

## **7. Building Policy** (revised 5/24/2023)

### **Business Hours**

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**

The library will be closed on the following holidays during regular business hours: New Year's Day, Dr. Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the Friday following, and Christmas. 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 their paycheck.

### **Food and Drink Policy**

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**

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 and patrons shall adhere to the following policy.

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

## **Meeting Room**

It is the policy of the Marysville Public Library, as part of its information mission, to provide meeting room space for meetings and programs of a civic, cultural, educational, and/or recreational nature.

Persons attending the meetings are subject to all library regulations and policies. First priority for use of the meeting rooms will be given to library-produced or library-sponsored programs. The right to revoke permission to use a meeting room is reserved if the room is needed for library purposes. 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 utilizing the meeting room for public meetings or programs will not be charged a fee. The room may only be booked up to 3 months in advance; this includes groups scheduling use of the room on a regular basis.

No organization or business may use the meeting room to offer goods for sale during the library's open hours.

The use of a meeting room does not indicate the library's endorsement of the beliefs or ideas expressed by those using the room. Meetings may not be publicized in a manner that suggests library sponsorship or affiliation. The final decision on the scheduling of a meeting or program in the library rests with the library director.

## **Rules for Use**

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 library's 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 through 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**

### **Outgoing Calls**

Children: Staff will offer to call parent/guardian for a child in an emergency situation. If parent/guardian asks to speak to the child, explain phone use is for library business only.

### **Incoming Calls**

Calls for children and adults will be treated in the same manner. If caller requests to know if someone is in the library, staff will ask who is calling and offer to relay a message to the person. Staff will not tell the caller if the person is present but only relay a message if they are. Staff will explain that the phone is for library 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.

## **Security Camera**

**Policy Statement:** The Marysville Public Library strives to maintain a safe and secure environment for staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras. The library's video security system shall be used only for the protection and safety of customers, employees, property, and to assist in law enforcement. The system is intended to complement and not replace other library security procedures.

**Definition:** The Security Camera System is a closed network of cameras utilized to capture images and transmit them for display on a limited number of monitors.

### **Regulations**

1. Only the Director or employees designated by the Director are authorized to access or operate the video security system. Reproduction or storage of images and access to reviewing live or stored images is limited to the Director, the library board, and library staff.
2. Reasonable efforts shall be made to safeguard the privacy of customers and employees.
3. With the exception of records retained for criminal, safety or security investigations, the library will not maintain a copy of recordings for longer than the 21-day recording cycle.
4. The Director or their designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or investigating a crime.

5. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order. Only the Director will be authorized to release images to law enforcement.
6. The digital video recorder and recorded data shall be considered confidential and maintained in a secure manner.
7. The system is not to be used for live monitoring, unless there is a significant rule violation or security situation.
8. Signage shall be posted to inform the public of the presence of security cameras.

### **Procedures**

1. The security cameras and system operation shall be maintained by the Director.
2. The Director shall perform random checks of the system from time to time in order to insure it is operating properly.

### **Photography Policy**

The Marysville Public Library occasionally uses photographs and/or video of patrons in its publications such as brochures, promotional materials, newsletters, magazines, web and social media sites, and display boards, or in other non-library publications. Featured individuals will not be named without prior consent.

By participating in programs, permission to use one's image is tacitly granted; the library may crop or treat the photograph at their discretion. The library may use the photograph at any time in the future; once posted online, the image can be downloaded by anyone with access to the site. If you or members of your group do not consent to be photographed, please let a staff member know.

Patrons and visitors are invited to snap impromptu photos in the library. However, our first mission is that of a library. To maintain a proper environment, we ask you follow these photography/video guidelines.

- We allow professional, commercial, or group photography with prior approval from the Director. That includes photography for such special events as weddings, engagements, proms, and homecoming.
- Be respectful of fellow patrons, following the library's code of conduct.
- Among other things, we prohibit photos and video of other patrons and staff members or impeding access to any area of the library. We also bar the use of equipment beyond cameras, phones, and video recorders (e.g., tripods, lights and reflective shields).

## Unattended Child and Patron Behavior Policies

### Unattended Child Policy Statement

A primary mission of the library is to provide a safe, secure, comfortable, and convenient facility for patrons and staff. This is especially true for children who visit the library. Although staff are available to assist and provide general guidance, **the library does not provide childcare services**. Attaining the desired and appropriate environment for children requires the communication and cooperation of both staff and parents/guardians.

### Definitions for the Purpose of this Policy:

#### Unattended Child

An unattended child is any young person, seven years or younger, unaccompanied by a responsible adult or babysitter who is unable to care for themselves or use the library responsibly.

#### Adult, Parent, Caregiver, Babysitter

These terms are used in this policy to designate a person 12 years old or older who is legally responsible for the welfare and behavior of the children they are accompanying and who can take responsibility should an emergency arise.

#### Inappropriate Behavior

Examples of inappropriate behavior may include but are not limited to:

**Disruptive behavior**, such as running, shouting, climbing, rude actions, horseplay, etc.

**Verbal or physical abuse of staff or other people in the library**, such as cursing, demeaning comments, talking back, rude comments, hitting, biting, kicking, punching, teasing other children, hiding property, etc.

**Damage to property of the library or others**, such as breaking or ruining supplies, improper use of furniture or equipment, theft, etc.

#### Regulations

1. It is the responsibility of parents/guardians to assure the appropriate behavior of their children while in the library
2. Children exhibiting inappropriate and/or disruptive behavior may be asked to leave the library building and grounds.
3. Children seven years of age and younger must be attended and supervised (within sight) at all times by a responsible person. This person must be twelve years of age or older and be assigned to the care of the child.
4. Library staff is not responsible for the supervision of children left unattended. Staff response to children left unattended can include:
  - a. Sending the child home.
  - b. Calling parents/guardians to come to the library and pick the child up.
  - c. Calling the police, or the appropriate authorities including child welfare agencies, to assume responsibility for the child.

5. Chronic offenders will be denied use of the library.
6. 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.
7. Finally, be aware that when the library closes, the doors are locked, lights are turned off, and no one is available to supervise the areas outside the library. 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 caregiver, for the safety of your child, the local authorities will be called to assist in locating a parent/guardian. Two staff members will stay inside the library with the child until the child has been picked up.

### **Patron Behavior Policy Statement**

The Patron Behavior Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is enforced on all library premises. The library staff may enforce this policy by checking bags, requesting identification, or searching/removing unattended items.

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:
  - a. Carrying, displaying, or entering the premises with weapons of any type unless authorized to do so.
  - b. Theft.
  - c. Fighting or threatening physical harm.
  - d. Gross disrespect toward any individual, including cursing and name-calling.
  - e. Defiance of library rules and the efforts of staff to enforce them.
  - f. Entering the premises with or under the influence of alcohol or drugs.
  - g. Smoking in the building.
  - h. Engaging in sexual harassment of any kind.
  - i. Engaging in inappropriate touching.
  - j. Transporting explosive devices or any portion of such onto the premises.
  - k. Vandalism.
  - l. Accessing, creating or displaying information by any means, including via the library's public computing service, that is obscene as defined by Kansas law. K.S.A. 21-6401 is listed as Appendix E.

- m. 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:
  - a. Disruptive behavior in any part of the library including the hallways and restrooms.
  - b. Disruptive behavior during programs.
  - c. Disruptive behavior on library grounds.
  - d. Destruction and defacement of property.
  - e. 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:
  - a. Failure to follow reasonable requests by the staff.
  - b. Playing audio/video equipment so that others may hear it.
  - c. Engaging in horse play.
  - d. Disturbing other patrons in any way.
  - e. 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. Library privileges may be temporarily revoked by the director and may be permanently revoked by vote of the library board.

### **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.
  - a. Cultural events for which admission is charged and education courses for which there is tuition are not construed as commercial.
- 3. Notices of religious services.
  - a. Concerts and lectures held in churches are not religious services.
- 4. Notices from political parties.
  - a. These shall be defined as any materials from organizations which nominate candidates for public office in a general election.

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. When in doubt, the final determination of a posting is done by the library director.

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 Closing and Inclement Weather**

Should the library be forced (for reasons out of our control) to close, all staff scheduled to work shall be paid for their normal working hours so long as the funds are available. Reasons for closing can include medical emergencies, power outage, fire, tornado, facility damage, flood damage, etc. The Director is authorized by the Library Board to make decisions regarding building closings with consultation from Board Members or other staff members.

The library will close when weather makes travel to the library unsafe for patrons and staff, or it is impossible to have sufficient staff 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 Director in consultation with the Board President. Whenever possible this decision shall be made before 9 am.

In the event of a 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/guardians will be called to inform them of the whereabouts of their children. The front doors of the building will remain unlocked in case others needing a place to shelter can get in.

Staff shall canvas the building to inform patrons of the situation and move them to the designated shelter area. A phone and first aid kit shall be gathered by staff and brought to the shelter area.

### **Pandemic Preparedness**

In case of a pandemic the library will follow the City of Marysville'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**

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.