

**Elm Creek Public Library
Elm Creek, Nebraska
Policy & Procedure Handbook
Developed July 7, 2023**

Library Mission Statement

The mission of the Elm Creek Public Library is to serve as a center for the collection and preservation of materials in print and electronic form and to serve the recreational, informational, educational and leisure needs of the community. The library is committed to supporting a lifelong enjoyment of reading and learning for all ages.

Library Policies

The following policies were approved by the board of the Elm Creek Public Library and establish the operational policy of the library. These policies will be examined at the annual meeting and may be revised at any time by action of the board in the same way as prescribed for amendment of the by-laws governing the trustees.

- I. Library Collections and Services
 - A. The director shall be responsible for the selection of items which best meet the interest and needs of the community.
 - B. These items will be purchased through the Village Clerk with the approval of the board.

- II. Gifts, Bequests & Memorials
 - A. The library accepts gifts of suitable materials with the understanding that they will be added to the library collection only when needed and disposed of at the discretion of the director.
 - B. The same principles of selection apply to gifts. The library will not put a value on donated materials. Unrestricted gifts of money, land or property will be gratefully accepted by the board.
 - C. All gifts are considered permanent and the library does not accept loaned material.

- III. Selection and maintenance of the library collection
 - A. The Library gathers materials, both print and non-print, on all subjects of interest to the community. In collecting these materials, the Library adheres to the principles embodied in the [Library Bill of Rights](#) of the American Library Association and this policy statement.
 - B. The Library adopts the position statement of the American Library Association, the Library Bill of Rights and the [Freedom to Read statement](#) on book selection and controversial materials. Copies of these are attached and linked.
 - C. The responsibility for children's reading selections rests with their parents and legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials that their parents may consider inappropriate.
 - D. Selection of materials follows standard guidelines. At least one of the following criteria will be used in material selection.
 1. Needs and interests of the Library's users and anticipated users,
 2. Accuracy and responsibility of the author,
 3. Effective expression,
 4. Significance of the subject,
 5. The item's relationship to the rest of the collection,
 6. The interests of the community.
 7. Recent copyright date,
 8. Format and price

- E. Standard book review and selection tools, such as, but not limited to, book reviews from professional journals, best seller lists, and other professional library publications, are used to determine the usefulness of all print and non-print material. (ex: Booklist, School Library Journal, Books in Print, commercial publishers, book club picks, best sellers list and others).
- F. The Library Director shall consider Patron's request when the material suggested will be of use in the collection.
- G. The library adopts the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) on book selection and controversial materials attached and linked.

IV. Use of the Public Library

- A. The library staff will provide guidance and assistance for people to obtain information they seek as recorded in print, audio visual resources and computer technology.
- B. The library will initiate programs to stimulate the use of library materials to fill needs of people of all ages.
- C. The library will cooperate with civic and community agencies and organizations to help them with program materials.
- D. The library will supplement, but not perform the functions of schools and other libraries which are designated to meet special needs.
- E. This public library will at all opportunities cooperate with other libraries to strengthen the services and resources for all.

V. Use of library materials

- A. Computer use
 - 1. Computer users will follow the attached Internet and Computer Acceptable Use Policy.
- B. Circulation of materials
 - 1. Library materials may be checked out for three weeks. This includes books, magazines, audiobooks, and books on CD. Reference books may be checked out at the librarian's discretion. There is no limit on the exact number of items checked out (except for DVD's).
- C. Lost Materials
 - 1. Patrons will be charged the actual cost to replace the materials lost.
- D. Photocopying
 - 1. Photocopying is available at the library for \$0.35 per copy/black and white and color copy.
 - 2. Computer printing is available at \$0.35 per copy.
- E. Projector
 - 1. The projector may be rented for a \$100 refundable deposit upon return of the projector.
- F. Interlibrary Loan
 - 1. There is no charge for interlibrary loan requests but is limited to 4 items per month per person.

2. The patron must pay for any lost or damaged items on interlibrary loan to the satisfaction of the lending library.

G. Confidentiality of Records

1. The Library recognizes its circulation records identifying the names of library users with specific material that is to be confidential in nature.
2. All Librarians and employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or pursuant to federal, state or local laws relating to civil, criminal, or administrative discovery procedures or legislative power.
3. The Library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as proper showing of good cause has been made in a court of competent jurisdiction.

H. Reconsideration of materials

1. The Library collection presents opposing views on controversial topics.
2. The Library holds the philosophy of intellectual freedom.
3. Care will be taken so that no one patron or group determines the selection or withdrawal of materials because of individual opinions.
4. If a complaint is made, the following procedures should be followed:
 - a) Listen, kindly inform the complaint of the selection procedures.
 - b) Ask them to fill out "Reconsideration of Materials" form
 - c) Inform Library Board of complaint.
 - d) Create a reconsideration committee: 2 patrons, 2 board members and the Village Administrator.
 - e) Committee takes the following steps:
 - (1) Reads, views, or listens to the material in its entirety
 - (2) Checks acceptance of material by reading professional reviews
 - (3) Meet to discuss the material and make recommendations
 - (4) Committee representatives then take their decision to the Library Board where the board will file a copy of the recommendation.
 - (5) A letter will be sent to the complainant explaining the outcome of the reconsideration process.
 - (6) The decision of the board to withdraw or keep the material will be implemented.
 - (7) Titles may only go through the reconsideration process once every three years.

I. Weeding

1. Weeding is an important part of collection development.
 - a) The collection is systematically weeded.

- b) Weeding criteria includes obsolete, inaccurate, or outdated information; little or no circulation; damaged or dirty conditions, and duplicates no longer needed, unwanted gifts, and titles that are superseded with new or revised information.
- c) Weeded material is sold to the public or disposed of.
- d) Books or items of local interest, irreplaceable titles, local authors, or other special value will be retained.

VI. Cricut Policy

- A. The Elm Creek Library Cricut is a smart cutting machine available to the public to make objects such as cards, vinyl stickers, t-shirt iron-ons, and much more using a design that is uploaded from from a tablet or laptop using Cricut Design Space. This policy establishes the procedure for public use of the Library's Cricut machines.
- B. The Library's Cricut Maker and Cricut EasyPress may only be used for lawful purposes.
- C. The public will not be permitted to use the Library's Cricut Maker and Cricut EasyPress to create material that is:
 - 1. Prohibited by local, state, or federal law
 - 2. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others
 - 3. Obscene or otherwise inappropriate for the Library environment
 - 4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection
- D. Only patrons with library cards in good standing may use the Cricut.
- E. The Library reserves the right to deny the use of the equipment.
- F. Patrons have access to a 12"x 12" FabricGrip mat and a 12"x 12" LightGrip mat, as well as a standard fine point blade and a rotary cutting blade. Only Library staff are allowed to change the blades on the Cricut Maker.
- G. Library members must design, scan, create, or download their own designs in Cricut Design Space; library staff is available for assistance only.
- H. The library has a very limited amount of Cricut supplies available for purchase. If you are in need of something specific, or you would like to, you may provide your own materials to use in the Cricut.
- I. There will be a \$1.00 fee for each session of use and a \$1 fee per 12" of each color vinyl used with the cricut if they are using Library supplies.