect our materials, provide a healthy environment for our patrons and to avoid the negative effects of pests. Food other than small packaged snack items is not permitted in any public areas of the library other than a library sanctioned event. Covered, reusable containers such as travel mugs with lids and bottles with screw-on or pop-up tops designed to minimize spills are preferred. Unacceptable containers include, but are not limited to, aluminum cans and paper or Styrofoam cups including those with plastic lids and straws.

Smoking policy 08/25/10

To support the health and well-being of our employees and customers, the Marysville Public Library is committed to providing a smoke-free environment in the workplace.

In accordance with the Kansas Clean Indoor Air Act (2010 House Bill 2221), all Marysville Public Library employees shall adhere to the following policy.

No smoking is permitted anywhere inside or outside (within a 10 ft radius of any doorway, open window, or air intake) of any Library Building. No smoking is permitted at any location that signage prohibits smoking.

Meeting Room (Revised 1/30/2013)

The needs of the library have priority. The meeting room will be available to others on a first come first served basis. The Meeting room will be made available to businesses and private individuals for the fee of \$5.00 an hour. Not for profit groups and government agencies wishing to use the meeting room for public meetings or programs will not be charged a fee for the use of the room. The room may only be booked up to 3 months in advance; this includes groups wishing to use the room on a regular basis.

Rules for Use (Revised 9/27/2017)

Use of the meeting room is limited to the room itself and the adjacent restrooms. Nails, tacks, pushpins and adhesives may not be used on the walls.

Chairs and tables are available for use. Renters must provide their own consumables. The libraries supplies of coffee, tea, creamer, paper goods and plastic ware are for library use only.

The group or individual renting the room is responsible for any damage to furniture, carpeting, electrical system, television including remote, bathroom fixtures and tile. The library will arrange for cleaning or repairs and bill the person responsible for the room. If the room is to be used after library hours a key to the room must be picked up in advance during library hours. The key may be returned thru the book drop after use. Loss of the key will result in the person responsible being billed for the cost of lock replacement including new keys.

Failure to follow rules or pay for the room in a timely fashion will result in loss of meeting room use privileges.

Alcohol and Drug use

The possession and consumption of alcohol and/or illegal drugs on library property is strictly forbidden. Should an employee be caught in possession of or under the influence of alcohol or illegal drugs the result will be immediate termination.

Phone Policy 01/26/11

Outgoing calls

Children: Staff will offer to call parents for a child. If parents ask to speak to the child explain that the phone library business only.

Incoming calls

Children: Staff will offer to take a message, ask who is calling if they request to speak with the child, if not a parent, message only.

Adults: Staff will offer to take a message and explain that the phone is for business use only.

Cell phones

Cell phone users will be asked to step into the entryway or step outside the building when receiving or placing calls. All cell phones should be set to silent upon entering the library.

Patron Behavior Policies

Unattended Children and Patron Behavior

Prompted by genuine concern for the safety and wellbeing of this community's children the Board of Library Trustees has adopted a policy for unattended children. This policy affirms that library personnel do not take the place of the parent, act as caregiver or babysitter nor assume responsibility for unattended children. For your child's safety and for the comfort of all library patrons, we ask that these guidelines be followed.

1. It is the responsibility of parents to assure the appropriate behavior of their children while in the library. Excessive noise, running, climbing in and on furnishings, fighting, and abusive language are some examples of behavior deemed inappropriate and disruptive.
2. Children exhibiting inappropriate and disruptive behavior may be asked to leave the library building and grounds.
3. Library staff is not responsible for the supervision of children left unattended.
4. Children seven years of age and younger must be attended and supervised (within sight) at all times by a responsible person. Responsible person is defined as someone twelve years of age or older who has been assigned to the care of the child, such as a parent or a baby-sitter and who can take responsibility should an emergency arise.
5. Staff response to children left unattended can include:
 - a. Sending the child home
 - b. Calling the parents to come to the library and pick the child up
 - c. Calling the police to assume responsibility for the child
6. The library assumes no responsibility for children left unattended at the library after closing.
7. Chronic offenders will be denied use of the library.
8. Individuals of any age with mental, physical, or emotional problems which render supervision necessary shall be accompanied by a parent or other caregiver at all times.
9. **FINALLY, BE AWARE THAT WHEN THE LIBRARY CLOSES** the doors are locked, lights are turned off and no one is available to supervise the outside areas. Please arrange to pick up your child **BEFORE** closing time. If a child is still in

the library at closing time and we are unable to locate the parents, for the safety of your child, the local authorities will be called to assist in locating a parent.

The staff cannot be responsible for the safety of children. Staff will not agree to a parent's request to "keep an eye on" a child, nor will staff allow a parent to order a child to remain in the Library unattended. Should it come to the attention of the Library staff that a young child has been left alone, we will attempt to locate the parents and explain our concerns. If the parents cannot be located within the hour, we will report our concerns to the local authorities and ask their assistance in locating the parents.

PATRON BEHAVIOR

Expectations of patron behavior:

1. Patrons will demonstrate self-respect, respect for others, and respect for all things in the library environment.
2. Patrons will help maintain a safe, orderly and productive library environment through the use of self-discipline.
3. Patrons will handle all conflicts without the use of violence and with courtesy and respect for the rights of all.
4. Patrons will dress in an appropriate manner including that which demonstrates a concern for public health, hygiene and decency.

Unacceptable behaviors can include but are not limited to:

1. Any behavior that is physically and/or mentally threatening to others or that is illegal. Examples include:
 - Carrying, displaying or entering the premises with weapons of any type unless authorized to do so.
 - Theft
 - Fighting or threatening physical harm
 - Gross disrespect toward any individual, including cursing and name-calling
 - Defiance of library rules and the efforts of staff to enforce them
 - Entering the premises with or under the influence of alcohol or drugs
 - Smoking in the building
 - Engaging in sexual harassment of any kind
 - Engaging in inappropriate touching
 - Transporting explosive devices or any portion of such onto the premises
 - Vandalism

- Accessing, creating or displaying information by any means, including via the library’s public computing service, that is obscene as defined by Kansas law. (KSA 21 4301) (KSA 21 4301C)
 - Disclosing or disseminating personal information by any means, including via the library’s public computing service, that could threaten or create vulnerability for any person or the library.
2. Any behavior that negatively affects an orderly environment. Examples include:
- Disruptive behavior in any part of the library including the hallways and restrooms.
 - Disruptive behavior during programs
 - Disruptive behavior on library grounds
 - Destruction and defacement of property
 - Leaving a child aged seven or younger unattended in the library
3. Any behavior that interferes with the library use of other patrons. Examples include:
- Failure to follow reasonable requests by the staff
 - Playing audio/video equipment so that others may hear it
 - Engaging in horse play
 - Disturbing other patrons in any way
 - Disrespect/Defiance of staff and/or library policies and procedures

Engaging in unacceptable behavior may result in loss of privileges, expulsion from the library, and/or contact and referral to the appropriate legal authority.

Suggested Procedures (not actual policy):

1. If a child cannot locate the parent or adult who brought them to the library, staff should assist the child in locating their parent or caregiver. Reference staff will search the library and may use the public announcement system if needed.
2. If a child is unattended staff will follow these guidelines:
 - a) Seven years old or younger**
Call a parent or responsible adult to pick up the child and explain our policy on unattended children. The child should be taken to the Children’s service desk where they may remain until picked up. Staff should ask the child for his or her phone number. If the child does not know their phone number, staff will check the phone book or may ask Circulation staff to help find a phone number. If necessary, a parent or the police will be called to pick up the child.
 - b.) Older than seven years old and behaving in a disruptive manner**
Ask the child to stop the behavior

i.e. Sam, stop throwing the crayons. You need to settle down and focus on your homework (etc) If you can't you will need to leave the library.

i.e. Sam, you have been wound up since you arrived, running, shouting, pushing, etc. I'm going to ask you to settle down and if you don't, you will have to leave the library.

If the child does not stop or continues with disruptive activity, ask them to leave the building and give them the opportunity to call a parent to let them know they will not be in the library. They may use a library phone.

i.e. Sam, I've asked you to stop, settle down, etc. and since you haven't you need to leave the library. Do you want to use the phone to call your mom/dad to let them know where you will be?

If behavior problems persist day after day, staff should call the parents at the next offense and ask them to pick up the child.

Mrs. Sam's Mom? This is Linda at the Manhattan Public Library. I need to talk to you about Sam and how frequently he is at the library after school. We have a policy on unattended children in the library. While we welcome children and their families, it's a problem when they are left here repeatedly and become bored with nothing to do. We've talked to Sam several times about xyz and he just can't seem to settle down. I hope you understand that we don't provide daycare and we have found that children his age need more supervision and activities than the library offers day after day.

Please come and pick Sam up now and when you do I'd like to give you a copy of our policy for you to read. After you have read it please call us with any questions you have. The Children's Services Manager or the Assistant Director would be glad to talk to you. If you need information about day care services or after-school programs we can provide you with that.

If the parent doesn't respond to the situation:

The Assistant Director or Children's Services Manager may call the parent and follow up. We may suggest a break from the library, which may include frequency of visits or not coming in for up to a semester, depending on the situation.

3. If a parent a parent or caregiver is contacted they must pick up the child immediately and must adhere to the library's policy in the future. If the same child is in this situation repeatedly, a meeting will be set up with parents and the library director.
4. At closing time or in the event of an emergency (closing for weather or power outage) staff will assist unattended children in calling a parent or responsible adult to pick them up. If no one is available to pick up the child, the police will be called so the child has a place to stay until parents can be reached.

5. Staff members who observe signs of physical abuse or repeated neglect should report it to their supervisor. Library administration will contact the local SRS or appropriate authorities if evidence of abuse is determined.
6. Under no circumstances will library staff transport or take a child away from the library building. If staff is required to wait with a child after closing, two staff members must remain present with the child.
7. In case of a medical emergency, staff will call 911, and then attempt to contact parents, in that order.
8. When an unattended child is in the library during a tornado warning, library staff will make sure unattended children take shelter in the designated area. After taking shelter, staff will assist children in calling a parent or responsible adult to (1/30/2013)

Guidelines:

1. Neglect may include children who are left at the library for very long periods of time, children who don't know how to contact a parent, children who exhibit anxiety or unusual behavior.

Kansas Obscenity Statutes

21-4301

Chapter 21.--CRIMES AND PUNISHMENTS

PART II.--PROHIBITED CONDUCT

Article 43.--CRIMES AGAINST THE PUBLIC MORALS

21-4301. Promoting obscenity. (a) Promoting obscenity is knowingly or recklessly:

(1) Manufacturing, issuing, selling, giving, providing, lending, mailing, delivering, transmitting, publishing, distributing, circulating, disseminating, presenting, exhibiting or advertising any obscene material or obscene device;

(2) possessing any obscene material or obscene device with intent to issue, sell, give, provide, lend, mail, deliver, transfer, transmit, publish, distribute, circulate, disseminate, present, exhibit or advertise such material or device;

(3) offering or agreeing to manufacture, issue, sell, give, provide, lend, mail, deliver, transmit, publish, distribute, circulate, disseminate, present, exhibit or advertise any obscene material or obscene device; or

(4) producing, presenting or directing an obscene performance or participating in a portion thereof which is obscene or which contributes to its obscenity.

(b) Evidence that materials or devices were promoted to emphasize their prurient appeal shall be relevant in determining the question of the obscenity of such materials or devices. There shall be a presumption that a person promoting obscene materials or obscene devices did so knowingly or recklessly if:

(1) The materials or devices were promoted to emphasize their prurient appeal; or

(2) the person is not a wholesaler and promotes the materials or devices in the course of the person's business.

(c) (1) Any material or performance is "obscene" if:

(A) The average person applying contemporary community standards would find that the material or performance, taken as a whole, appeals to the prurient interest;

(B) the average person applying contemporary community standards would find that the material or performance has patently offensive representations or descriptions of (i) ultimate sexual acts, normal or perverted, actual or simulated, including sexual intercourse or sodomy, or (ii) masturbation, excretory functions, sadomasochistic abuse or lewd exhibition of the genitals; and

(C) taken as a whole, a reasonable person would find that the material or performance lacks serious literary, educational, artistic, political or scientific value.

(2) "Material" means any tangible thing which is capable of being used or adapted to arouse interest, whether through the medium of reading, observation, sound or other manner.

(3) "Obscene device" means a device, including a dildo or artificial vagina, designed or marketed as useful primarily for the stimulation of human genital organs, except such devices disseminated or promoted for the purpose of medical or psychological therapy.

(4) "Performance" means any play, motion picture, dance or other exhibition performed before an audience.

(5) "Sexual intercourse" and "sodomy" have the meanings provided by K.S.A. 21-3501 and amendments thereto.

(6) "Wholesaler" means a person who sells, distributes or offers for sale or distribution obscene materials or devices only for resale and not to the consumer and who does not manufacture, publish or produce such materials or devices.

(d) It is a defense to a prosecution for obscenity that:

(1) The persons to whom the allegedly obscene material was disseminated, or the audience to an allegedly obscene performance, consisted of persons or institutions having scientific, educational or governmental justification for possessing or viewing the same;

(2) the defendant is an officer, director, trustee or employee of a public library and the allegedly obscene material was acquired by such library and was disseminated in accordance with regular library policies approved by its governing body; or

(3) the allegedly obscene material or obscene device was purchased, leased or otherwise acquired by a public, private or parochial school, college or university, and that such material was either sold, leased, distributed or disseminated by a teacher, instructor, professor or other faculty member or administrator of such school as part of or incident to an approved course or program of instruction at such school.

(e) The provisions of this section and the provisions of ordinances of any city prescribing a criminal penalty for exhibit of any obscene motion picture shown in a commercial showing to the general public shall not apply to a projectionist, or assistant projectionist, if such projectionist or assistant projectionist has no financial interest in the show or in its place of presentation other than regular employment as a projectionist or assistant projectionist and no personal knowledge of the contents of the motion picture. The provisions of this section shall not exempt any projectionist or assistant projectionist from criminal liability for any act unrelated to projection of motion pictures in commercial showings to the general public.

(f) (1) Promoting obscenity is a class A nonperson misdemeanor on conviction of a first offense.

(2) Promoting obscenity is a severity level 9, person felony on conviction of a second or subsequent offense.

(3) Conviction of a violation of a municipal ordinance prohibiting acts which constitute promoting obscenity shall be considered a conviction of promoting obscenity for the purpose of determining the number of prior convictions and the classification of the crime under this section.

(g) Upon any conviction of promoting obscenity, the court may require, in addition to any fine or imprisonment imposed, that the defendant enter into a reasonable recognizance with good and sufficient surety, in such sum as the court may direct, but not to exceed \$50,000, conditioned that, in the event the defendant is convicted of a subsequent offense of promoting obscenity within two years after such conviction, the defendant shall forfeit the recognizance.

History: L. 1969, ch. 180, § 21-4301; L. 1970, ch. 128, § 1; L. 1976, ch. 159, § 1; L. 1980, ch. 98, § 2; L. 1986, ch. 121, § 3; L. 1988, ch. 114, § 1; L. 1992, ch. 239, § 210; L. 1993, ch. 253, § 12; L. 1994, ch. 291, § 42; L. 2006, ch. 211, § 5; July 1.

21-4301c

Chapter 21.--CRIMES AND PUNISHMENTS
PART II.--PROHIBITED CONDUCT
Article 43.--CRIMES AGAINST THE PUBLIC MORALS

21-4301c. Promotion to minors of obscenity harmful to minors. (a) No person having custody, control or supervision of any commercial establishment shall knowingly:

(1) Display any material which is harmful to minors in such a way that minors, as a part of the invited general public, will be exposed to view such material or device;

(2) sell, furnish, present, distribute or disseminate to a minor, or otherwise allowing a minor to view, with or without consideration, any material which is harmful to minors; or

(3) present to a minor, or participate in presenting to a minor, with or without consideration, any performance which is harmful to a minor.

(b) Violation of subsection (a) is a class B nonperson misdemeanor.

(c) Notwithstanding the provisions of K.S.A. 21-3202 and amendments thereto to the contrary, it shall be an affirmative defense to any prosecution under this section that:

(1) The allegedly harmful material or device was purchased, leased or otherwise acquired by a public, private or parochial school, college or university, and that such material or device was either sold, leased, distributed or disseminated by a teacher, instructor, professor or other faculty member or administrator of such school as part of or incidental to an approved course or program of instruction at such school.

(2) The defendant is an officer, director, trustee or employee of a public library and the allegedly harmful material or device was acquired by a public library and was disseminated in accordance with regular library policies approved by its governing body.

(3) An exhibition in a state of nudity is for a bona fide scientific or medical purpose, or for an educational or cultural purpose for a bona fide school, museum or library.

(4) With respect to a prosecution for an act described by subsection (a)(1), the allegedly harmful material was kept behind blinder racks.

(5) With respect to a prosecution for an act described by subsection (a)(2) or (3), the defendant had reasonable cause to believe that the minor involved was 18 years old or over, and such minor exhibited to the defendant a draft card, driver's license, birth certificate or other official or apparently official document purporting to establish that such minor was 18 years old or more.

(6) With respect to a prosecution for an act described by subsection (a)(3), the allegedly harmful performance was viewed by the minor in the presence of such minor's parent or parents or such minor's legal guardian.

(d) As used in this section:

(1) "Blinder rack" means a device in which material is displayed in such a manner that the lower 2/3 of the material is not exposed to view.

(2) "Harmful to minors" means that quality of any description, exhibition, presentation or representation, in whatever form, of nudity, sexual conduct, sexual excitement or sadomasochistic abuse when the material or performance, taken as a whole or, with respect to a prosecution for an act described by subsection (a)(1), that portion of the material that was actually exposed to the view of minors, has the following characteristics:

(A) The average adult person applying contemporary community standards would find that the material or performance has a predominant tendency to appeal to a prurient interest in sex to minors;

(B) the average adult person applying contemporary community standards would find that the material or performance depicts or describes nudity, sexual conduct, sexual excitement or sadomasochistic abuse in a manner that is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and

(C) a reasonable person would find that the material or performance lacks serious literary, scientific, educational, artistic or political value for minors.

(3) "Material" means any book, magazine, newspaper, pamphlet, poster, print, picture, figure, image, description, motion picture film, record, recording tape or video tape.

(4) "Minor" means any unmarried person under 18 years of age.

(5) "Nudity" means the showing of the human male or female genitals, pubic area or buttocks with less than a full opaque covering; the showing of the female breast with less than a full opaque covering of any portion thereof below the top of the nipple; or the depiction of covered male genitals in a discernible state of sexual excitement.

(6) "Performance" means any motion picture, film, video tape, played record, phonograph, tape recording, preview, trailer, play, show, skit, dance or other exhibition performed or presented to or before an audience of one or more, with or without consideration.

(7) "Sadomasochistic abuse" means flagellation or torture by or upon a person clad in undergarments, in a mask or bizarre costume or in the condition of being fettered, bound or otherwise physically restrained on the part of one so clothed.

(8) "Sexual conduct" means acts of masturbation, homosexuality, sexual intercourse or physical contact with a person's clothed or unclothed genitals or pubic area or buttocks or with a human female's breast.

(9) "Sexual excitement" means the condition of human male or female genitals when in a state of sexual stimulation or arousal.

(e) The provisions of this act shall not apply to a retail sales clerk, if such clerk has no financial interest in the materials or performance or in the commercial establishment

displaying or selling, furnishing, presenting, distributing or disseminating such materials or presenting such performance other than regular employment as a retail sales clerk. The provisions of this section shall not exempt any retail sales clerk from criminal liability for any act unrelated to regular employment as a retail sales clerk.

(f) If any provision or clause of this act or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

(g) This section shall be part of and supplemental to the Kansas criminal code.

History: L. 1988, ch. 112, § 1; L. 1992, ch. 239, § 212; L. 1993, ch. 291, § 160; July

Bulletin board use

The Marysville Public Library provides bulletin board space in the public service area for the posting of information and announcements of interest to the community. While priority is given to materials relating directly to the library, notices of community affairs will be displayed subject to the availability of space. Granting permission to post materials does not imply library endorsement of their contents nor will the library accept responsibility for the accuracy of any statements or representations made in such materials. Permission will not be granted to post the following: 1) anonymous notices, or those which do not clearly indicate the identification of the individual, group or agency involved 2) announcements or advertisements of a commercial nature 3) notices of religious services 4) notices from political parties. All materials accepted for posting must be of reasonable size and free of inappropriate graphics or phrases.

It is the intent of this policy to establish the public bulletin board as a central source of library and local information, relevant to the needs and interests of the community. All materials may be posted which in the judgment of the Library Director comply with the basic policy. In determining compliance, it shall be understood that cultural events for which admission is charged and education courses for which there is tuition are not construed as commercial. Concerts and lectures held in churches are not religious services. Notices from political parties shall be defined as any materials from organizations which nominate candidates for public office in a general election.

Only materials pertinent to library hours or library activities shall be posted on library doors and windows.

In case of undated notices or those of an indefinite nature, material will be posted for one month. Renewal may be granted at the discretion of the library director as space permits.

Emergency and Inclement Weather

The library will close when weather makes travel to the library unsafe for patrons and staff, or impossible to have sufficient staff attending to properly serve patrons. The inability of the library to keep the front area reasonably free of snow and ice will also be a consideration in closing the library. The decision to close shall be made by the Administrative Librarian in consultation with the Board President. Whenever possible this decision shall be made before 7 am and announced on KNDY radio station.

In the event of physical plant problems at the library that make keeping the library open unsafe or unreasonable, the library may be closed at the discretion of the Administrative Librarian in consultation with the Board President.

In the event of tornado warning patrons and staff shall take cover in the hall outside the bathrooms. Unattended children shall be asked to remain in the library. Parents will be called to inform them of the whereabouts of their children. Persons refusing to take cover in the designated area will be asked to leave the building. The front doors of the building will remain unlocked in order that others needing a place to shelter can get in.

The librarians shall canvas the building to inform patrons of the situation and move them to the designated shelter area. A phone, first aid kit and flashlights shall be gathered by the librarian and brought to the shelter area.

All staff scheduled to work the day of the closing shall be paid for the whole day so long as funds are available.

Pandemic Preparedness

In case of a pandemic the library will follow the city's lead and close the library if requested. All regularly scheduled staff will continue to be paid, so long as the library has funds. The library may be used as needed by the city.

Displaying Collections 6/15/12

The library will accept collections for display pending Board approval. The owner of the collection will need to provide representation of the collection for the Board. Once the collection is approved, the owner will need to sign a contract releasing the library from liability.

Appendix

A. Library Bill of Rights

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

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

B. Request for Reconsideration of Materials

Date _____

Material for reconsideration

Author _____

Title _____

ISBN _____

Publisher _____

Request initiated by

Name _____

Address _____

Phone _____

Complainant represents _____

To what do you object? Please be specific and cite page numbers. _____

Did you read the entire book? _____

What do you believe is the theme of this book? _____

What do you feel might be the results of reading this book? _____

For what age group would you recommend this book? _____

For what age group would you not recommend this book? _____

What did you like about the book? _____

Signature

Date

C. Donated Materials Form

This is to acknowledge that

were received from:

Name _____

Address _____

City, State, Zip _____

Phone _____

It is understood by the donor that items received or accepted by The Marysville Public Library become the sole property of the library and will be used at the Library's discretion in accordance with the collection development policy, whether they are added to the collection or sold. No conditions by the donor will be placed on the donation. Once donated materials become the sole property of The Marysville Public Library.

Acknowledged and agreed to this day _____

Donor's signature _____

Librarian's signature _____

**Marysville Public Library
Display Case Request Form**

Name: _____
(Full legal name of organization, if applicable)

Address: _____

Telephone: _____ (Day)
_____ (Evening)

Type of Exhibit: (describe briefly)

Month Preference: _____ (The Library does not guarantee that this preference can be accommodated.)

I understand that the Marysville Public Library cannot be held responsible for any damage or theft that may occur during the period of time the exhibit is on display.

Exhibitor Signature: _____ Date: _____

Approved by: _____ Date: _____

Artist Exhibit Release Form

I, the undersigned artist, agree that the Marysville Public Library shall not be held responsible or legally liable for any loss or damage of any kind occurring to the consigned object(s) owned by me and displayed by the above named Marysville Public Library. This includes but is not limited to damage from fire, theft, and vandalism.

Artist

Marysville Public Library Representative