

Hays Public Library

Service Policy

HAYS PUBLIC LIBRARY STATEMENT OF PURPOSE

To secure the best possible library we can for the people we serve.

To assemble, preserve and administer, in organized collections, books and related educational and recreational materials in order to promote the communication of ideas, an enlightened citizenship and enriched personal lives.

To provide opportunity for recreation through the use of literature, music, films and other art forms. To provide opportunity and encouragement for the public to educate themselves continuously.

To seek continually to identify community needs, to provide programs of service to meet such needs and to cooperate with other organizations, agencies and institutions which can provide programs or services to meet community needs.

To increase usage of library services by making the public aware of our resources through an active public relations plan.

STANDARDS FOR PUBLIC LIBRARIES IN KANSAS

It is the responsibility of a democratic society to provide each individual with equal and adequate access to informational resources. The tax-supported public library should meet this responsibility.

The public library has a unique role: it is the only educational institution in America accessible to all citizens regardless of age, sex, race, occupation or interest. It is an indispensable link between each person and the information which contributes to his intellectual, social and cultural growth, as an individual and as a participant in the community, state, nation and world.

The challenge to a public library is to rise to this role, to be certain that the aim of all public library activity is to give service to these needs. The library assembles its materials with the service goal in mind. It organizes its staff with the same goal: to help its public find needed materials, interpret them and use them effectively.

The public library exists to provide materials which communicate experience and ideas from one person to another. (Excerpts from Standards for Public Libraries in Kansas, 1975)

The right of an individual to use the library shall not be denied or abridged because of age, sex, religion, national origin, social or political views, disabilities or health conditions, including HIV Positive status or Acquired Immune Deficiency Syndrome (AIDS). This includes staff members.

INTELLECTUAL FREEDOM

The Public Library's unique characteristics are in its generalness. The Public Library considers the entire spectrum of knowledge to be its purview, and the entire spectrum of the community as its user population.

The Public Library shall act as a principal information source for every citizen of Ellis County. Its primary responsibility will be to identify, select, organize, retrieve, disseminate and provide total access to the record of human thought.

The Public Library will be particularly sensitive to change as it affects information needs. It will be responsible for linking community information resources to other resources in the state, the nation and the world.

A child's library card presents opportunities for many fascinating educational and entertaining experiences, and parents should encourage their children to explore them. The Public Library provides a wide variety of materials representing many points of view on topics of interest to the community. All libraries contain some printed and audiovisual materials which some parents find inappropriate for their children. It is the responsibility of the parent, and not the library, to decide to which ideas and materials a child should be exposed.

(Reprinted with permission of the Arapahoe Library District and the Jefferson County Public Library, Colorado)

As Public Library staff members, we should never comment on the materials we check out. It is a violation of the patron's privacy and may intimidate other patrons from checking out materials. This applies even if the comment is positive.

The American Library Association Bill of Rights and the American Library Association Freedom to Read Policy are part of the Hays Public Library's Intellectual Freedom Policy and are included in the Hays Public Library Policy Manual. (See Hays Public Library Intellectual Freedom Policy, pages 3 - 7.)

BORROWERS

1. Scope

The Library shall serve the citizens of Hays. Patrons residing in the area encompassed by the Central Kansas Library System are served by the Hays Public Library through contractual arrangement with CKLS, as a member of that system. The rights of an individual to the use of the Library shall not be denied or abridged because of age, sex, religion, national origin, social or political views, or health conditions, including HIV Positive status or AIDS. This includes staff members.

For patron authentication purposes, the Library will require a photo ID (preferably a driver's license) plus a property statement of some kind (a bill will suffice) in order to qualify for an adult library card. Students of Fort Hays State University and area schools are encouraged to use the Library's services. An adult library card will be issued to persons age eighteen and over. University students will be required to give a home address in addition to a Hays address. "Tigertrack" may be used to verify student ID's.

The Library will require a photo ID for a young adult card. Young adult birth dates or grade level identify young adults as migrating from children's to young adult status. A young adult library card will be issued to persons between the ages of twelve and seventeen or grade 6 and above). Young adults failing to present library cards will not be issued new cards unless they pay the \$1 replacement fee. Young adults are responsible for fine payments and material replacement.

A parent's signature is required for a children's card. Parents are responsible for fine payments and material replacement.

Adult and young adult borrowing privileges will be suspended if a borrower has two materials outstanding which have been neither returned nor replaced, or if overdue fines exceed \$20.00. Overdue fines and replacements must be paid during the fiscal year (Jan.-Dec.) in which they occur. Children's fines are levied at a reduced rate in an effort to provide a hospitable, welcoming environment which encourages children to read. Children's materials are also checked out in large numbers because of their smaller size.

The Library, as a member of the Central Kansas Library System, will lend materials requested by other libraries through interlibrary loan.

2. Exclusions from the above

The use of the Library's facility and/or services may be denied for due cause. Such cause may include failure to return library materials, failure to pay penalties, destruction of library property, disturbance of other patrons or any other objectionable conduct on Library premises. The Director will notify the Library Board of any exclusions of an extended nature.

CONFIDENTIALITY OF LIBRARY PATRON AND CIRCULATION RECORDS

(Approved by Board, 7/14/81)

Patron and circulation records are confidential and are not subject to the 1984 Public Records ruling. The information is kept solely for the purpose of collection control, is to be employed for internal library purposes only, and is not to be released to any person or organization, except that individual to whom a particular registration relates. Police requests for patron information will be honored upon presentation of a warrant.

AMERICAN LIBRARY ASSN. POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Council of the American Library Association strongly recommends that the responsible officers of each library in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records and other identifying the names of library users to be confidential in nature.*
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.**

* Note: See also ALA Policy manual 54.15, Code of Ethics, point 3: "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

** Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

See also Privacy Act of 1974 - Purpose, Hays Public Library Policy Manual, App. 1

See also Kansas Open Records Act, Hays Public Library Policy Manual, App. 2

PUBLIC SERVICE AND CHECKOUT POLICIES

1. Greet the patron. (Say "Hello," "Good afternoon," "May I help you?" etc.)
2. Even if we are in the middle of a task, we shouldn't act preoccupied. **The patron should be our first consideration.**

3. Our ultimate objective in the Library is to provide the patron with the material which he or she is seeking. If the patron cannot find the material, we try to find it for the patron. If we don't have the material, we can inform and assist him/her with every possibility for acquiring that material (reserve, interlibrary loan, referral to Forsyth Library, referral to another agency, etc.) **It is our responsibility to make it possible for that patron to have that material.**

4. In giving directions to a material, we take the patron to the location whenever possible. If we cannot leave the desk to go to another floor (the Adult Nonfiction, for example), we can give directions in as detailed a way as possible, and be sure to add, "If you can't find what you need, someone here will be glad to come down and help you."

5. In answering patron questions, we can give information of which we are certain. If we aren't certain, we can refer the questions to another staff member. We shouldn't promise that a book will be returned by a certain date, but we should try to give the patron as much information as possible.

6. **We should never comment on the materials we check out.** It is a violation of the patron's privacy and may intimidate other patrons from checking out materials. This applies even if the comment is positive.

7. Circulation staff in the Adult, Children's and Young Adult departments will do the following before checking out materials:

Check the borrower's record to see whether a fine or fee is owed. If a fine or fee is owed, staff will alert the patron QUIETLY by saying, "Do you know you have a fine on your account?" or show the patron the screen. This helps protect the confidentiality of borrowers.

BUILDING USE POLICY

ADA COMPLIANCE

Hays Public Library complies with the Americans with Disabilities Act of 1990.

NON-DISCRIMINATION STATEMENT

The right of an individual to use the Hays Public Library shall not be denied or abridged because of age, sex, religion, national origin, social or political views, disabilities or health conditions, including HIV positive status or Acquired Immune Deficiency Syndrome (AIDS). This includes staff members.

PROGRAM AND MEETING ROOM SERVICES

Every effort is made to provide Library programming. The Visual and Performing Arts Gallery may be used for single events by nonprofit organizations. Due to Constitutional provisions regarding the separation of Church and State, the Library cannot furnish rooms for religious purposes. The Library has videoconferencing capability. A videoconference-trained library staff member should be onsite to set up and provide technical assistance.

RESTRICTIONS REGARDING FOOD, DRINK, SMOKING, ALCOHOL CONSUMPTION, ILLEGAL DRUG USE AND SOLICITATION

No food or drink is allowed in the Library except in the Main Floor Gallery, 2nd Floor Trish Davies Young Adult Room, for special Children's programs and in staff areas. No smoking or use of tobacco products, consumption of alcoholic beverages or illegal drug use is allowed in the Library. There will be no solicitation at or in the library.

BUILDING INSURANCE

Insurance policies are carried with Insurance Planning, 3006 Broadway, Hays. The policies include coverage for liability, stock burglary and theft, glass breakage, fire, vandalism, employee and board fidelity bond and auto. A workman's compensation policy is also carried. **See also Risk Management Policy Statement, pages 6 - 7.**

BOOK/ AV DROPS

A book drop is provided on the Main Street side of the building and also in the west parking lot (curbside) for print materials. Nonprint materials may only be returned at the main floor front desk or via the AV drop, located adjacent to the Main Street book drop. Books requested on interlibrary loan will be returned to the lending library without charge to the patron..

GALLERY DISPLAYS

The Library presents a monthly exhibit in the Gallery with the objective of increasing the education, art appreciation and enjoyment of library patrons. If a patron wishes to purchase a work, the Library will help them contact the artist. All care will be taken to see that no harm comes to the artist's work. The artist, however, must understand that the Library is not responsible for the display and must sign a statement to this effect before exhibiting. **See also Gallery Display Form, page 9.**

CELL PHONE RESTRICTIONS

1. Cell phones are not to be used in the library, except in the lobby areas.
2. Pagers should be placed on "vibrate" while in the library.

MATERIALS SELECTION POLICY

DESCRIPTION OF COMMUNITY

Hays is an agriculturally-oriented college community with important historical, artistic, health and education components. Many residents have Volga German ethnic origins.

USER NEEDS

The Library functions to provide informational, educational and recreational materials through circulating collections, reference services and interlibrary loan.

The Children's Dept. selects materials of interest to children from preschool through middle school age. The Young Adult area provides materials of interest to young people from ages twelve to fifteen. The Kansas Room provides Kansas historical and genealogical information.

INTERLIBRARY COOPERATION

The Library cooperates with other libraries through interlibrary loan, reference requests and electronic communication. The Library also cooperates with local school libraries and Fort Hays State University's Forsyth Library through mutual book returns, bulk loans, coordinated collection development, interlibrary loan and reference requests.

PATRON REQUESTS

The Library will consider for purchase all requests for materials (**See also SELECTION CRITERIA, page 8**). Additional copies of titles in high demand will be purchased when five or more requests develop. Materials not owned may be requested through interlibrary loan. Materials lost, stolen or damaged will be replaced if the materials continue to be in demand.

WHO SELECTS MATERIALS

The director and department heads are responsible for the selection of library materials. Suggestions from the public are welcome. Standard library selection aids for print materials include: Library Journal, Publisher's Weekly, Booklist, New York Times Book Review and School Library Journal. For nonprint materials, award nominations for awards such as the Academy Awards or Grammys are used.

SELECTION CRITERIA

Library materials are selected on the basis of their informational, educational, or recreational value for the use of the Hays Public Library's patrons. Three criteria are used to select materials. A material does not have to meet all three criteria in order to qualify for selection.

1. Quality of Material: good critical reviews, literary or artistic awards, artistic, scientific, or educational value, quality of presentation, expression, format, illustrations or images, maps, diagrams, etc.
2. Popular Demand: New York Times bestseller list, one or more patron request (depending on cost of material and existing budget), age group appropriateness
3. Relationship to Existing Collection: subject area balance, philosophical balance, existing budget, relevance to community, to current subjects of interest

LIBRARY MATERIALS BUDGETS

The approximate percentages of the Library's total budget allocated to library materials are as follows: print materials - 13%, nonprint materials - 5%. Within the library materials budget, the following allocations are made: print - 70%, nonprint - 30%, Adult materials - 61%, Children's materials - 26%, Kansas Room - 7%, Young Adult, 6%.

SPECIAL COLLECTIONS

Materials by and about Kansans or Kansas are acquired for the Kansas Room. These include books, Kansas newspapers on microfilm, periodicals, vertical file materials, maps, photographs and other items. The Kansas Room maintains a genealogy collection.

GIFT MATERIALS

Books and other materials will be accepted as gifts on the condition that the Library has the authority to make whatever disposition is deemed advisable. The Library will not accept materials which are not outright gifts.

REBINDING OF MATERIALS

Books which are of value and/or current content are rebound when necessary.

INVENTORY OF MATERIALS

Periodic (generally annual) inventories of the Library's collections will be conducted.

WITHDRAWAL OF MATERIALS

The following criteria will be used for determining withdrawal of library materials:

1. Use of the item
2. Physical condition of the item
3. Director's reevaluation of the suitability of the item
4. Duplication of title in collection
5. Information contained in the item no longer timely

An item will be considered withdrawn from the collection when the item is removed from the shelf, bar code number removed from the shelf list card, item withdrawn from the database, and the item clearly marked "DISCARD."

THE FREEDOM TO READ AT THE HAYS PUBLIC LIBRARY

The Board of Directors of the Hays Public Library affirms its belief in the following basic policies which govern the selection and availability of materials in this library:

As a responsibility of library service, books and other library materials selected are chosen for values of interest, information and enlightenment of all the people of the community. In no case will library materials be excluded because of the race or nationality or the social, political or religious views of the author.

The Hays Public Library strives to provide books and other materials presenting all points of view concerning the problems and issues of our times. No library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval.

The Hays Public Library does not necessarily endorse every idea or presentation contained in the materials it makes available. It would conflict with the public interest for the Board of Directors or the staff of the library to establish their own political, moral or aesthetic views as the sole standard for determining what materials should be made available by the library. It is contrary to the public interest to require a reader to accept with any book or other item the prejudgement of a label characterizing that item or its author as subversive or dangerous.

Attempts to censor library materials will be challenged by the Hays Public Library in the maintenance of its responsibility to provide public information and enlightenment. The Hays Public Library cooperates with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

Objections to Books or Materials

In the event that a patron objects to the existence of a library material in the collection, the following procedure is followed:

1. The patron is requested to complete a "Citizen's Request for Reconsideration of a Library Material" form (at front desk). **See Intellectual Freedom Policy.**
2. The Director reviews the material in question, as well as its critical reviews.
3. The Director makes a decision regarding the disposition of the item.
4. The Board of Trustees may, at its discretion, review the Director's decision.

HAYS PUBLIC LIBRARY CIRCULATION POLICIES FOR ALL ITEMS

<u>Item</u>	<u>Borrowing Period</u>	<u>Overdue Fine</u>	<u>Checkout Limit at 1 Time</u>	<u>Lost Item Price price unknown</u>
Art	28-day	.25/day	No Limit	\$150.00
Bestseller	14-day	.10/day	No Limit	Fic-\$20, NF-\$25
BookCD	21-day	.05/day	10	\$9.00/ea
CD-ROM	21-day	.10/day	2	\$40.00
Disc	21-day	.10/day	10	\$15.00
DVD	7-day	\$1.00/day	4	\$25.00
Fiction	21-day	.05/day	No Limit	\$20.00
GraphicNov	21-day	.05/day	No Limit	\$20.00
Language	21-day	.05/day	No Limit	\$20.00
LangBkDisc	21-day	.05/day	10	\$50.00
LangBkTape	21-day	.05/day	10	\$50.00
Largeprint	21-day	.05/day	No Limit	\$25.00
MP3Acc	7-day	.05/day	1 (No Renewal)	\$10.00
Mystery	21-day	.05/day	No Limit	\$20.00
New book	21-day	.05/day	No Limit	Fic-\$20, NF-\$25
Nonfiction	21-day	.05/day	No Limit	\$25.00
Oversize	21-day	.05/day	No Limit	\$25.00
Paperback	21-day	.05/day	No Limit	\$5.00
Periodical	21-day	.02/day	10 (5 of 1 title)	\$3.00
Playaway	21-day	.05/day	4	\$50.00
Records	21-day	.10/day	10	\$9.00/ea
Reference	3-day with special permission		N/A	N/A
Science Fic	21-day	.05/day	No Limit	\$20.00

<u>Item</u>	<u>Borrowing Period</u>	<u>Overdue Fine</u>	<u>Checkout Limit at 1 Time</u>	<u>Lost Item Price</u>
Storage	21-day	.05/day	No Limit	Fic-\$20,NF-\$25
Tape	21-day	.10/day	10	\$9.00/ea
Vertical File	21-day	.02/day	No Limit	\$3.00
Video	7-day	\$1.00/day	4	\$20.00
Western	21-day	.05/day	No Limit	\$20.00
K - CDRom	0	N/A	N/A	N/A
K - Family	0	N/A	N/A	N/A
K - Fiction	3-day with KR Lib'n permission		N/A	N/A
K - Genealogy	0	N/A	N/A	N/A
K - Microfilm	0	N/A	N/A	N/A
K - Nonfiction	3-day with KR Lib'n permission		N/A	N/A
K-Periodical	0	N/A	N/A	N/A
K-Photo	0	N/A	N/A	N/A
K - Vert. File	0	N/A	N/A	N/A
K - Volga	0	N/A	N/A	N/A

<u>Item</u>	<u>Borrowing Period</u>	<u>Overdue Fine</u>	<u>Checkout Limit at 1 Time</u>	<u>Lost Item Price</u>
J - Adv. Fic.	21-day	.02/day	No Limit	\$17.00
J - Award	21-day	.02/day	No Limit	\$17.00
J - Beg. Fic.	21-day	.02/day	No Limit	\$17.00
J - Bookcass.	21-day	.02/day	No Limit	\$15.00
J - BookCD	21-day	.02/day	No Limit	\$25.00
J - CDROM	21-day	.02/day	2	\$40.00
J - Disc	21-day	.02/day	No Limit	\$20.00
J-DVD Must be 18 or over	7-day	\$1.00/day	4	\$25.00
J - Easy Read.	21-day	.02/day	No Limit	\$17.00
J-GraphNov	21-day	.02/day	No Limit	\$17.00
J - Holiday	7-day	.02/day	No Limit	\$17.00
J - Int. Fic.	21-day	.02/day	No Limit	\$17.00
J - Largeprint	21-day	.02/day	No Limit	\$17.00
J - Mystery	21-day	.02/day	No Limit	\$17.00
J - Nonfiction	21-day	.02/day	No Limit	\$17.00
J - Paperback	21-day	.02/day	No Limit	\$8.00
J - Periodicals	21-day	.02/day	No Limit	\$3.00
J - Puppet	21-day	.02/day	No Limit	\$40.00
J - Reference	3-day with special permission		N/A	N/A
J - Sci. Fic.	21-day	.02/day	No Limit	\$17.00
J - Software	Doesn't check out		N/A	N/A
J - Sports	21-day	.02/day	No Limit	\$17.00
J - Video	7-day	\$1.00	4 - Must be 18 or over	\$20.00
J - WAW	21-day	.02/day	No Limit	\$17.00

<u>Item</u>	<u>Borrowing Period</u>	<u>Overdue Fine</u>	<u>Checkout Limit at 1 Time</u>	<u>Lost Item Price if price unknown</u>
Youngadult	21-day	.05/day	None	\$20.00
YA-Award	21-day	.05/day	None	\$20.00
YA-BookCD	21-day	.05/day	10	\$50.00
YA-CD	21-day	.05/day	10	\$20.00
YA-Gameacc	7-day	1.00/day	2	\$50.00
YA-Games	7-day	.25/day	2	\$50.00
YA-Graphic	21-day	.05/day	None	\$20.00
YA-Language	21-day	.05/day	None	\$20.00
YA-Large	21-day	.05/day	None	\$20.00
YA-Newbook	21-day	.05/day	None	\$20.00
YA-Nonfiction	21-day	.05/day	None	\$20.00
YA Periodical	21-day	.02/day	10 (5 of 1 title)	\$3.00
YA Playaway	21-day	.05/day	10	\$50.00
YA Serfict	21-day	.05/day	None	\$20.00
YA Tape	21-day	.05/day	5	\$9.00/ea

Fee-based Services

	<u>Fee</u>
Computer Print	\$.10/page-B&W; color:\$.50/pg Adult Dept, \$.25/pg YA Dept., \$.10/pg Children's Dept.
Fax (U.S. only)	\$2.00/page-send, \$.50/page-receive
Lost or Damaged Item	Replacement Cost of Item
Microfilm Print	\$.25/page - 1st page, \$.10/page thereafter
Photocopy	\$.10/page, \$1.00/page color
Replacement Library Card	\$1.00
Video Return w.o. Case	\$0.50

**Renewal limits: 2x for all materials with the exception of videos and DVD's
1x for videos and DVD's**

HAYS PUBLIC LIBRARY PUBLIC RELATIONS & PUBLIC INFORMATION POLICY

In recognition of the Hays Public Library's responsibility to maintain continuing communication with present and potential users of the Hays Public Library's services and resources, so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Hays Public Library adopts the following resolution as a matter of policy:

The objectives of the Hays Public Library's public relations program are:

To promote community awareness of library service.

To stimulate public interest in and usage of the Hays Public Library.

To develop public understanding and support of the Hays Public Library and its role in the community.

The following means may be used to accomplish the foregoing objectives:

1. An annual plan of specific goals and activities shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.
2. Training sessions, workshops, and other aids shall be made available to library staff members to assure courteous, efficient, and friendly contact with library patrons and the general public.
3. Personal and informational group contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and Board members.
4. Local media shall be utilized to keep the public aware of and informed about the Hays Public Library's resources and services.

5. Newsletters, brochures, and other promotional materials shall be produced and distributed through effective methods of reaching the public.

6. The Hays Public Library may sponsor programs, classes, exhibits, and other library-centered activities and shall cooperate with other groups in organizing these to fulfill the community's needs for educational, cultural, informational, or recreational opportunities.

7. The Library Director or a designated qualified staff member shall have the responsibility for coordinating the Hays Public Library's public relations and public information activities.

HAYS PUBLIC LIBRARY INTERNET ACCESS POLICY

Welcome to the Hays Public Library's Internet Access. To maximize availability of this resource and to insure fair accessibility for all, we require that individuals who use the public Internet computers read and agree to the following Internet policies and procedures:

Internet Access and Internet Information

When you access the Internet/World Wide Web, you leave the Hays Public Library. The information you may access through this connection is not controlled by the Library. We cannot protect you from information you find offensive. **We recommend that parents supervise their children when their children use the Internet.** Although content filters are available for patron use, we advise you that content filters do not block all objectionable material and do block material which is non-objectionable.

The Library provides access but not technical assistance in using the Internet, which has many individualized services. The Library offers Internet training tutorials. Inquire at the Front Desk for scheduling and sign-up information.

The Library is not responsible for the accuracy or content of any items retrieved.

Printed instructions on searching the Internet/WWW are provided alongside the computer.

Internet Access Procedures at the Hays Public Library

1. The Internet access computers are available during regular library hours except when classes are being held or when they are undergoing maintenance.

2. **Adult Dept.:** There are ten Internet access computers in the Adult Dept. - seven are on a first-come-first-served basis. The other three may be reserved in advance. The Adult Dept. Internet computers are restricted to users age 12 or older. One computer is content filter-capable. The filter may be activated by a staff member on request.

Individuals wishing to use the Internet are required to sign up at the Adult Dept. Front Desk. A user may reserve an Internet computer for a maximum of one hour of computer time in a 24-hour period. Use of all computers is limited to one hour if someone is waiting. After the initial hour, the user may continue access but must make the computer available within five minutes of being told that another person is waiting. Only three people may be seated at an Internet computer and no one may stand over individuals who are using the Internet computer for the purpose of hurrying them into leaving before their time is up.

3. **Young Adult Dept.:** There are nine Internet access computers in the Computer Lab which are restricted to users age 12 or older with preference given to users age 12 - 17. One computer is content filter-capable. The filter may be activated by a staff member on request.

4. Children's Dept.: There are eight Internet access computers in the Children's Dept. They can be accessed on a first-come-first-served basis with priority given to children under the age of 12. Parents are encouraged to accompany their children when their children use the Internet computer. Two Internet computers provide content filters for those wishing filtered access.

Individuals wishing to use the Internet are required to sign up at the Children's Dept. Front Desk. Use is limited to one half-hour if someone is waiting. After the initial half-hour, the user may continue access but must make the computer available within five minutes of being told another person is waiting.

Children under the age of 12 and their parents will be expected to read and agree to the Library's "My Rules for Online Safety" prior to using the Internet computer.

4. You may not use your own software programs. (This is to minimize the potential for the introduction of a computer virus into the Internet access computer which could then be spread to subsequent users of this computer.)

Internet users may not tamper with settings (windows, desktop, web browser, network, etc.). Users may not download to the hard drive.

5. In the Adult Department, users may purchase diskettes, zip disks, CD-R's and CD-RW's at the Library or may bring in their own and use them after librarians have checked them for viruses. Users may leave CD's and diskettes at the front desk for re-use. The Library is not liable if a personal CD or diskette is physically damaged or has its integrity compromised due to software, including but not limited to viruses, while in use at the library.

6. Printing costs .10/page.

7. You may not always be able to go to the places on the Internet you want to visit. There are many possible reasons, among them are:

There are too many Internet visitors and the host computer has closed or limited access from the "outside world."

The database or resource is licensed to a particular institution and you need to be affiliated to gain access.

The host computer has changed its address or has closed down.

The Library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.

8. Not all sources on the Internet provide accurate, complete, or current information.

9. The Internet computer workstations and printers are located in public areas frequented by people of all ages. Internet computer images are not considered private. A user is not permitted to display visual images containing graphic violence or obscenity as identified in K.S.A. 21-3516 and 21-4301 et seq. The user will be asked to change sites. Users must also comply with all applicable federal and state laws, including United States Copyright Law.

10. Misuse of the computer or Internet access will result in loss of the user's computer privileges.

My Rules for Online Safety

Any Internet workstation user under 12 years of age must read these rules before beginning an Internet session.

1. I will not give out personal information such as my address, telephone number, parent's work address/telephone number, or the name and location of my school without my parent's permission.
2. I will tell my parents right away if I come across any information which makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
4. I will not respond to any messages that are mean or in any way make me feel uncomfortable.
5. I will talk to my parents/legal guardian so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

HAYS PUBLIC LIBRARY DVD & VIDEO CIRCULATION POLICY

BORROWERS

All borrowers must be at least 18 years of age and registered borrowers of the Hays Public Library.

REGISTRATION

A designation will be made on your Hays Public Library card indicating your acknowledgment of the Hays Public Library video circulation policy and your registration as a videotape and/or DVD borrower. Your signature on the video borrower application, which will be kept on file at the Library, will indicate that you attest to being at least 18 years of age and that you have read and agree to the policy and fines related to the circulation of videos as follows:

Borrowers agree to be liable for and to assume charges for replacement of any videos lost or damaged while charged out to them. This charge will not be greater than the replacement cost of the tape or disc.

LOANS

The loan period is seven days. Videos borrowed on Monday, for example, will be due by closing time on the following Monday. When the Library is not open on any given day, videos will be due before closing time on the next day the Library is open.

FINES

There is an overdue charge of \$1.00 per day per video. They are overdue if not returned by closing time on the date due. The overdue fine is collectible when the item is returned. Non-payment of fines will result in suspension of borrowing privileges.

The maximum overdue fine is \$5.00 per video. The charge for lost/damaged items is the purchase price of that item. If the purchase price is unknown, a charge of \$20 will apply. Replacement cost of cases is 1.00.

CIRCULATION PROCEDURES

1. The number of videos that you can borrow per loan period is as follows:
4 VHS and 4 DVD's
You may reserve videos that are checked out, and videos may be renewed once, if desired, providing there is no reserve on them.
3. You may photocopy a video list at your own expense.
4. The most recently purchased videos have the highest video catalog numbers.
5. You will be able to see at a glance whether your video selections are available by looking in the video cover display rack. Videos are also catalogued by title on computer.
6. Ask for your video or DVD selections by bringing the covers to the front desk.

RETURN OF TAPES

You may return the videotapes to the main floor front desk. Videos may not be deposited in the book drop.

CONDITION OF TAPES

All videos are inspected prior to being placed into circulation. If, upon visual or mechanical examination of a video, damage is found other than a break in a tape that can be spliced, the video borrowing privileges of the patron may be withdrawn. Patron may also be charged replacement costs for the video.

Videos should be shown on machines (VCRs and DVD players) in good mechanical condition. Heads should be cleaned as recommended by your owner's manual.

The library is not liable for damage to patron video or DVD players resulting from use of library materials.

Tapes must be rewound completely before returning.

FEDERAL LAW REGARDING COPYRIGHT

Use of borrowed tapes is restricted to **HOME USE ONLY** unless they are labeled "public performance rights." Duplication of videos in whole or part is prohibited. Use of home-use-only tapes for public performance is a direct and serious violation of Federal Copyright statutes (17 U.S.C. Sec. 106 4). U.S.C. section 101 defines public use as follows:

To perform or display a work "publicly" means 1. To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered, or 2. To transmit or otherwise communicate a performance or display of the work to a place specified by Clause 1 or to the public, by means of any device or process, whether the members of the public are capable of receiving the performance or in separate places and at the same time or at different times.

The statute defines "publicly" as not limited to performances which are open to the general public. A work may be considered as being performed publicly even though the audience is limited to persons of a particular environment such as students, club members, factory workers, and campers, and the site is not open to the general public.

YOUR SIGNATURE ON THE VIDEO BORROWER'S APPLICATION INDICATES THAT YOU HAVE READ THE PRECEDING POLICY AND RULES, AND AGREE TO COMPLY WITH THEM.

Adapted from the Great Neck Library video circulation policy.

6/2004

HAYS PUBLIC LIBRARY KORA (Kansas Open Records Act)
RESPONSE POLICY – based on “Analysis of KSA 45-215, et seq. by Attorney Ross
Wichman, Aug. 10, 2004

All requests for public records must be in writing.

All staff time necessary for the search, review, redaction and copying of the records requested will be charged to the requester and paid before delivery.

A written response will be made to the requester, identifying the above terms.

In responding to a pre-paid request, the designated Hays Public Library staff respondent will:

Find the material requested

Review and redact as per KSA 45-221

Copy

If inspect only: Designate a suitable time and place for review

If copy: Deliver the material

UNATTENDED CHILDREN IN LIBRARY

The Hays Public Library welcomes and encourages children to use its facilities and services. Responsibility for the behavior and well-being of children using the library rests with the parent (or guardian or caregiver assigned by the parent) and not with the Library's personnel.

The safety of all children left alone in the Library is a concern. No public place, including the Library, can guarantee the safety of children. Therefore, it is recommended that children eight years of age and younger be accompanied by a parent or other caregiver at least thirteen years old, who is able to attend to the child's safety and assure proper behavior, when visiting the Library.

Children age 9 and older may be in the library on their own, but may be asked to leave the library if exhibiting inappropriate behavior.

The Library in no way assumes responsibility for any child left unattended in the Library.

The Library staff will contact the police department (non-emergency number) if staff are unable to reach parents or other caregivers by telephone.

If unattended children remain at the library near closing time, parents will be contacted fifteen minutes prior to closing. If children are not picked up at closing time police will be contacted. Two Library staff members will stay with the child after closing until the parent or the police arrive. Under no circumstance is a staff member ever to drive any patron home, adult or child.

In any situation involving youth safety and specifically whenever parents (or other caregivers) or police are contacted, staff will complete an Occurrence Report.

Appendix 1

PRIVACY ACT OF 1974 - PURPOSE

1. To permit an individual to determine what records pertaining to him are collected, maintained, used or disseminated by (Federal) agencies.
2. To permit an individual to prevent records pertaining to him obtained by such agencies for a particular purpose from being used or made available for another purpose without his consent.
3. To permit an individual to gain access to information pertaining to him in Federal agency records, to have a copy made of all or any portion thereof, and to correct or amend such records.
4. To collect, maintain, use, or disseminate any record of identifiable personal information in a manner that assures such action is for a necessary and lawful purpose, that the information is current and accurate for its intended use, and that adequate safeguards are provided to prevent misuse of such information.
5. To permit exemptions from the requirements with respect to records provided in the Act only in those cases where there is an important public policy need for such exemption as has been determined by specific statutory authority.
6. To subject (a Federal agency) to civil suit for any damages which occur as a result of willful or intentional action which violates any individual's rights under this Act.

Appendix 2:

COPYRIGHT AND FAIR USE

“Fair use” protects the rights of authors while allowing educators, students, and scholars legitimate access to material for education. Four factors determine whether or not copying is permissible:

1. Purpose and character of the copying, including whether such use is of a commercial nature or is for non-profit educational purposes.

Is it too late to ask the copyright holder permission to copy?

“Fair use” assumes that material is needed immediately. There is too little time to contact the copyright holder. Copying months before expected use is not “fair use.”

Is the copying anticipating future demand for the materials?

Photocopies should not be made (or interlibrary loan copies kept) for vertical files.

Will the copies be used for profit?

Using copies for profit-making enterprises is not “fair use.” Non-profit educational purposes is the only acceptable reason for copying without reimbursing copyright holder.

2. Nature of the copyrighted work

What is the probable purpose of the original work? To advance knowledge, as in scientific, medical, or historical materials? Or for profit?

Copying without permission is most acceptable when the original work was not produced for profit, but to advance knowledge.

Does the book invite copying?

A book of business forms implicitly or explicitly invites copying for use.

3. Amount and substantiality of the work used

Is the amount to be copied enough to make the copy a substitute for the entire book or magazine?

The amount copied should not be a substitute for the original. Here are two “rules of thumb” for photocopying:

1. Copy only one article per issue or no more than 25% of an issue.

2. Copy from no more than 5 issues per magazine per year.

Is the portion copied the most vital part of the copyrighted work?

Copying even a small portion of a work would not be "fair use" if that portion is the central point of the entire work.

4. Effect of copying upon the potential market or value of the work...

Would people buy the whole book, magazine, etc. if the copy is not made? Will copying reduce the number of sales of the work?

Hays Public Library

Board By-Laws

**BY-LAWS OF THE BOARD OF DIRECTORS
OF THE HAYS PUBLIC LIBRARY**

Hays, Kansas

Article I - Name

This organization shall be called "The Board of Directors of the Hays Public Library" existing by virtue of the provisions of the Laws of the State of Kansas, and exercising the powers and authority and assuming the responsibilities delegated to it under the statutes.

Article II - Membership

The Board of Directors consists of seven members appointed according to state law by the Mayor with the consent of the city commission.

Article III - Officers

Section 1. The officers shall be a chairman, a vice chairman, a secretary, and a treasurer, elected from among the appointed members at the annual meeting of the board.

Section 2. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The CHAIRMAN shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, sign the orders of the board for payment of bills, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The VICE CHAIRMAN, in the event of the absence or disability of the chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the chairman.

Section 5. The SECRETARY shall keep a true and accurate record of all meetings of the board, shall sign orders of the board for payment of bills, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 6. The TREASURER shall be the disbursing officer of the board and shall perform such duties as generally devolve upon the office. He/She shall be bonded in an amount as required by a resolution of the board approved by the city commission. In the absence or inability of the treasurer, his duties shall be performed by such other members of the board as the board may designate.

Article IV – Meetings

Section 1. The REGULAR MEETINGS shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2. The ANNUAL MEETING, which shall be for the purpose of the elections, shall be held at the time of the regular meeting in May of each year.

Section 3. The ORDER OF BUSINESS for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- a) Disposition of minutes of previous regular meeting and any intervening special meeting
- b) Director's financial report of the library
- c) Action on bills
- d) Progress and service report of director
- e) Committee reports
- f) Communications
- g) Unfinished business
- h) New business
- i) Public presentation to, or discussion with, the board
- j) Adjournment

Section 4. SPECIAL MEETINGS may be called by the chairman or by a written request of a majority of the members. Written notice, stating the time and place of the meeting and the purpose for which called, shall, unless waived, be given each member at least two days in advance, and no business other than that stated in the notice shall be transaction at such meeting.

Section 5. A QUORUM for the transaction of business at any meeting shall consist of four members of the board present in person.

Section 6. Except as provided otherwise in the by-laws, the usual parliamentary rules and orders shall govern the proceedings. In case a point of order is challenged, Robert's Rules of Order (Revised edition) shall be the authority.

Article V – Library Director and Staff

Section 1. The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction.

Section 2. The director shall communicate to the board the appointment and specify the duties of other employees and shall be held responsible for the following:

- a) the proper direction and supervision of the staff
- b) the care and maintenance of library property
- c) an adequate and proper selection of books in keeping with the stated policy of the board
- d) the efficiency of library service to the public
- e) its financial operation within the limitations of the budgeted appropriation
- f) the presentation of an annual report to the board

Section 3. In the case of part-time or temporary employees, the director shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Section 4. The director shall attend all board meetings, when possible, except those at which his/her appointment or salary is to be discussed and decided.

Article VI – Committees

Section 1. The chairman shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2. All committees shall make a progress report to the library board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VII – General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairman may vote upon and may move or second a proposal before the board.

Section 2. The by-laws may be amended by the majority vote of all members of the board (i.e. four or more) provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (i.e. five members) of the board shall be present and at least two-thirds (i.e. four members) of those present shall so approve.

* * * * *

Submitted by the following committee appointed at the November 13th meeting, 1972:

Mr. Marc Campbell
Rev. Blaine Burkey, O.F.M. Cap.
Mr. Donald Bolander

Prepared during a meeting of the committee, Dec. 4, 1972, and thus submitted.

Accepted by the board Jan. 8, 1973

AMENDMENTS RELATIVE TO THE ACTIVATION OF KSA 12-1222, 9/16/04:

(amendments identified below in italics)

Article II--Membership

The Board of Directors consists of seven members appointed according to state law by the Mayor with the consent of the city commission. *In addition to the appointed members of the board the official head of the municipality shall be an ex officio member of the library board with the same powers as appointed members (KSA 12-1222).*

Article VII--General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. The chairman may vote upon and may move or second a proposal before the board. *A tie vote upholds the chair's decision since the chair's decision can only be reversed by a majority vote.*

****A BOARD BY-LAW WHICH IS UNAFFECTED BY THE ABOVE:**

Article IV--Meetings

Section 5. A QUORUM for the transaction of business at any meeting shall consist of **four** members of the board present in person.

KSA 12-1222

"In addition to the appointed members of the board the official head of the municipality shall be ex officio a member of the library board with the same powers as appointed members, but no person holding any office in the municipality shall be appointed a member while holding such office."

Hays Public Library
Intellectual Freedom Policy

INTELLECTUAL FREEDOM

The Public Library's unique characteristics are in its generalness. The Public Library considers the entire spectrum of knowledge to be its purview, and the entire spectrum of the community as its user population.

The Public Library shall act as a principal information source for every citizen of Ellis County. Its primary responsibility will be to identify, select, organize, retrieve, disseminate and provide total access to the record of human thought.

The Public Library will be particularly sensitive to change as it affects information needs. It will be responsible for linking community information resources to other resources in the state, the nation and the world.

A child's library card presents opportunities for many fascinating educational and entertaining experiences, and parents should encourage their children to explore them. The Public Library provides a wide variety of materials representing many points of view on topics of interest to the community. All libraries contain some printed and audiovisual materials which some parents find inappropriate for their children. It is the responsibility of the parent, and not the library, to decide to which ideas and materials a child should be exposed.

(Reprinted with permission of the Arapahoe Library District and the Jefferson County Public Library, Colorado)

As Public Library staff members, we should never comment on the materials we check out. It is a violation of the patron's privacy and may intimidate other patrons from checking out materials. This applies even if the comment is positive.

The American Library Association Bill of Rights and the American Library Association Freedom to Read Policy are part of the Hays Public Library's Intellectual Freedom Policy and are included in the Hays Public Library Policy Manual. (See Hays Public Library Intellectual Freedom Policy, pages 3 - 7.)

THE FREEDOM TO READ AT THE HAYS PUBLIC LIBRARY

The Board of Directors of the Hays Public Library affirms its belief in the following basic policies which govern the selection and availability of materials in this library:

As a responsibility of library service, books and other library materials selected are chosen for values of interest, information and enlightenment of all the people of the community. In no case will library materials be excluded because of the race or nationality or the social, political or religious views of the author.

The Hays Public Library strives to provide books and other materials presenting all points of view concerning the problems and issues of our times. No library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval.

The Hays Public Library does not necessarily endorse every idea or presentation contained in the materials it makes available. It would conflict with the public interest for the Board of Directors or the staff of the library to establish their own political, moral or aesthetic views as the sole standard for determining what materials should be made available by the library. It is contrary to the public interest to require a reader to accept with any book or other item the prejudgement of a label characterizing that item or its author as subversive or dangerous.

Attempts to censor library materials will be challenged by the Hays Public Library in the maintenance of its responsibility to provide public information and enlightenment. The Hays Public Library cooperates with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

Objections to Books or Materials

In the event that a patron objects to the existence of a library material in the collection, the following procedure is followed:

1. The patron is requested to complete a "Citizen's Request for Reconsideration of a Library Material" form (at front desk). **See Intellectual Freedom Policy.**
2. The Director reviews the material in question, as well as its critical reviews.
3. The Director makes a decision regarding the disposition of the item.
4. The Board of Trustees may, at its discretion, review the Director's decision.

LIBRARY BILL OF RIGHTS

Adopted by Council of ALA at Atlantic City on June 18, 1948

Amended February, 1961, and June, 1967, by the ALA Council

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1

As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2

Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3

Censorship should be challenged by libraries: in the maintenance of their responsibility to provide public 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

The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6

As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

By official action of the Council on February 3, 1961, the LIBRARY BILL OF RIGHTS shall be interpreted to apply to all materials and media of communication used or collected by libraries.

THE FREEDOM TO READ

Concerned about threats to free communication of ideas, more than thirty librarians, publishers, and others conferred at Rye, N.Y., May 2-3, 1953. Luther Evans was chairman. A committee was appointed and instructed to prepare a statement which would be made public. This has since become known as the "Westchester Statement." It was endorsed officially by the American Library Association Council on June 25, 1953. It has also the official approval of the American Book Publishers Council, the American Booksellers Association, the Defense Commission of the National Education Association and other national organizations. Its text reads:

"The freedom to read is essential to our democracy. It is under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label 'controversial' books, to distribute lists of 'objectionable' books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject obscenity. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be 'protected' against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice, from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the reader to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expression, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every non-conformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent serious artists from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others. We deplore the catering to the immature, the retarded, or the maladjusted taste. But those concerned with freedom have the responsibility of seeing to it that each individual book or publication, whatever its contents, price, or method of distribution, is dealt with in accordance with due process of law.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labelling supposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It supposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concepts of politics or morality upon others members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that can be thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their services to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, it is ours."

MATERIALS SELECTION POLICY

DESCRIPTION OF COMMUNITY

Hays is an agriculturally-oriented college community with important historical, artistic, health and education components. Many residents have Volga German ethnic origins.

USER NEEDS

The Library functions to provide informational, educational and recreational materials through circulating collections, reference services and interlibrary loan.

The Children's Dept. selects materials of interest to children from preschool through middle school age. The Young Adult area provides materials of interest to young people from ages twelve to fifteen. The Kansas Room provides Kansas historical and genealogical information.

INTERLIBRARY COOPERATION

The Library cooperates with other libraries through interlibrary loan, reference requests and electronic communication. The Library also cooperates with local school libraries and Fort Hays State University's Forsyth Library through mutual book returns, bulk loans, coordinated collection development, interlibrary loan and reference requests.

PATRON REQUESTS

The Library will consider for purchase all requests for materials (**See also SELECTION CRITERIA, page 8**). Additional copies of titles in high demand will be purchased when five or more requests develop. Materials not owned may be requested through interlibrary loan. Materials lost, stolen or damaged will be replaced if the materials continue to be in demand.

WHO SELECTS MATERIALS

The director and department heads are responsible for the selection of library materials. Suggestions from the public are welcome. Standard library selection aids for print materials include: Library Journal, Publisher's Weekly, Booklist, New York Times Book Review and School Library Journal. For nonprint materials, award nominations for awards such as the Academy Awards or Grammys are used.

SELECTION CRITERIA

Library materials are selected on the basis of their informational, educational, or recreational value for the use of the Hays Public Library's patrons. Three criteria are used to select materials. A material does not have to meet all three criteria in order to qualify for selection.

1. Quality of Material: good critical reviews, literary or artistic awards, artistic, scientific, or educational value, quality of presentation, expression, format, illustrations or images, maps, diagrams, etc.
2. Popular Demand: New York Times bestseller list, one or more patron request (depending on cost of material and existing budget), age group appropriateness
3. Relationship to Existing Collection: subject area balance, philosophical balance, existing budget, relevance to community, to current subjects of interest

LIBRARY MATERIALS BUDGETS

The approximate percentages of the Library's total budget allocated to library materials are as follows: print materials - 13%, nonprint materials - 5%. Within the library materials budget, the following allocations are made: print - 70%, nonprint - 30%, Adult materials - 61%, Children's materials - 26%, Kansas Room - 7%, Young Adult, 6%.

SPECIAL COLLECTIONS

Materials by and about Kansans or Kansas are acquired for the Kansas Room. These include books, Kansas newspapers on microfilm, periodicals, vertical file materials, maps, photographs and other items. The Kansas Room maintains a genealogy collection.

GIFT MATERIALS

Books and other materials will be accepted as gifts on the condition that the Library has the authority to make whatever disposition is deemed advisable. The Library will not accept materials which are not outright gifts.

REBINDING OF MATERIALS

Books which are of value and/or current content are rebound when necessary.

INVENTORY OF MATERIALS

Periodic (generally annual) inventories of the Library's collections will be conducted.

WITHDRAWAL OF MATERIALS

The following criteria will be used for determining withdrawal of library materials:

1. Use of the item
2. Physical condition of the item
3. Director's reevaluation of the suitability of the item
4. Duplication of title in collection
5. Information contained in the item no longer timely

An item will be considered withdrawn from the collection when the item is removed from the shelf, bar code number removed from the shelf list card, item withdrawn from the database, and the item clearly marked "DISCARD."

CITIZENS REQUEST FOR RECONSIDERATION OF A BOOK

Author:

Hardcover

Paperback

Title:

Publisher (if known):

Request initiated by: -----

Telephone: -----

City: ----- Zip Code: -----

Complainant Represents: Self -----

Organization/Group -----

1. To what in the book do you object? Please specify and cite pages:

2. What do you feel might be the result of reading this book?

3. For what age group would you recommend this book?

4. Is there anything good about this book?

5. Did you read the entire book? ----- What parts?

6. Are you aware of the judgment of this book by literary critics? -----

7. What do you believe is the theme of this book?

8. What would you like your library to do about this book?

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? -----

CITIZENS REQUEST FOR RECONSIDERATION OF A VISUAL OR SOUND MATERIAL

Artist:

Title:

Medium (Art, Booktape/CD, CD, DVD, Video): _____

Request initiated by: _____

Telephone: _____

City: _____ Zip Code: _____

Complainant Represents: Self _____

Organization/Group _____

1. To what do you object? Please specify:

2. What do you feel might be the result of viewing/listening to this material?

3. For what age group would you recommend this material?

4. Is there anything good about this material?

5. Did you view/listen to the entire material? _____ What parts? _____

6. Are you aware of the judgment of this material by literary critics? _____

7. What do you believe is the theme of this material?

8. What would you like your library to do about this material?

9. In its place, what material would you recommend that would convey comparable perspective of our civilization?
