

CORNING CITY LIBRARY

Policy Manual

Revised October 2011
Approved by the Board of Trustees December 2011

Approved: 2020

The Corning City Library, as a member of the Northeast Kansas Library System, conforms to the policies of the Kansas library system. Financial support is derived from the State of Kansas, the city of Corning, and the Northeast Kansas Library System.

The Corning City Library is directed by a governing board of seven trustees, each member being approved by the Corning city council. Each member may serve for two consecutive four-year terms. Appointments of new board members will begin in April. At least four of the seven board members must be selected from the City of Corning. The remaining three members can be selected from either Illinois, Reilly, Harrison, or Red Vermillion townships, as approved by city ordinance, March, 1998. Board officers are president, vice-president, secretary, and treasurer. Officers are elected biennially in June.

TRUSTEE POLICY

TIME AND PLACE OF REGULAR MEETINGS:

The Corning City Library Board will meet on the first Wednesday of each month at 6:00 P.M. at the Corning City Library unless otherwise specified by the chairperson of the board.

SPECIAL MEETINGS:

Called by the Chairperson as necessary to act upon business or problems which come up and which need special attention before regular meetings. To be held at the same location as regular meetings.

ANNUAL MEETING - ELECTION OF OFFICERS:

The annual meeting is held the first Wednesday of June. At this meeting, every other year election of officers is held with new officers assuming duties in July. Policies and bylaws will be reviewed annually and, if needed, updated. Attendance at the annual meeting is considered mandatory for the library trustees.

BUDGET:

The proposed budget for the upcoming year will be reviewed and finalized at the April meeting. The budget will appear in the local newspaper as part of the City's financial report.

ANNUAL LIBRARY EVALUATION

The Library's financial records will be independently reviewed at the close of the fiscal year when the accountant is preparing taxes.

LIBRARY BOARD DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the board and trustees include:

- employing a competent and qualified librarian.
- determining and adopting written policies to govern the operation and programs of the library.
- attend regional and state trustee meetings and workshops.
- approving an annual budget.
- suggesting and assisting in the creation of useful adjuncts to the library, i.e volunteers, friend of the library groups.
- determining dispensation of bequests and gifts to the library.
- attendance at monthly board meetings, with prior notification if unable to attend. Position may be reviewed by the board after three consecutive missed board meetings.

DUTIES OF OFFICERS

CHAIRPERSON:

- Opens the meeting at the appointed time.
- Announces in proper sequence the business coming before the board (roll call, minutes of last meeting, various reports from librarian, treasurer, special committees, old business, new business).
- To state and put to vote all questions legitimately before the board as motions or that otherwise arise in the course of the meetings and to announce the results of each vote.
- To enforce the rules relating to debate and to order and decorum within the board.
- To expedite business in every way compatible with the rights of members.
- To authenticate by signature, when necessary, all acts, orders and proceedings of the board.
- To declare meetings adjourned when the board so votes.

VICE-CHAIRPERSON:

Acts in the absence of the chairperson. Other duties as under Roberts Rules of Order.

SECRETARY:

Records the minutes of each meeting in secretary's book. Reads the recorded proceedings at the next meeting; makes corrections and additions if necessary and approved, records this in the minutes of the meeting.

The Notes of the secretary are the official record of the boards action. Minutes should include:

1. The nature of the meeting, whether regular or special, the time, the place, those present, the approval of the last minutes.
2. Completes record of official action taken by the board as to the librarian's report, communications and all business transacted.
3. Keeps roll call of members for quorum.
4. Secretary records all motions as stated and shows where they were adopted or rejected, since this is the legal voice of the board.
5. Writes letters for board.
6. Records the adjournment. No business may be legally transacted following adjournment.

TREASURER:

Shall maintain a ledger of accounts, keep a check on bank statements, bills paid and unpaid and submit reports as necessary. Sign all checks and serve on the budget committee. The treasurer must be bonded. ~~The treasurer will send a \$5.00 memorial donation to the family of any library board member/spouse or librarian/spouse, in the event of death, along with a card of condolence from the library.~~

QUORUM:

Four or more trustees present comprise a quorum.

ORDER OF BUSINESS:

- Opening of meeting by chairperson.
- Roll call.
- Reading of the minutes from the last meeting. Corrections and additions if necessary and approval of the minutes.
- Treasurer's report.
- Communications and correspondence.
- Report of committees either special or standing.
- Librarian's report
- Old business.
- New business.
- Adjournment.

RULES FOR PARLIAMENTARY PROCEDURE:

Robert's Rules of Order.

TRUSTEE POLICY : OTHER THAN BYLAWS

TRUSTEE - LIBRARIAN AND STAFF RELATIONSHIP:

The librarian and the board complement each other in extending the services of the library to the community. This relationship is friendly, business-like and congenial.

The library board carries legal responsibility for the institution and forms its legislative body. Both the board and the librarian share the task and responsibility of establishing and changing policies. Both trustees and staff have an obligation to preserve freedom of access to knowledge through the library and both share the task of public relations and of interpreting the institution to the public. The librarian has a responsibility for recommending policies and for bringing to the attention of the governing board the desirability of formulating policies.

PROFESSIONAL MEETINGS:

System workshops and meetings are attended as well as special meetings of state or local nature pertinent to the library and/or trustees.

SYSTEM REPRESENTATIVE

The librarian is the NEKLS System Representative and his/her expenses are to be paid for by the library unless provided otherwise. The system representative is required to attend the yearly Spring Assembly and vote on the NEKLS system budget.

LIBRARY LENDING

WHO MAY BORROW:

Any resident of the Northeast Kansas Library System. Pre-school children must be accompanied by an adult.

EXCLUSIONS FROM LOAN:

The use of the library or its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or other objectionable conduct on library premises. At the librarians discretion any person who is not in good standing with the library may use the library facilities and materials, but no loans will be made.

BOOK RESERVE SERVICE:

Books, videos and audios will be reserved at the patron's request.

LIMIT ON THE AMOUNT OF MATERIALS THAT CAN BE BORROWED AT ANY ONE TIME:

- New books-limit of two per family.
- All Other books no limit.
- New videos-limit of one per family.
- Other videos-limit of four per family.
- New audios books/book & tape-limit two per family.

Exceptions may be made at the librarian's discretion.

LENGTH OF LOAN PERIOD:

All library materials may be checked out for a period of two weeks. *or be renewed.*

RENEWALS:

Materials not returned after two weeks time will be renewed for a second two week period. After a period of three months, the librarian will send a postcard to patrons with overdue materials, requesting their return. If after this notification the item(s) are still not returned, the replacement cost of the item or an item of equal value will be requested. Borrowing privileges may be temporarily suspended if an excessive amount of materials are overdue.

BOOK RETURN SERVICES:

Books and other library materials will be returned during library open hours or deposited in the box provided for return.

FEES FOR LOST OR DAMAGED MATERIALS:

The borrowing patron will be responsible for replacement cost for materials returned in a damaged condition, ie. torn or wet pages, broken video tapes. For items not returned, replacement cost will be charged.

LIBRARY HOURS

REGULAR LIBRARY OPEN HOURS:

Monday	12:30 p.m.-5:30 p.m.
Wednesday	3:30 p.m.-8:30 p.m.

as of 2019
12:00 to 5:00 P.M.
2:30 to 7:30
Jan - 8:30 to 12:30

Saturday 9:00 a.m.—1:00 p.m.

8:30 to 10:30

The library will be closed for 1 hour each month for the board meeting.

HOLIDAYS OBSERVED BY CLOSING:

New Years Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; Christmas Eve; Christmas Day, New Years Eve.

LIBRARY SERVICES OFFERED

1. The library provides a wide range of materials for educational and recreational purposes for all age groups.
2. The library attempts to obtain books or materials requested by patrons from system resources.
3. A reading program for children is conducted for four to six weeks during the summer months. This program is organized by the librarian and is under her guidance.
4. A numerical system is utilized for borrowing books and materials. A master file of patrons and their individual numbers will be maintained by the librarian. Patron numbers will be kept confidential.

SERVICES TO GROUPS AND ORGANIZATIONS:

Community organizations may use the library room with the approval of the librarian and the board.

SCHOOL - PUBLIC LIBRARY RELATIONSHIP:

The library maintains a balance in its services to men, women, young adults and children. The library cooperates with but does not attempt to perform the functions of the school or its library, which is designed to meet curriculum needs.

PHYSICAL FACILITIES:

The library is located in a city owned building and the structure is the responsibility of the city commission.

INSURANCE:

The city of Corning pays for the insurance on the structure, insurance for liability, and the contents of the library.

PERSONNEL POLICY

MINIMUM NUMBER OF PAID PERSONNEL:

The librarian is a paid employee of the library, hired by the library board. The librarian's salary will be paid on the first Wednesday of the month. When needed, a substitute will be chosen by the library director with the approval of the board. The substitute will be paid by the library at minimum wage, when the substitute is not needed for an extended time. The substitute librarian becomes the paid employee at the same pay rate as the regular librarian when the regular librarian is on an extended leave.

When both the librarian and the substitute are unable to work they will select another substitute from the list of substitute librarians that have been approved by the library board. Substitutes must be at least 18 years of age and have been oriented to library operations. When no substitute is available, the board president will be contacted for guidance. Other board members, according to office held, will be contacted if the president is not available.

WORKING CONDITIONS:

The goal is to provide pleasant working conditions conducive to good work habits.

LEAVE OF ABSENCE:

No pay is given for leave of absence. All leaves must be approved by the board.

SICK LEAVE:

No pay is authorized for sick leave.

VACTION AND EXTENDED LEAVE:

Vacation and extended leave is taken without pay,

ILLNESS OR DEATH IN THE FAMILY:

No pay is authorized.

MATERNITY LEAVE:

No pay is authorized. Leave to be approved by the board.

CONTINUING EDUCATION:

The library will be represented at the Spring and/or Fall Northeast Kansas Library System assemblies. Mileage to and from workshops and assemblies will be reimbursed at the current federal mileage reimbursement rate. The librarian will be paid for hours attending workshops.

The librarian and/or substitute will attend the mandatory numbers of in-services required by NEKLS for each library classification. Librarians are strongly encouraged to attend those workshops to help them maintain a current understanding of library operations.

ATTENDANCE AT MEETINGS:

The librarian and her substitute are urged to attend all meetings offered by NEKLS. Mileage and meals to be paid for by the library unless provided for otherwise. The librarian and/or library board must complete a combined total of at least 18 hours of continuing education.

CONDUCT:

Staff members shall have an understanding of and sensitivity to people and their needs; in addition, they shall be dependable, tactful and of a pleasant disposition.

DUTIES AND RESPONSIBILITIES OF THE LIBRARIAN:

The librarian's duties and responsibilities include:

- acting as technical advisor to the board and recommending needed policies for the board.
- carrying out library policies.
- suggesting and carrying out plans for extending library services.
- preparing regular reports embodying the library's current progress and future needs.
- ~~notifies~~ notifies each board member prior to the monthly meeting urging them to attend.
- maintaining an active public relations program.
- providing feedback/information in regards to funding different aspects of the library budget.
- providing a current report of expenditures against the budget quarterly.
- selecting and ordering books and other library materials. Non-budgeted items must be approved by the board in amounts over \$50.00.
- maintaining a clean and attractive environment.
- administering a summer reading program for children ages 3-10 years.
- attending all board meetings other than those in which his/her salary are under discussion.
- affiliating with state and national professional organizations and attending one assembly and two workshops each year.
- making use of the services and consultants of the State Library of Kansas and NEKLS.
- attending a job performance evaluation after first three months of employment and then annually.
- maintaining records of past programs for future reference.
- contacting substitute librarian or board members when unable to work scheduled hours.
- knowing local and state laws; actively supporting library legislation in the state and nation.
- reports publicity and news releases.

VOLUNTEERS:

Any member of the community who has the time, desire, and interest to do volunteer work for the library is urged to do so; provided that person has the approval of the librarian and the board to do such work.

MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY

CRITERIA FOR SELECTION:

Books and other library materials shall be chosen for values of interest, information and enlightenment of all the people of the community. No materials should be excluded for reasons of race,

nationality, political, or religious views. As far as practicality, there should be representation of all points of view concerning problems and issues of our times. Patrons believing library materials are offensive may register a written complaint with the librarian. The complaint will be considered by the board. A decision will be made and the patron will be informed of said decision. Corning City Library's Request for Consideration Form (See Appendix A) will be used to register the formal written complaint.

LIBRARY BILL OF RIGHTS:

The Corning City Library subscribes to the Library Bill of Rights of the American Library Association (See Appendix B).

FREEDOM TO READ STATEMENT:

The Corning City Library subscribes to the Freedom to Read Statement (See Appendix C).

APPROXIMATE PERCENTAGE OF BOOK BUDGET TO BE SPENT:

Materials added to the library collection must be twelve percent of the total budget, or more, in accordance with NEKLS standards.

ADULT AND CHILDREN'S BOOKS:

While it may vary from time to time, adult and children's titles selection should represent forty to fifty percent of the materials budget.

SPECIAL COLLECTIONS:

Videos and periodicals should represent fifteen to twenty percent of the materials budget.

TECHNOLOGY:

Expenses for technology materials should represent approximately thirty percent of the materials budget.

WITHDRAWAL AND DISCARD: (Weeding)

The library's collection will be reviewed periodically (at least once a year) to eliminate materials no longer needed. Regular attention to keeping the library's collection vital and currently useful is extremely important.

PUBLIC RELATIONS POLICY

SPECIAL EVENTS:

~~The library sponsors a summer reading program to encourage young people in the area to read. A story hour is also conducted every Saturday morning for preschoolers, kindergarten and first grade students in the community. The library also participates in the Easter Egg hunt sponsored by the Red Rustlers 4-H club and has a Christmas drawing for children 0 - 10 years of age.~~

NATIONAL LIBRARY WEEK/CHILDREN'S BOOK WEEK :

National Library Week is observed in April. Children's book week is observed in November. Posters announcing these events may be displayed in the library as well as in the city's businesses, as permitted.

FRIENDS OF THE LIBRARY:

Former board members are encouraged to continue their interest in the library.

GIFTS:

Gifts and donations are accepted by the librarian with the understanding that they become the property of the library and their use is left to the discretion of the librarian. The library will not accept for deposit gifts which are not outright gifts.

Library board

DISASTERS POLICY

HEALTH EMERGENCIES:

Staff members should exercise caution when administering first aid of even a minor nature because of

the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including over-the-counter medications, should ever be dispensed to the public.

FIRE:

In the event of a fire, the librarian and all patrons will exit the building through either of the two exits.

SEVERE WEATHER POLICY

* During the event of severe weather, the librarian will keep up-to-date via internet and radio or any means available. Patrons will be notified of conditions as the updates come.

In the event that the library closes due to weather conditions, attempts will be made to notify the public by posting the information on the library website, the library's Facebook page, and through WIBW News. Km 3 A

TORNADO:

During a tornado watch, the librarian will ensure that the City Hall building is unlocked. In the event of a tornado warning and/or the sirens are blown, the librarian will instruct and accompany any patrons who are inside the library building to seek shelter across the street in the City Hall.

WINTER STORM:

The Library will follow the actions of area schools Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director and Trustees.

INTERNET AND COMPUTER USE POLICY

User must be a cardholder of Corning City Library and must have a signed Internet & Computer Use Agreement (See Appendix D) on file.

Internet computers will not be used for illegal activity, to access illegal material, or to access materials, which by local community standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as the stated or implied herein.

FILTERING: Kanguard is the filter on the library's public computers. Kanguard is the free internet content filter for public libraries in Kansas, a service of the Kansas State Library. In order to meet certain requirements of the Children's Internet Protection Act (CIPA), Kanguard blocks websites that are obscene, contain child pornography, or are harmful to minors.

COMMENTS: Persons with concern may feel free to request a comment form or contact the Library Director or Library Board members.

LIBRARY STAFF WILL ASSIST IN BASIC START UP PROCEDURES, BUT USERS WILL BE RESPONSIBLE FOR THEIR OWN OPERATIONS ON THE COMPUTER. STAFF DOES NOT PROVIDE ONE-ON-ONE TRAINING FOR COMPUTER USAGE OTHER THAN ACTUAL LIBRARY CLASS SETTINGS.

RULES OF CONDUCT: Users must comply with the United States copyright law, Kansas obscenity statute and all other applicable laws. Internet computers will not be used for illegal activity, to access illegal materials, which by local community stands would be obscene. The matter.. "inappropriate for minors"....is defined in the federal law is regarded as synonymous with the definition of obscenity in K.S.A. 21-430J; 21-430Ia, and 21-430Ic. (including 21-3516)

1. Patrons will be prohibited from sending e-mails that are illegal or threatening. The same applies to any form of messenger or other "real-time" communication. Social networking sites such as Facebook, MySpace, Bebo, etc. will also not be used in this manner.
2. Installation, downloading, or modification of software is prohibited.
3. Users will respect copyright laws and licensing agreements.
4. Users **will not** make any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
5. Users who incur charges for printing require prompt payment. Black & White printing is available for \$.10/copy, and Color for \$.25/copy.
6. If all computers are filled, user may check-in to use the next available computer. Time limits of 20 minutes will be enforced for each user if others are waiting. Computers will not be saved for persons who are not in the immediate vicinity when their name is called. Telephone reservations will not be taken.
7. Users must end their session and leave the computer when asked to do so by authorized Library staff or access will be revoked for one month or more.
8. Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others or disclosure of personal identification information of minors.
9. Users **MUST** read and sign the INTERNET AND COMPUTER USE POLICY before computer use can be permitted.
10. Users under the age of 18 **MUST HAVE PARENTS SIGNED CONSENT FROM A PARENT TO USE THE INTERNET.**

Library staff may monitor children using internet.

Library employees are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for a month or more from the date of informing the user of that action, given cause to believe that the user has failed to comply with the Internet and Computer Use Policy and/or Rules.

Internet users whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated. Any patron wishing to use the internet must complete the attached Internet and Computer Use Agreement Form.

RULES OF CONDUCT

1. Behavior disruptive to library patrons or staff is not allowed.
2. Food and drink are not permitted in the public areas of the library.
3. Smoking is prohibited in the library or on library property.
4. Abusive or obscene language is not allowed in the library.
5. Patrons must be fully clothed, including shoes and shirts.
6. Alcohol and other controlled substances are not permitted on library property.
7. Inebriation is not permitted in the library.
8. Animals are not permitted in the library, except for service animals, or when authorized by the Library Director.
9. Library privileges may be withheld for damaging library property, stealing library materials, or failure to comply with the requests of library staff.
10. Soliciting or panhandling is prohibited.

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

REQUEST FOR RECONSIDERATION FORM

TITLE & AUTHOR OF BOOK/VIDEO/OTHER BEING CHALLENGED:

GROUNDS FOR CHALLENGE:

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

I hereby state that the Corning City Library's Materials Selection and Collection Development Policy has been explained to me prior to the completion of this form. After reviewing the policy, I still wish to submit a challenge for the questioned material. I understand that upon completion of this form, the Library Director will submit the completed form to the Corning City Library Board of Trustees at the next Library Board Meeting. The challenged material will be reviewed and a decision will be made. The Library Director will notify the challenger of the decision on the next open Library day. I further understand that though the board will review my Request for Reconsideration, it does not mean that they will vote to remove the challenged material.

Signature of Challenger

Date

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that 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 readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people 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 expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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 nonconformist 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, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers 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 to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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 concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 and diversity of thought and expression. By the exercise of this affirmative responsibility, they 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 the reader cannot obtain matter fit for that reader's 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 has been 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

INTERNET AND COMPUTER USE POLICY

User must be a cardholder of Corning City Library and must have a signed Internet & Computer Use Agreement (See Appendix D) on file.

Internet computers will not be used for illegal activity, to access illegal material, or to access materials, which by local community standards would be obscene. Library employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and to prohibit use by persons who fail to comply with the Internet Acceptable Use Policy as the stated or implied herein.

FILTERING: Kanguard is the filter on the library's public computers. Kanguard is the free internet content filter for public libraries in Kansas, a service of the Kansas State Library. In order to meet certain requirements of the Children's Internet Protection Act (CIPA), Kanguard blocks websites that are obscene, contain child pornography, or are harmful to minors.

COMMENTS: Persons with concern may feel free to request a comment form or contact the Library Director or Library Board members.

LIBRARY STAFF WILL ASSIST IN BASIC START UP PROCEDURES, BUT USERS WILL BE RESPONSIBLE FOR THEIR OWN OPERATIONS ON THE COMPUTER. STAFF DOES NOT PROVIDE ONE-ON-ONE TRAINING FOR COMPUTER USAGE OTHER THAN ACTUAL LIBRARY CLASS SETTINGS.

RULES OF CONDUCT: Users must comply with the United States copyright law, Kansas obscenity statute and all other applicable laws. Internet computers will not be used for illegal activity, to access illegal materials, which by local community stands would be obscene. The matter.. "inappropriate for minors"....is defined in the federal law is regarded as synonymous with the definition of obscenity in K.S.A. 21-430I; 21-430Ia, and 21-430Ic. (including 21-3516)

1. Patrons will be prohibited from sending e-mails that are illegal or threatening. The same applies to any form of messenger or other "real-time" communication. Social networking sites such as Facebook, MySpace, Bebo, etc. will also not be used in this manner.
2. Installation, downloading, or modification of software is prohibited.
3. Users will respect copyright laws and licensing agreements.
4. Users **will not make** any attempt to gain unauthorized access to restricted files or networks, or to damage or modify computer equipment or software.
5. Users who incur charges for printing require prompt payment. Black & White printing is available for \$.10/copy, and Color for \$.25/copy.
6. If all computers are filled, user may check-in to use the next available computer. Time limits of 20 minutes will be enforced for each user if others are waiting. Computers will not be saved for persons who are not in the immediate vicinity when their name is called. Telephone reservations will not be taken.
7. Users must end their session and leave the computer when asked to do so by authorized Library staff or access will be revoked for one month or more.

8. Users will respect the privacy of other users and will refrain from attempting to view or read material being used by others or disclosure of personal identification information of minors.
9. Users MUST read and sign the INTERNET AND COMPUTER USE POLICY before computer use can be permitted.
10. Users under the age of 18 MUST HAVE PARENTS SIGNED CONSENT FROM A PARENT TO USE THE INTERNET.

Library staff may monitor children using internet.

Library employees are authorized to terminate any user's access session or to prohibit a user from subsequent access sessions for a month or more from the date of informing the user of that action, given cause to believe that the user has failed to comply with the Internet and Computer Use Policy and/or Rules.

Internet users whose access session has been terminated or prohibited will be given information concerning the process to protest the action and/or request that Internet access privileges be reinstated.

I hereby state as a computer user/Parent of computer user of the Corning City Library that I have read carefully the Rules of Conduct listed above and I understand and agree with them fully.

Computer User _____ Date _____

Parent _____ Date _____

(If User is under 18)

Adopted by the Corning City Library Board on June 5, 2002.

Revised and Approved by the Corning City Library Board on ~~December 7, 2011.~~

Oct 7, 2020