

# **McCracken County Public Library Policy Manual**

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## **MISSION STATEMENT:**

The McCracken County Public Library empowers everyone to discover, grow, learn and play through our programs, services and resources. We enrich our community by providing innovative programs, a diverse materials collection, access to technology and exceptional customer service.

## **Core values:**

We are welcoming to all.

We are helpful and professional.

We are innovative.

We are responsible stewards of public resources.

We treat our patrons and each other with respect, dignity and kindness.

## **Strategic initiatives:**

- (1) **Sustainability and fiscal responsibility:** we are good stewards of public dollars and resources.
- (2) **Community engagement:** we connect with the community through outreach, partnerships and collaboration.
- (3) **Customer experience:** we provide exceptional customer service and maintain a comfortable, safe and welcoming library.
- (4) **Learning and discovery:** we connect people to information, experiences and ideas that help them learn, grow and be successful. We look for creative ways to increase access to learning and discovery for all in our community.
- (5) **Innovation:** we embrace new ideas and technology for the betterment of our library and our community.

*Approved: by the McCracken County Public Library Board of Trustees, December 5, 2017*

## **BOARD OF TRUSTEES**

### **Organization**

The Library is governed by the Board of Trustees (KRS173.340), a corporate body in which is vested management and control, including fiscal control, of the Library. The purpose of the Board is to provide library services to the people of McCracken County. The Board consists of five members. Members are appointed by the Kentucky State Librarian, McCracken County Judge Executive and the County Commissioners. Board members serve a four-year term and may serve two consecutive terms. The Board operates in accordance with these statutes, ordinances and its own By-Laws. A copy of the By-Laws is available upon request.

Officers of the Board are the President, Vice-President, a Secretary and a Treasurer. Officers are elected by the Board and serve two-year terms. Officers may succeed themselves.

The Board holds a regular meeting once each month, normally at 4 p.m. on the Fourth Tuesday of the month.

### **Powers and Duties**

In its concern for continued improvement of the McCracken County Public Library, the Board of Trustees shall:

- Adopt by-laws and regulations.
- Supervise the management and care of Library property.
- Employ a Director and such personnel as the Director shall recommend consistent with the requirements of KRS 171.260. The Board shall not employ as a member of the Library staff any member of the Board of Trustees, or anyone related more closely than second cousin.
- Fix the compensation of the Director and remove them for cause.
- Approve annually a budget for expenditure of Library funds.
- Approve extraordinary expenditures of Library funds.
- Encourage and receive gifts to the Library.
- Determine Library policies.
- Work for enhancement of the status of libraries and librarians.

## Trustee Orientation

Once a Library Board member has been appointed and taken the oath of office, the Board member will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a Board member. This orientation process will be conducted collaboratively by the Director, President, and the Kentucky Department of Libraries and Archives Regional Consultant.

Once the new Board member has been appointed, the Director or President will contact the Board member to welcome him/her to the Board and set up an appointment to have an orientation session. The Director will assist in scheduling an opportunity for the regional consultant to provide additional orientation information in conjunction with, or in addition to, the Library orientation.

Board member orientation includes introducing the Board member to the following documents, as well as any other documents necessary for compliance with Kentucky law governing libraries and information specific to the McCracken County Public Library:

- The Kentucky Public Library Trustee Manual
- A list of Board members with their contact information, terms of office, and offices held
- The location and schedule of Board meetings, Board bylaws and policies
- A sample agenda

Additional documents that may be provided by the Director as part of the Board member orientation process may include the following documents, among others:

- The Library's latest Annual Report
- The Library's Standards Report
- The Library's long-range or strategic plan
- The Library's current and previous year's budget
- The Library's tax rate (taxing districts only)
- Board packets from the previous three months meetings, including minutes, statistics, and financial reports
- An organizational chart of the Library staff with names and titles
- A copy of the Library's policies or the location where they can be accessed
- Brochures or other concise information about the library or library services
- PR or information on any recent Library accomplishments

The orientation process shall also include a tour of the Library facilities and an introduction to the Library staff, allowing the new Board member to ask questions in context as they view the different services, activities, and areas of the Library facilities.

Some topics that could be addressed and discussed during the tour include:

- How the Library is operated on a day-to-day basis
- How the Library is linked to other resources and libraries
- How the Library serves the needs of the community
- How the Library could better serve the needs of the community

Every attempt will be made by the President, Director and Kentucky Department of Libraries and Archives Regional Consultant to provide the new Board member with any additional pertinent information requested to assist in equipping the Board member with the knowledge and skills necessary to succeed in their new role.

### **Communication with the Board**

Communication with the Board as a whole, or with individual members, is normally carried out through the Director; however, staff with pressing issues may contact the Board. A Board contact list will be posted in the staff lounge area.

### **Conflict of interest**

The McCracken County Public Library Board believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the personal financial interests of the Board members do not conflict with the interests of the Library. To that end, the Board has adopted the following policy:

- A Board member shall not participate, directly or indirectly, in the making of any contract on behalf of the Library in which he or she has a personal financial interest; nor shall a Board Member participate in any decision or recommendation involving the Library in which they have a personal financial interest.
- Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The Chair of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and excuse him/her from any discussion regarding the matter by leaving the room and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.
- In the event that the Chair has a conflict or perceived conflict, the Vice-Chair will fulfill the role of investigating and ruling on the conflict.
- The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

## Public Comment Policy

The function of the regular meetings of the McCracken County Library Board is to conduct the business of the McCracken County Library. Pursuant to KRS 61.800, et seq., the Board is not required to allow public comment; however, this Board may provide an opportunity for public comment as stipulated in this policy.

The purpose of this policy is to ensure that interested parties representing various points of view are allowed time to present their views while permitting the Board to conduct their meeting in an efficient and effective manner. At each regular and special open meeting, the members of the public may comment on matters pertaining to Library Board operations, subject to reasonable constraints.

1. Public comments are permitted during the time designated on the meeting agenda.
2. Members of the public who wish to speak are asked to sign in before the meeting begins, identifying themselves and providing their county and group affiliation (if any) to the Board before speaking. A sign-in roster will determine the speaking order for people who wish to make public comments. The names will be called in the order in which they appear on the sign-in sheet. Anyone refusing to identify him or herself will be prohibited from speaking within the allotted time. Being on the sign-in sheet does not guarantee an opportunity to speak.
3. Preference will be given to McCracken County residents.
4. As a courtesy, it is appreciated if notice of an intention to speak at a Board meeting is given to the Library Director in advance of the meeting.
5. The public comment period is limited to fifteen minutes in total. Each speaker is allowed a maximum of three minutes. The public comment period may be extended by majority vote of the Library Board.
6. Public comments must relate to an item on the agenda or to an issue that is germane to the Board's work or library business. Personal attacks on Library Board Members or staff members will not be tolerated, nor will language that is considered offensive, harassing, or profane.
7. Any member of the public wishing to have an item considered for addition to the Library Board meeting agenda is asked to contact either the Library Director or the President of the Library Board at least one week before the next Library Board meeting.
8. The Board may or may not take action on any presented items.
9. Minutes are a summary of the Board's discussion and actions. Speaker requests to append written statements or correspondence to the minutes will not be honored; written materials presented to the Board will be included in the Library's files rather than the minutes. A brief summary of the public comments will be included in the minutes.
10. The President shall have the authority to determine reasonable procedures regarding public participation not otherwise defined in Board policy.

*Approved: January 25, 2022*

## **OPEN RECORDS AND RECORDS RETENTION**

The McCracken County Public Library is subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to records retention.

### **Retained Records**

The McCracken County Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

### **Public Records**

Not all records of the McCracken County Public Library will necessarily be “public records” under the Open Records Act, and even some public records are exempt from operation of the Act. "Public record" generally means all books, papers, maps, photographs, cards, tapes, discs, diskettes, records, or other documentary materials prepared, owned, used, in the possession of, or retained by the Library. It does not include any records owned by a private person or corporation that are in the possession of the Library or one of its employees.

### **Requests for Records**

The McCracken County Public Library Director (or designee) acts as Custodian for all of the Library’s public records. Any person may request to inspect or receive copies of the Library’s non-exempt public records. All requests to view or copy the Library’s public records pursuant to the Kentucky Open Records Act must be made in writing and must contain the requester’s name and signature. Requesters may use the *Request to Inspect Public Records* form but are not required to do so. All Open Records Requests must be submitted via U.S. Mail, facsimile transmission, or hand delivery. Emailed Open Records Requests will not be honored. Open Records Requests should be directed to the attention of the Library’s Records Custodian. If a requester is requesting to be provided with copies of non-exempt public records, they must provide a sufficiently precise description of the documents they are seeking so as to allow the Records Custodian to readily identify them.

## Response

The McCracken County Public Library has five business days in which to respond to an Open Records Request. This time begins to run the next business day after the request is received.

The response to an Open Record Request may:

- (1) grant the request,
- (2) deny the request,
- (3) explain that there will be a delay in responding to the request,
- (4) or any combination thereof.

To the extent a request is granted, the response will provide a timeframe when the requested non-exempt public documents may be inspected in person or will inform the requester of the applicable copying charge and postage fee required to be paid before copies of the non- exempt public documents may be provided. To the extent a request is denied, the response will provide the legal cause for the denial. To the extent the full response to a request is delayed, the initial response will give a detailed explanation of the cause for any delay and an estimate of when a complete response may be expected.

*Amended: September 19, 2023*

## Copies

To the extent a request is granted, copies of the responsive non-exempt public records requested may be provided at a cost of \$0.10 per page in black/white or \$.25 per page in color, along with any applicable postage costs, all of which must be pre-paid by the requester. Requests for specialized or non- standard copies (e.g., color or oversized copies) will be provided at the cost incurred by the Library to produce them. The McCracken Public Library may also recover costs associated with staff time expended in responding to a request made for a commercial purpose. Non- public or exempt information may be redacted as appropriate from copies of otherwise non-exempt public records provided.

*Amended: September 19, 2023*

### **On Site Examinations of Records**

To the extent a request is granted, individuals requesting to review records will be allowed to schedule a time to conduct on-site inspection of non-exempt public records during the regular hours of the McCracken County Public Library. An on-site inspection may be required by the Library if the request is not precise in nature or if the requester resides or maintains his or her principal place of business within McCracken County. Public records must be inspected in the location set by the Library. During their inspection, a requester may copy non-exempt public records (at their own cost), but may not remove, alter or add to documents provided for review. The Library is responsible for protecting the security of public records in its custody and may require that a staff member be present during any inspection or copying of its public records.

### **Denial of Inspection**

Certain public records are exempt from inspection under the Open Records Act. Circulation and Library use records for individual patrons are exempt from inspection, and requests to inspect or receive copies of these records will be denied, as will a request to inspect or receive copies of any other records which either are not public, or which are exempt under the Act. Under certain circumstances, the Library may find that a request would create an unreasonable burden to comply with and may deny such a request for that reason. Requests that the Library believes are intended to disrupt its essential functions will also be denied. Reasons that a request may be deemed unduly burdensome for compliance, or which may be disruptive to the Library may include time and expense involved in retrieving and duplicating the records, or in the type and nature of the request. To the extent a request is denied, the Library will provide the legal basis for the denial to the requester.

## INFORMATION SECURITY POLICY

In accordance with KRS 61.931-934, McCracken County Public Library will take reasonable precautions to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

McCracken County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See [Security and Incident Investigation Procedures and Practices for Local Governmental Units](#) for these best practices.

Per the Department of Local Government's guidance, a "Point of Contact" is designated by McCracken County Public Library to:

- (1) Maintain the library's adopted Information Security Policy and be familiar with its requirements;
- (2) Ensure the library's employees and others with access to personal information are aware of and understand the Information Security Policy;
- (3) Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;
- (4) Be responsible for ensuring compliance with the Information Security Policy; and
- (5) Be responsible for responding to any incidents.

The Director is McCracken County Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

*Revised: June 22, 2021*

### Patron information

McCracken County Public Library acts to limit the amount of personally identifiable information that it retains. Some information, however, is necessarily and understandably retained for the transaction of day-to-day business.

Most information related to patrons is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available and, beyond interactions between the library and the patron, will be shared only with third-party vendors with whom the library has contracted services necessary for conducting business and law enforcement personnel upon valid, legal request. Information related to delinquent patrons may be shared with a third-party vendor for the purposes of collection. The library will not share personally identifiable patron information for any other purpose.

When a patron record has been inactive for five years and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived.

Personal information about patrons is generally only retained in electronic format with appropriate back-up devices in place for recovery in the event of a database failure. All back-up devices are kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

### **Staff information**

McCracken County Public Library retains information about its staff that is directly related to the work environment. Social security numbers, health information, and performance records are retained only as a part of standard human resources processes (such as payroll, retirement, or health insurance). This information is subject to records retention policies of the Commonwealth of Kentucky and McCracken County Public Library. Records will be retained and destroyed according to the records retention schedule.

Personal information about staff members is, in some cases, subject to the Open Records Act and will be shared with anyone properly requesting that information as specified by Kentucky Revised Statute. Information protected from disclosure under the Open Records Act will not be shared with any outside agency for any purpose other than for the reason it was collected (i.e., to a payroll vendor for tax purposes).

Personal information about staff will be kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

### **Security Measures**

The library does not share any information with any outside agency for any reason other than the purposes for which it was collected. Third party vendors with whom the library does business are required by KRS 61.932 to provide their own security measures to protect any personal information. Where possible, the library has informed each entity in writing that appropriate security and breach notification is required.

The library provides an internal, closed network for the collection and use of most patron data. The network is not accessible to the general public and access to it is limited to third party vendors with whom the library has contracted services.

Where the library's systems do have interaction with any outside vendor or patron (i.e. through the internet-based catalog), transactions will take place using secure transmission protocols. Such interactions will be limited to the purpose of the transaction only and will not allow access to any more information than is required for the purpose of the transaction (i.e., a patron reviewing a list of items that are currently checked out to him/her).

Personal information stored on computers or back-up devices is not accessible to the

general public and is protected by a computer firewall and anti-virus systems.

### **Security Breaches and Notifications**

If McCracken County Public Library becomes aware of a breach that would allow outside access to its network or access to devices used to store personal information, action will immediately be taken to remove the device from the network or to close the network to all external traffic.

McCracken County Public Library will notify vendors of their responsibilities to inform the library of any breach in their own systems which would expose or compromise the security of personal information provided by the library. Notification of such must conform to the requirements of KRS 61.932 and will include any reports of investigations that are conducted into the breach. Contracts that are made or amended with the library after January 1, 2015, must contain provisions to account for the requirements under KRS 61.932.

In the event McCracken County Public Library's own computer network or data storage systems are breached, the library will immediately take action to secure the network or system, to prohibit any off-site access, and to determine the extent of the data that was obtained by the unauthorized party. Where appropriate, the library will notify any/all affected parties within the guidelines of KRS 61.933 or as directed in guidance from the Department for Local Government. Investigations which follow such a breach will be reported as required by the same statute.

*Adopted: December 4, 2017*

## INVESTMENTS

### General

It is the policy of the McCracken County Public Library to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds.

### Prudent Person Rule

Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the Investment Committee shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment Committee members acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### Investment Committee

The Board authorized the Investment Committee (which shall be comprised of the Treasurer, as Chair of the Committee, the President, the Vice President and the Executive Director of the Library) to invest the Library's funds, pursuant to the terms and conditions of this investment policy. The Investment Committee may make a recommendation to the Board to rely on the services of the professional investment advisors who are managing the Library's funds. In such case, the monthly statements will be reviewed by Investment Committee members and action/recommendations will be taken as needed.

### Investment Objectives

The primary objectives, in priority order, of the McCracken County Public Library's investment activities shall be:

- **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the McCracken County Public Library shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- **Liquidity:** The McCracken County Public Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.

- **Return on Investment:** The McCracken County Public Library's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

### Authorized and Suitable Investments

Funds not needed for current expenses or obligations of the Library may be invested in any of the following:

- Obligations of the United States and of its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
- Obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States or a United States government agency.
- Obligations of any corporation of the United States government.
- Certificates of deposit or other interest-bearing accounts of any bank or savings and loan institution having a physical presence in Kentucky which are insured by the Federal Deposit Insurance Corporation or similar entity, or which are collateralized, to the extent uninsured, by any obligations permitted by KRS 41.240(4).
- Bonds or certificates of indebtedness of the Commonwealth of Kentucky and of its agencies and instrumentalities.
- Securities issued by a state or local government, or any instrumentality or agency thereof, in the United States, and rated one (1) of the three (3) highest categories by a competent rating agency.
- Shares of mutual funds, exchange traded funds, and individual equity securities and individual high-quality corporate bonds meeting specified requirements as outlined in KRS 66.480 (1) (j through l), and provide that the investment of the funds allowed under this bullet point does not exceed 40% of the total money invested.
- At the time the investment is made, no more than 5% of the total amount of any investment may be with any one issuer unless:
  - The issuer is the United States government or an agency or instrumentality of the United States government, or an entity which has its obligations guaranteed by either the United States government or an entity, agency, or instrumentality of the United States government;
  - The money is invested in a certificate of deposit or other interest bearing accounts as authorized by KRS 66.480 subsection (1)(d) and (e) of this section;
  - The money is invested in bonds or certificates of indebtedness of this state and its agencies and instrumentalities as authorized in KRS 66.480 subsection (1)(h) of this section; or

- The money is invested in securities issued by a state or local government, or any instrumentality or agency thereof, in the United States as authorized in KRS 66.480 subsection (1)(i) of this section.

### **Limitations**

The Library shall not purchase any investment on a margin basis or through the use of any similar leveraging technique. Investments shall not exceed a term of 5 years except with the prior authorization of the McCracken County Public Library Board of Trustees.

### **Written Agreements**

The Chairperson of the Investment Committee is authorized to sign written agreements necessary to institute such investments, as described above, without separate approval by the Board of Trustees. Further, the Chairperson may delegate his/her authority to sign written agreements to any member of the Investment Committee.

### **Internal Control**

The Board of Trustees shall receive at each regular meeting a "Cash Accounts" Report. This report should include month end summaries of each bank account, including checking, savings, and investments at cost basis, not market value. The list should indicate all investments and whether or not they are secured by FDIC, government securities or bank pledges.

### **Investment Policy and Review**

The investment policy of the McCracken County Public Library will be reviewed at least annually by the Board of Trustees and any modification made thereto must be approved by the Board of Trustees.

*Revised: May 21, 2013; December 18, 2018; July 23, 2019*

### **Fund Balance Policy**

When both restricted and unrestricted fund balances are available for use, the library will use the restricted fund balance first, then unrestricted fund balance. Furthermore, the committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

## **BOARD REIMBURSEMENT OF EXPENSE**

The McCracken County Public Library Board members may be reimbursed only for pre-approved out-of-pocket travel expenses actually incurred in the performance of their duties for the McCracken County Public Library, including attendance of continuing education events. Prior authorization by a vote of the Library Board is required for expenditures to qualify for reimbursement. Travel expenses must always be minimized to the extent reasonably possible under the circumstances.

Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a Board member on McCracken County Public Library business. No expenses will be paid or reimbursed for non-business-related travel or extension of stay beyond completion of the business of the Library. All travel expenses must be pre-approved to be eligible for reimbursement.

### **Travel meal expenses**

Board members who engage in pre-approved out-of-town travel on official McCracken County Public Library business will be reimbursed for any reasonable expenses incurred for meals while travelling up to the per diem maximum. The Library will not reimburse for the cost of alcoholic beverages. To request reimbursement, the Board member must submit a Travel Expense Voucher with receipts attached. The Travel Expense Voucher will be signed by the Board President and Secretary and submitted to the Library Director/Bookkeeper for reimbursement.

### **Business meeting meals**

The McCracken County Public Library's Board members do, on occasion, meet during meals or invite special guests (such as visiting performers/authors, and potential employees) for meals. The Board will approve all expenditures for business meeting meals in advance. Expenditures for business meeting meals will be made on the Library credit card. No charges for alcoholic beverages will be paid by the Library. Business meeting meals should be reasonably priced, appropriate for the event, with care taken to limit the expense to the Library. Excessive expenses will become the responsibility of the Board members. Receipts for all business meeting meal expenses are required before reimbursement may be made.

### **Mileage reimbursements**

When pre-approved out-of-town travel on official McCracken County Public Library business is conducted using a Board member's personal vehicle, mileage shall be recorded and will be reimbursed by the Library. Mileage will only be reimbursed for the shortest of the most direct routes between either the Board member's residence and the destination, or the Library and the destination. Mileage will be reimbursed at the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet on a quarterly basis. Please ask the Director or contact the Business Office for the current rate.

Requests for reimbursement for mileage should be made to the Business Office using the Travel Expense Voucher which should be submitted within 30 days of returning from the event.

### **Special transportation**

Airline fares for a Board member's pre-approved out-of-town travel on official McCracken County Public Library business will be paid for by the Library in advance. Taxi cabs, ride shares such as Uber and Lyft, or other private transportation must be paid using the Board member's own personal funds. The Library will reimburse reasonable vehicle expenditures upon the Board member's return. Pre-approved rental vehicles should be paid for with Library credit card. Board members should take reasonable efforts to seek the most economical means of travel available.

*Revised: November 15, 2022*

### **Lodging**

Pre-approved hotel expenses for pre-approved out-of-town travel on official McCracken County Public Library business should be paid for with the Library credit card. Reasonably priced accommodations (for conferences, at the conference rate) should be sought. Only reasonable expenses related to the lodging itself will be paid for by the Library. No other expenses (telephone service, internet service, meals, etc.) should be added to the hotel expense.

### **Requests for reimbursement**

All requests for travel expense reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance), reimbursement requests may be made upon the Board member's return.

### **Safety**

Board members traveling on Library business are required to wear seatbelts at all times. Traffic violations and citations are the responsibility of the driver.

## **BOARD OF TRUSTEES AND STAFF ETHICS**

The McCracken County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

### **Guiding Principles of the Board of Trustees and Staff:**

- Board members and employees should uphold the integrity of the Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind, including that based on: race, gender, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the Library's resources.
- Board members should immediately disclose to the Board, any conflict of interest they may have with regard to any official action or business before the Board, and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board members and employees should avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Board members should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Board members and employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board members and employees should strive to uphold the integrity of the Library and be respectful to their fellow Board members and Library employees in public settings.

## Compliance

If any Board member or the Director appears to be in conflict of the “Guiding Principles” above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board member or Director as to how he or she may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board or law may result in a Board recommendation for the removal of the offending Board member or termination of the Director. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

## Whistle Blower

The McCracken County Public Library is committed to operating in compliance with all applicable laws, rules and regulations, and it prohibits unlawful retaliatory practices against its employees by any of its board members, officers, employees, or agents. This policy outlines a procedure for employees to report any actual or suspected violations of law or policy, or any facts or information relative to actual or suspected mismanagement, waste, fraud, abuse of authority, or substantial and specific danger to public health or safety to any public body with apparent authority to remedy or report such actions. This policy applies to any matter which is related to the Library’s business and does not relate to private acts of an individual not connected to the business of the Library.

The McCracken County Public Library will not subject any employee to reprisal, either directly or indirectly, for having made a good faith report of suspected wrongdoing of the type set-forth above, either internally to the Board or Director, or externally to any public body with apparent authority to remedy or report such wrongdoing, nor will the Library take any such retaliatory action against any person who supports, aids, or substantiates such an employee in having done so.

In addition, the McCracken County Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or a to court, truthful information relating to the possible commission by any of its employees, officers, Board members or other agents, of any wrongdoing of the type set-forth above.

If a McCracken County Public Library employee has a reasonable belief that any of the Library’s officers, employees or Board members has engaged in any wrongdoing of the typeset-forth above, that employee is encouraged to immediately internally report such information to the Library Director or to the Board of Trustees.

Suspected wrongdoing of the type set-forth above may be internally reported by the employee confidentially or anonymously. Reports of suspected wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All internal reports of suspected wrongdoing of the type set-forth above will be promptly

investigated as appropriate. In conducting its investigations, the McCracken County Public Library will strive to keep the identity of the reporting employee(s) as confidential as possible.

The McCracken County Public Library may take disciplinary action (up to and including termination) against any employee who has engaged in unlawful retaliatory conduct in violation of this policy.

## **FISCAL RESPONSIBILITY**

### **General Purpose:**

It is the policy of the McCracken County Public Library that a public office not be used for personal gain, and that Board members and the Director are to remain objective in their duties and responsive to the needs of the public they serve. Accordingly, the Director and Board members must maintain the highest commitment to their responsibilities as stewards of the Library.

### **District Funds:**

The McCracken County Public Library Board defines all district funds as "Public Funds." This includes, but is not limited to, all sums actually received in cash or negotiable instruments from all sources, whether or not the money has ever been deposited into a Library account. Any money controlled by the Library, including gifts, fines, fees and all funds received from any source, are considered "public funds" and are governed by this policy.

### **Personal Use of District Assets:**

Neither the Director nor any Board member will use or permit the use of Library funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

### **Segregation of Fiscal Duties and Internal Controls:**

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the Board in maintaining adequate fiscal oversight of the expenditure of funds.

The McCracken County Public Library shall institute a system of internal controls and a segregation of duties which meet or exceed the 32 guidelines outlined in the *Kentucky Auditor of Public Accounts - Recommendations for Public and Nonprofit Boards* (March 2010 revision). The adequacy of these guidelines and our compliance efforts should be reviewed after each audit and as otherwise needed. Procedures shall be modified to correct any

deficiencies discovered during regular audits or at any other time.

**Enforcement:**

All Library employees, the Director and Board members are bound by this policy.

Any alleged violation of this policy by Library staff shall be investigated by the Director. If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination. Any employee impacted by an action under this policy may appeal to the Board, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board may impose sanction as warranted, up to and including requesting the resignation of the Board member. At the option of the Board, and in accordance with KRS 65.007, the fiscal court may be requested to instigate removal proceedings for any Board member found in violation.

The Library District reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

## LIBRARY SPONSORSHIPS

The McCracken County Public Library welcomes sponsorships from local business, corporations, families, and individuals. The aim of sponsorships is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board believes that libraries play an essential role in the quality of life of our citizens, and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund additional, optional services or new, "startup" services.

### Guiding Principles

The following principles will guide the McCracken County Public Library in the solicitation and acceptance of gifts, grants or other support to enhance or develop library programs and services:

- All gifts, grants and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support must not compromise equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, any sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of any products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development Policy.

### Recognition and Acknowledgement

The Library will ensure that each sponsor receives acknowledgement, and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the appropriate staff person to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have

prominence over the library's own logo or promotional material.

- For gifts and/or sponsorships valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
  - Launch of a special program or media campaign to announce the gift.
  - Include sponsor's name on promotional materials.
  - Small standardized plaques may be placed on donated furniture or equipment.
  - Library bookplates will be placed on donated items.
  - In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

### **Approval**

All gifts, grants or in-kind support given with special requirements must be approved by the Director. The solicitation of gifts valued must receive prior approval of the Director.

### **Authority for Implementation**

The Library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to design of programs and allocation of resources will also reside with Library management. The Library reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Director, the services or image of the Library warrant such action.

## **LIBRARY PURCHASING**

The Library operates under the Kentucky Local Government Model Procurement Code, KRS45A.345-460, with the following exceptions by board policy:

The Library Director shall not make any unbudgeted expenditures in excess of \$10,000 without prior Board approval. The only exemption to this policy is collection development, salary and benefits payments.

All checks over \$600 shall require dual signatures. The Library Director and the Board of Trustees are authorized signatories.

*Revised: February 28, 2023*

## **CHANGE ORDER POLICY**

Change orders may be issued to authorize revised work that is required resulting in unanticipated developments that arise during the performance of a contract. A change order may be issued by the contractor, provided the revised work can be considered a reasonable part of the original scope and intent of the contract and where it clearly would be contrary to the public interest to halt the work and call for bids.

All change orders shall be achieved through written addendums to the applicable contract. The Director may approve and execute change orders for any contract up to an amount, in the aggregate, equal to 10 percent of the original contract price or \$10,000, whichever is lower.

Change orders that result in a final contract cost that exceeds the bid amount may be approved by the Library Director if the changes made are in accordance with the above and executed in writing.

The Board of Directors may authorize any change order that is not within the powers of the Director.

*Adopted: April 27, 2021*

## LIBRARY CREDIT CARD

The Board of Trustees adopted the following policy so the Library Director, the Business Services Manager, the Head of Adult Services, the Head of Youth Services, the Technical Services Manager, the Bookmobile Coordinator, and the purchasing agent may have access to a major national credit card to be utilized for library business only:

1. All charges to the credit card will be approved by the Library Director.
2. No personal expenditures will be allowed on the Library credit card.
3. Credit card expenditures shall be reported to the Board of Trustees monthly with an itemization of category expenditures.
4. Receipts with explanations of charges will be submitted.

*Approved: April 23, 2019*

*Revised: April 26, 2022*

*Amended: September 19, 2023*

## LOCAL CREDIT ACCOUNTS

In order to prevent personal abuse of Library Accounts, the following were established for local credit card usage:

- Many local places of business offer charge accounts as a convenience to the Library. Use of these charge accounts is limited to \$500.00 without an approved purchase order.
- Included in monthly financial statements will be a list of all checks written with a brief description of items purchased. Should any personal items be paid for by Library funds all details of the purchase and reimbursement made will be attached.
- Items purchased shall be for Library use only. No personal items may be charged on any Library charge account.

## SERVICE HOURS

Library hours of service are established by the Board of Trustees. Library hours:

Monday through Thursday	9:00 a.m.- 7:00 p.m.
Friday and Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

*Revised: June 22, 2021*

## Emergency Closings

Community service patterns, staffing, remodeling, emergencies, inclement weather and other conditions may affect the established hours of operation of an individual service location.

Emergency conditions may require the Library closing before the scheduled closing time and it may be necessary to delay opening at the scheduled times or close for the day. The decision to close will be made by the Library Director and local media will be notified.

## USE OF COMMUNITY ROOMS

The Library reserves the right to approve, revoke, or deny permission to use the Library Community Rooms. The Library Rules and Regulations of Conduct apply to any individual or group using the Community Rooms.

The Community Rooms are open to groups and organizations whose purposes are considered by the Library administration to be consistent with the general objectives and goals of the Library. These include groups and organizations engaged in educational, cultural, intellectual, civic, social, or charitable activities.

The Community Rooms are open to activities which are not likely to disturb regular library functions, activities which do not involve more than normal wear and tear on the room, and activities which are lawful.

No group may conduct commercial or solicitation activities while using the Community Rooms. Meetings to promote sales or advertise products may not be held. Meetings by private employers may be held if it is for the purpose of staff training, employment testing, or other activities unrelated to sales and/or promotion.

All Library programs are open and are free to the general public. No admission fee may be charged by any group using the Community Rooms without written permission in advance from the Library Director. The only exception is a paid registration necessary to cover expenses of one or two day institutions. However, this registration shall be waived for any individual who would be prevented from attending because of lack of ability to pay.

The Library does not advocate or endorse the viewpoints of meetings or Community Room users. Groups shall not issue publicity indicating Library sponsorship, and the Library reserves the right to post disclaimers as applicable. Neither the name nor the address of the McCracken County Public Library may be used as the official address or headquarters of an organization.

The Director or any designated staff members have the right to review handout literature and press releases in advance of the scheduled meeting.

All programs scheduled for the Community Rooms will conclude by five minutes prior to closing time of the Library

Library facilities will be left in a clean and orderly condition. Specific room arrangement is the responsibility of the user, and the rooms will be left in the same arrangement as they were found.

Any problems or complaints shall be submitted in writing to the Director, who will then take appropriate action.

Booking of reservations for the Community Rooms shall be made on a first come, first served, reserved basis, according to the following procedures:

There shall be no priorities among activities for public use of the Community Rooms (except first-come, first served) and equal access shall be provided to individuals or groups on an equitable basis, regardless of the beliefs or affiliations of individuals or group requesting its use; except that library-sponsored activities shall be given priority in the consideration of the use of the rooms. The rooms may not be used if the meeting conflicts with normal Library operations or a Library sponsored activity.

Reservations are not confirmed until a representative of the group has filled out an application. Applications can be filled out online.

Reservations must be made by an adult (18 years of age or older) representative of an applying group who agrees to act as a responsible party in connection with:

Paying for any damages to Library property occurring during or in connection with the meeting.

Enforcing the Community Room regulations.

Cleaning up the room at the conclusion of the meeting.

Reservations should be made at least one business day prior to the meeting, and not more than 9 months in advance of the meeting date. Same day reservations may be made with special permission from the Director or designated staff member pending room availability. All cancelations should be reported as soon as possible. If the Library is not notified of cancelations for two consecutive times by the same group we will assume all future meetings are canceled and reservations will be canceled.

Use of the Community Room may include the use of audio/visual materials and equipment. The Library must be informed of any equipment needed for programs when registration is scheduled. Organizations may provide and operate their own equipment or Library equipment may be used.

*Revised: June 22, 2021*

## USE OF LIBRARY EXTERIOR

The Board of Trustees of the McCracken County Public Library will make the exterior property of the Library available to any citizen, not-for-profit, civic, cultural or educational group with the understanding that they meet the following regulations:

1. The user will be responsible for all clean-up following any event held on Library property. There will be a \$50.00 deposit required to insure proper clean-up.
2. Tentative reservations for the Library garden may be made by telephone, however, reservations are not confirmed until a representative of a group or individual has filled out an application at the upstairs circulation desk.
3. Functions held on Library property should conclude at the normal closing of the Library; however, exceptions may be allowed providing written request is made on the initial reservation application. Under no circumstances will the Library remain open beyond regular hours to accommodate any function held on Library property.
4. No admission fee may be charged by any individual or group using the Library property without written permission in advance from the Library Director.
5. For the use of the grounds, the Library will not be held responsible to furnish any equipment, chairs and tables or any other items. All groups and/or individuals will be responsible for set-up and removal of any equipment, furniture or decorations placed on Library property.
6. Normal and reasonable use of the Library's exterior 110 volt electrical outlets will be acceptable. The Library assumes no responsibility to provide any other electrical connections or equipment. All user furnished electrical devices or equipment must meet the state and city electrical codes.
7. Food and non-alcoholic drinks will be allowed in the Library garden area providing a written request is made on the initial reservation application and has been approved by the Director.
8. In consideration for use of Library property, the user agrees that:
  - All damage to any property of the Library resulting directly or indirectly from the conduct of any member, officer, employee, agent or any of its invitees will be paid by the user.
  - The Library will be held harmless from and against any and all liability which may be imposed upon it for any injury, to persons or property caused by any person connected with the use of the property.
9. The user agrees that he/she/they do not intend to, and will not, use said premises for purposes that will constitute any violations of City, State or Federal Law.
10. No unauthorized activities may occur in the Library Garden, including social activities, camping, sleeping, or other use.

*Revised: August 24, 2021*

## USE OF LOCAL AND FAMILY HISTORY ROOM

The McCracken County Public Library maintains a Local and Family History research room on the first floor of the library. This room includes historical collections on area communities, the State of Kentucky, and genealogy and is available all the hours the library is open. The Local and Family History Library Assistant is responsible for the services offered by this research room. This responsibility includes oversight of the collection and approval of items purchased or added, items weeded from the collection, gifts of materials or funds, budget allocation, and budgetary oversight.

Materials are collected in a variety of formats including books, microform, documents, CDs, photographs, maps, audio and video tapes, and serials. Limited weeding is performed periodically to remove items that are not likely to be used. A permanent depository is provided for the preservation and use of rare materials with historical value relating to the local area. These items may require specialized handling and storage.

Open books should not be placed face down on the table; pencils should not be used as bookmarks; all items should be handled gently and individual papers only by the edges.

Researchers who wish to use materials from the locked cabinets should ask a staff member at one of the service desks to unlock the cabinet. These books should be returned to the service desk after use.

All materials are to be used in the room and do not circulate.

The researcher should consult with a staff member before photocopying old or fragile materials.

Researchers are asked to return books and vertical files to the cart at the end of the shelves and not to re-shelve material.

Researchers should sign for machine use.

Material on microfiche and microfilm can be obtained from microfilm and microfiche cabinets and returned to the top of the cabinets after use.

The researcher is responsible for complying with the copyright law of the United States in making photocopies. Permission to publish or quote extensively from unpublished manuscripts or copyrighted works must be obtained from the copyright holder. It is the researcher's responsibility to secure that permission.

The Copyright Law of the U.S. (Title 17 U.S. Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Responsibility for possible copyright infringement lies solely with the user and the McCracken County Public Library District disclaims any responsibility or liability resulting there from. The person using this equipment is liable for any infringement.

The Library is not responsible for personal articles left unattended.

A correspondence research service is available for long distance researchers. Local and Family History staff will answer requests for specific information that can be found in indexed materials, at up to thirty minutes per search. A written request is required which includes the full name of the individual to be searched, type of record, and approximate date. The exact date of death is required for an obituary. The fee for the service is \$5.00, paid in advance by a check made out to "McCracken County Public Library," along with a stamped, self-addressed envelope. Requests are answered in the order they are received. Customers should submit only one request at a time and should wait for a reply before submitting another.

*Revised: June 22, 2021*

## **USE OF LOBBY DISPLAY CASES**

Any display must be for purposes considered by the Library administration to be consistent with the general mission and roles of the Library. The display cases may not be used for the following purposes:

- Campaigns for specific partisan political issues or candidates.
- Non-library related groups soliciting or actively selling items or services. Commercial purposes such as the promotion of products.

A list of the reservations for the display cases is available at the 1<sup>st</sup> Floor Circulation Desk.

Approval for display of materials must be obtained from the Library Director and/or Department Manager. The Library Director is authorized to deny permission to use the Library display cases to any group or individual.

The Library will not be responsible for any materials left in the display cases.

## LIBRARY ART EXHIBIT POLICY

### Statement of Purpose

The purpose of the MCPL art policy is to establish procedures to facilitate art displays in the library, define what type of art displays can be showcased and/or displayed, establish rotational or seasonal art exhibits, enhance the overall experience for library patrons, and promote the local arts community.

### Selection of Art

Libraries are public spaces that must be welcoming to all. It is paramount that every art exhibit is carefully reviewed and approved by the Director before any artwork is exhibited. McCracken County Public Library may contract with local arts organizations and Schools to provide artwork for display in public spaces from local artists.

Artwork Selection shall be based on the following criteria:

- (1) Suitability/appropriateness as outlined below
- (2) Suitability to the location (i.e., size and safety accommodations)
- (3) Quality of the work
- (4) Durability relative to the environment
- (5) Artwork must contribute to rather than compete with the function of the library

Suitable art may include (but is not limited to) the following subject matter, but individual pieces may be abstract art, patterns, or materials which blend with the following themes:

- Literature
- History (past, present, future)
- Nature scene/Scenery
- Wildlife
- Abstract, except if it resembles or references the unsuitable themes listed below.

Displays and exhibits must be appropriate for library viewing of all ages. MCPL does not approve artwork to be displayed if:

- It contains messaging intolerant to racial, ethnic, gender, or sexual identities.
- Nudity, lewd or pornographic depictions.
- Violent or menacing images.
- Weaponry of any kind.
- Political or religious messaging.
- Controversial messaging.
- Artwork, items, or imagery that can be considered as marketing, advertising, or of a promotional nature.

Once an artist has been notified, the Artist shall have three (3) business days to determine whether they will accept or reject the opportunity to display his work at the Library. The McCracken County Public Library reserves the right to decline any exhibit in full or in part. Any artist or exhibitor so rejected may appeal to the Library Board of Trustees.

### **Suitable Mediums**

Works of art may include, but need not be limited to, the following examples:

- Sculpture: in the round, bas relief, mobile, fountain, kinetic, and electronic, in any approved material or combination of materials.
- Painting: portable works that can be hung, no permanent murals
- Graphic arts: printmaking, drawing, and banners
- Mosaics
- Photography
- Crafts: in clay, wood, metal, plastics, stained glass, and other materials, both functional and nonfunctional
- Mixed media: any combination of forms of media, including collage

### **Maintenance, Security, Liability**

Unless otherwise agreed in writing, the Artist or organization is responsible for all costs associated with transporting and regular maintenance of art. Fees may include, but are not limited to:

- Those associated with packing and shipping
- Insurance/other handling expenses
- Set up/takedown
- Risk of loss or damage to the art piece incurred in the delivery of art

The Library is not responsible for reimbursement or replacement of lost, stolen, or damaged items. The artist or group will be required to complete and sign a waiver of liability for the McCracken County Public Library before any works of art are exhibited. Such waiver form shall be kept on file in the library following the exhibit for a time period in compliance with open records requirements.

### **Damage to Library Facilities**

The Artist or organization will not cause any damage to the Library building, including but not limited to doors, glass windows, floors, walls, furniture, fixtures, and equipment.

The Artist or organization will be liable for any damage caused by their associates, agents, or representatives. They will be responsible for repairs/restoration of property in its original condition at their sole cost, with no exceptions made.

### **Time Limits**

Artwork installations and exhibits are intended to aesthetically enhance or create an aesthetically pleasing environment at the Library. Therefore, only seasonal and rotating installations/exhibits will be accepted by MCPL.

Artwork installations and exhibits shall not be displayed for more than six months from when the exhibit becomes accessible to the public. No exception for this rule shall be made unless agreed upon, in writing, between the artist/organization and the Director.

## Deaccession

Deaccessioning is the process by which Artwork is withdrawn from public Exhibition through sale, storage, loan, or disposal. Deaccessioning standards will be applied after careful evaluation. The following are reasoning an exhibition will be deaccessioned:

- The Artwork endangers public safety.
- The security of the Artwork cannot be reasonably guaranteed.
- The Artwork requires excessive maintenance due to design faults, installation, or quality, and remedy is impractical or unfeasible.
- The Artwork has been damaged or has deteriorated beyond the point where repair is practical or feasible.
- Significant changes in the use, character, or design of the site have occurred, affecting the Artwork's integrity.

MCPL will determine the action to be taken and contact the Artist/organization whose work is being considered for deaccession. The Library reserves the right to refuse or remove Artwork from the Exhibition if deemed offensive or inappropriate. The Artist will be notified if this occurs.

Should Artist fail to remove the Artwork on the agreed-upon Removal Date, MCPL shall have the right to dispose of the Artwork, and any other items related in any manner deemed appropriate solely by the Library. Artist shall be responsible for all costs and expenses associated with the Library's removal of the Artwork and/or the related materials, equipment, and/or any other items associated and/or used in conjunction with the Exhibition.

## Artist Publicity

Contact information shall be provided by the artist or lender and will be available at the library's checkout desk for further inquiries an inventory of the artist/group and items on display will be retained at the library checkout desk for reference. The artist may promote their items on display on social media.

## Fees

There shall be no fee for the exhibitor. Patrons may purchase art on display, but must contact the artist or group for arrangements. No sales or transactions may be conducted on Library property.

**Art Exhibits and Displays Waiver of Liability Form**  
**McCracken County Public Library AE&D Form**

Thank you for your interest in exhibiting at the McCracken County Public Library. Please complete the following application and return it to the Adult Services Manager or Director.

Organization/Artist Name \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Email address \_\_\_\_\_

I understand that my/our artwork or other property is scheduled to be on display from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy). I agree to pick up my/our artwork on or before \_\_\_\_\_ (mm/dd/yy) during normal hours of operation and understand that items not picked up by this date will become property of the McCracken County Public Library.

I, (print name) \_\_\_\_\_, agree to the following:

I have read, understand, and agree to the Library Arts Display Policy. I acknowledge that my property, including, without limitation, any art or other items on display, may be damaged, lost, or stolen during the exhibition or during the unpacking, packing, or transportation of the items and I acknowledge and understand the risk involved by allowing such property to be display by the McCracken County Public Library.

I understand that the library does not insure any exhibits or displays and if I so choose, I must acquire my own insurance. If I so choose such insurance, I agree to submit a copy to the library.

I agree that I will have a period of no longer than seven business days to remove any and all property from the McCracken County Public Library once the exhibit ends.

I hereby represent and warrant that I have read this Art Exhibits and Displays Waiver of Liability form in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless the McCracken County Public Library, its Board of Trustees, employees, or representatives from and against any and all claims of injury or damages relating to the above provisions. I have attached an inventory of items to be displayed with descriptions of each item.

Artist/Organization Representative's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff Member's Name and Signature \_\_\_\_\_ Date: \_\_\_\_\_

Review Status (Approve, Denied, Information Needed) \_\_\_\_\_ Date: \_\_\_\_\_

## USE OF BULLETIN BOARDS

The bulletin boards and information counters in the Library are intended primarily to promote activities and services of the Library. Any remaining space is available for organizations engaged in educational, cultural, intellectual, or civic activities.

The Library will not display posters, petitions, or notices for political parties or candidates or those advocating a position on a particular issue. The Library will not display product or business advertisements.

The provision of this space for public use does not constitute Library endorsement of the contents of notices or literature being distributed or the beliefs of organizations or individuals using the space.

Approval for the display of materials must be obtained from the Library Director and/or Department Manager. Unapproved items will be removed.

Printed pieces should be legible and tastefully worded.

Items will be displayed for four weeks or until the event has occurred. Items not picked up will be recycled by the Library.

The Library Director is authorized to deny permission to use the Library bulletin board to any group or individual under the guidelines of this policy.

*Revised: March 28, 2023*

## **RULES AND REGULATIONS OF CONDUCT**

The children's and teen areas of the Library are intended for use by youth, their caregivers, and/or adults using the collection and resources. As a safety measure, unaccompanied adults in areas designated for youth may be asked to relocate to another area of the Library.

Any behavior that disrupts Library service is not allowed.

Any violation of a city or county ordinance or State or Federal laws will be cause for involvement of law enforcement. This includes but is not limited to, the possession or consumption of alcohol or illegal drugs, being under the influence of alcohol or illegal drugs, theft, violence, threatening behavior, indecent exposure, vandalism, or disorderly conduct.

Neither selling of any items nor soliciting of any services is allowed on the library premises without the expressed permission of Library management.

Tobacco may be used only in the areas marked for smoking. These areas are located approximately 15 feet from the public entrances to the building. This policy also applies to the use of all forms of electronic cigarettes. The use of electronic cigarettes is prohibited where smoking is prohibited.

Sleeping in the Library or on Library property is prohibited.

Service animals, as defined by the Americans with Disabilities Act, are welcome in the Library. All other animals or pets are only allowed when invited for participation in a program organized by the Library.

Intentionally loud and/or disruptive noises created by persons or electronic equipment are prohibited within the Library.

The Library has the right to restrict visitors from entering the Library with large bundles, carts, bicycles, or similar items.

Library materials can only be removed from the premises through established lending procedures. Theft of Library materials will be punished by law.

Children under 12 years of age must not be left alone in the Library. Library restrooms are not to be used for washing, bathing or disrobing. Shoes and shirts must be worn at all times by all visitors.

Anyone in violation of these rules and regulations may be asked to leave the Library at anytime. The Library may take appropriate legal measures to enforce these rules and regulations. Further, the Library may prevent access to the premises for individuals who refuse to comply with these policies in accordance with the Library's Public Safety Policy.

*Revised: August 24, 2021*

## UNATTENDED ITEMS

Unattended items are defined as items not in any person's visible possession for more than 30 minutes in one location, including items left at the library at closing time.

The Library is not responsible for the security of items brought onto the property or into the building. Unattended items are managed in accordance with the following guidelines:

Perishable items, personal care items, tobacco, etc., will be disposed of immediately.

Personal items (phones, wallets, credit cards, licenses, etc.) and official documents (wills, marriage licenses, etc.), that are found inside or outside the library will be turned into the administrative office. If identification on the item(s) and/or document(s) allows the library to contact the person listed on the item, an attempt will be made to contact the owner. Items that remain unclaimed after 30 days will be shredded, donated, disposed of, or taken to the Paducah Police Department.

Backpacks, bags, packages, clothing, and other items that do not fall under the category of personal items or documents, that are left within the library will be disposed of after 30 minutes.

Unattended items found outside of the library including bags, backpacks, clothing etc., will be disposed of immediately.

*Adopted: May 24, 2022*

## **PUBLIC SAFETY POLICY**

The Library may ban individuals in response to violations of the Rules and Regulations of Conduct. Individuals may be banned for a limited time or indefinitely depending on the circumstances surrounding the incident. The length of the ban will be determined by the Director and depend on factors surrounding the incident which shall include, but not be limited to:

- Severity of offense
- Number of offenses previously committed by offender
- Likelihood of possible continued offenses
- Safety of staff and patrons

When an individual is banned, that person will be notified via certified letter where possible. In the case of a juvenile offender, the letter will be sent to the parent/guardian where possible. The information relating to the ban will be made available to all Library staff. Should a banned individual return to the Library in violation of the ban, staff may contact the Paducah Police Department.

Individuals who have been banned may appeal to the Library Board of Trustees by requesting a hearing within 10 days of the institution of the ban.

Individuals given an indefinite suspension may request to have their case reviewed after one year has passed. A written request for review must be submitted to the Director.

*Approved: September 22, 2020*

## **COMPUTER ACCESS**

The library's public computers offer access to the internet using filtering software. The McCracken County Public Library has no control nor any responsibility for the material posted on the Internet outside of the official library website. Information found through an internet search might be current and reliable, or it may be inaccurate, out-of-date, biased, or unavailable at times. Library patrons use the Internet at their own discretion.

Activities which disrupt the Library or its network are prohibited and may result in permanent loss of Internet privileges.

Library users have both the right of confidentiality and the right of privacy. Internet users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files might become public.

Although the library computers are filtered, the Internet may contain material that is unsuitable for viewing by children. Parents are expected to monitor and supervise their children's use of the Internet; the Library staff cannot provide such supervision.

## LIBRARY COMPUTER USE

Computer access is available on a first-come, first-served basis with a 4 hour time limit each day for each patron. Desktop computers are available on the first floor in the area behind the circulation desk and on the second floor in the Tech Lab. In addition, Chromebooks are available for checkout for use in-house. AWE Computers loaded with children's software are also available for use in-house. Chromebook and AWE computer usage does not count against each person's total allocated computer time. The building has WIFI throughout. The use of any computer or mobile device on the library property is subject to this policy.

McCracken County Public Library cards are non-transferable. Users must use their own library card to access a public computer. The use of another patron's library card is not permitted and may result in the suspension of computer privileges.

Computer users should have their library cards with them unless their photograph is available in their library record; a photo I.D. will also be accepted. Passes will be given for one day only at the Information Services Desk.

Material from the Internet may be printed and downloaded. U.S. Copyright Law (Title 17, Code) prohibits the unauthorized reproduction or distribution of copyrighted material except as permitted by the principles of "fair use." The responsibility for any consequences of copyrighted infringement lies with the user.

Patrons may download data to a personal storage device. Patrons who do not bring their own storage devices may purchase a USB flash drive at the Information Desk. Headphones are required for listening to any resource with an audio component. Headphones and USB cords are available for one day checkout.

Users may not

- Make any attempt to damage computer equipment or software; alter software configurations; cause degradation of system performance
- Use any workstation for illegal or criminal purposes [including pornography] (Paducah City Ordinances 66-111 et. Seq.)
- Engage in any activity which is disruptive or offensive.
- Use sounds or visuals which might be disruptive to others
- Violate another user's privacy

Violation of the rules described above will be dealt with in a serious and appropriate manner. Illegal acts involving library-computing resources may also be subject to prosecution by local, state, or federal authorities.

*Revised and approved by Board of Trustees: July 2017*

## TECHNOLOGY LENDING AGREEMENT

The Library has mobile hotspots available for circulation outside of the building.

Patrons who borrow a hotspot from the Library must sign an agreement to the following terms and conditions:

The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device(s), connection of the device(s) to other electronic devices, or data loss resulting from use of device(s). Any use of the device(s) for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Mobile hotspots check out for a period of 21 days and are limited to one per household. Patrons must be 18 or older to check out a hotspot and have a library card in good standing (i.e. not blocked because of unpaid fines or billed items).

Patrons may place a hold on a hotspot. Holds do not affect the lending period.

Once the hotspot is 1 day overdue, it will be deactivated. If a hotspot is more than seven days overdue, it will be billed to the patron at a cost of \$120. Patrons who return the hotspot in satisfactory condition will have their bill waived. Lost or damaged components of the hotspot will be assessed and charged at an item-by- item basis.

Patrons who borrow a digital toolbox or hotspot from the Library may be asked to complete a survey about their usage of the items after they return them. Survey information will be collected to help Library personnel improve services. All information obtained from the survey will be kept confidential.

*Approved by the Board of Trustees: July 25, 2017*

*Amended: September 25, 2018; May 6, 2022; September 19, 2023*

## **LIBRARY SOCIAL NETWORKING**

The Library Social Networking Policy applies only to those Library-sponsored sites created and maintained by the McCracken County Public Library. While McCracken County Public Library recognizes and respects differences in opinions, all comments, posts and messages will be monitored and reviewed for content and relevancy by the Director or other designated employee(s).

Social networking is used to:

- Announce programs
- Post news such as special events, holiday hours, exhibits, and new item arrivals
- Update resources
- Remind of important resources
- Announce new services
- Serve as a public relations/marketing tool

The types of content that will not be posted include:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material not directly related to the discussion
- Commercial promotions or spam
- Postings/comments in violation of the copyright, trademark right, or other intellectual property right of any third party

The Library reserves the right to edit or modify any postings or comments. Public participation in social networking services implies agreement with all Library policies.

## WEBSITE PRIVACY POLICY

The McCracken County Public Library takes the privacy of its users seriously and makes every effort to safeguard the information transmitted or collected via its website.

These policies govern information collected on or transmitted to mclib.net and its subdomains.

### Personal Information Collected

The library collects personal information via its website only when you specifically provide it to us. Examples of places where personal information is collected and how it is used:

- Mailing list signup form
  - We use a third-party email platform to send occasional emails promoting library services and events. The information you provide when you complete the signup form is governed by their Privacy Policy. You may unsubscribe at any time by clicking the unsubscribe link in any email you receive from the mailing list, or by contacting the library.
- New library card application
  - Information from the new card application is sent to our library system software and is used to create a library account. The privacy of this information is governed by our library circulation records privacy policy.
- Suggest a Purchase form
  - Information collected is sent to our suggestion management system which allows staff to organize requests and track their status. Personally identifiable information is encrypted and only visible to authorized library staff.
- Employment application
  - Information from the employment application is collected and sent to our third-party staffing service. Only staff at the third-party service and authorized library staff members have access to employment applications.

The library also collects your library card number when you log into your personal library account and creates a temporary file (a cookie) that allows you to remain logged in as you do things like place holds or manage your account. This file is destroyed when you log off or leave the online catalog.

### Anonymous Information Collected

We collect statistical information from online visitors about the way that our website is used and to help customize and enhance your experience. This is done via cookies.

## **Website use statistics**

The Library uses Google Analytics to gain insight into the use of our website. Reports from Google Analytics tell us which areas are most popular, the timing of website visits, the type of devices and software used to view our website and types of searches performed via our online catalog. The information from Google Analytics does not contain any personally identifiable information and is used to improve the content and design of the website.

## **About cookies**

A cookie is small amount of data, including a unique identifier, sent to and stored on your computer by a website. Cookies are used to set or remember user preferences for a website and to track online traffic flow. The cookie does not contain any personally identifiable information and can only be read by the website from which it originated. You may disable cookies or be notified of websites using cookies in your browser preferences.

## **About encryption**

The library uses the HTTPS protocol for transmitting information to and from our website and your browser. You can verify that your connection is secure by the presence of a lock icon next to our website address in the address bar of your browser.

The S in HTTPS stands for Secure, and means that the data sent to and from our website and your browser is encrypted. This means that your data is strongly protected against anyone that may be attempting to intercept it as it is transmitted to us, or vice versa. Where possible, we try to ensure that our connections to third party services also use the HTTPS standard.

## **Third parties**

The library website links to a number of third party vendors, such as eBook lenders or research databases. Some third party services connect directly to our library system to check the validity of the barcode number you use to log into their product. These sites are each governed by their own privacy policies. We recommend you review the policies for any third-party services you may use.

*Adopted: November 27, 2018*

## LIBRARY ACCOUNT PASSWORDS (PINs)

The library requires a password (PIN) for all patron accounts. This additional level of security protects the personally identifiable information contained within a library account from unauthorized access. By default, the PIN is set to the last four (4) digits of the patron's phone number.

**Library staff will not provide your PIN to you or anyone else, but it may be reset by following the steps outlined below.**

### Where the PIN is used

The library account PIN is required when accessing services such as the following:

- Patron accounts via the library's website at [www.mclib.net](http://www.mclib.net) or online catalog at [search.mclib.net](http://search.mclib.net).
- Patron accounts via the library's mobile app (my MCLIB).
- Digital Library resources (ex. eBooks), both online and through the respective mobile apps
- Some online research databases where a library card number is required.
- Library public access computers

### Resetting the account PIN

It is suggested that patrons change their PIN from the default as soon as possible. PINs can be reset one of the following ways:

- Online via the library's website or online catalog. The online login form includes a link for resetting a PIN. **A valid email address in the patron account is required to reset a PIN using this method, as a verification email is sent as part of the reset process.**
- In person at the library. Library staff can reset a PIN, provided the patron (a) has an identifiable photo attached to their account or (b) provides a physical library card **AND** verifies personal information when asked.
- Over the phone. Library staff can reset a PIN over the phone **IF** the patron provides the library card number **OR** correctly verifies personal information as it exists in the account at the time of the call. If a patron cannot provide both, they will need to reset their PIN in person.

Parents/guardians of children under 18 may reset the PIN of their children's accounts. Parents/guardians must have access to the email address on the child's account for online resets. For in-person or over-the-phone resets, parents/guardians must be able to verify personal information from the child's account or provide reasonable proof of guardianship (ex. An ID with the same address, or matching information in their own patron record).

*Adopted: December 2018, Revised by the Board of Trustees July 25, 2023*

## CIRCULATION OF MATERIALS

### Registration of Customers

All residents of McCracken County and Western Kentucky are eligible for a free library card. Card registration is valid for one year. At expiration, contact information is verified. A courtesy replacement card is available at the time of the renewal. At any other time, replacement cards are available for \$2.

*Approved by the Board of Trustees July 25, 2017*

In order to receive a card, proof of residence must be established by providing one of the following:

- Government-issued ID, such as driver's license or ID card with current address
- Current property tax receipt
- Letter confirming your residence at a local short-term residential facility
- Printed lease/contract for deed/deed
- Utility bill or piece of mail in your name, received within the last month
- A check with your current address

If none of these is available, the Library can take an application and send a postcard to the address provided. Upon return of the postcard, the library card will be issued.

*Approved on: August 22, 2017*

As a security device to help protect the patron from fraudulent use of their library card, staff may obtain a photograph of each card applicant to go into the library's database with the card holder's permission.

Patron records should be kept current by informing the library of any changes in personal information such as name or address change.

All items checked out on a library card are the responsibility of the individual owning the card. If a library card is lost or stolen, the cardholder is responsible for notifying the library as soon as possible. Unless a card has been declared lost or stolen, the library assumes that any person presenting the card has the permission of the cardholder to access the account.

*Revised: July 25, 2023*

## **Reciprocal Borrowing Agreement**

Western Kentucky Residents, defined as those residing in the following counties, are eligible for a free McCracken County Public Library card: Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Livingston, Lyon, Marshall, Trigg, Union, and Webster.

*Approved: August 22, 2017*

*Amended: May 25, 2020 and February 27, 2024*

## **Non-Resident Library Cards**

Non-resident library cards are available to those who are not Western Kentucky Residents, or do not reside in McCracken County. The fee for this card is \$60 per year. Non-resident cards are only for use by the individual whose name is on the card and is non-transferable.

*Amended: February 27, 2024*

## **Digital Services Card**

A Digital Services card, offering access to the library's in-house computers, databases and e-media, is available to those who are ineligible for a free library card. Those eligible for a Digital Services card would include temporary residents, McCracken County students with a signed permission form, Western Kentucky Residents, and residents of Massac County, Illinois.

A Digital Services card may be changed into a regular library card if the user becomes eligible for a free card or pays the non-resident fee. Patrons may only have one type of card (Regular, Non-Resident or Digital) at a time.

*Amended: March 28, 2023 and February 27, 2024*

## **Juvenile cards**

Children ages 5 and up who are residents of McCracken County or Western Kentucky Residents are eligible for a free library card. A parent or guardian must sign a statement of responsibility for children under the age of eighteen (18).

*Amended: February 27, 2024*

## GENERAL CIRCULATION

The general checkout period for all material types is three weeks, with one three week renewal available. Items with holds are checked out for two weeks and no renewals are allowed.

Mobile hotspots are checked out for three weeks. No renewals are allowed for these resources. The cardholder must be present to sign the lending agreements required to check these items out.

Items types may be checked out in the following quantities:

ITEM TYPE	CHECK OUT LIMIT
Books	Unlimited
Audiobooks	Unlimited
DVDs	10 at a time <i>Revised: June 25, 2019</i>
Blu-Rays	5 at a time
Video Games	5 at a time
Music CDs	5 at a time
Mobile Hotspots	1 per household
Fishing Poles	1 per library card holder (18 and up, or with a parent/guardian signature)
Disc Golf Sets	1 per library card holder

*Revised: July 25, 2023; September 19, 2023*

### Hold

Hold pickup notices may be sent by text, email or mail. Reserved items remain on the hold shelf for seven (7) days. Holds are limited to 30 holds per library card.

### Overdue Items

Items that are 28 days overdue will be billed to the patron as lost. Fees for lost or damaged items that exceed \$10 will block borrowing privileges. Borrowing privileges will be restored when the items are returned or replaced, or fees are paid bringing the account balance under \$10.

Upon notification from the library to return library materials, any willful failure to return library materials after such notice will give rise to presumption of intent to deprive the library of its property and is subject to prosecution under KRS 415.030.

*Amended: February 22, 2022*

### **Lost or Damaged Materials**

Items lost or damaged beyond reasonable repair must be paid for at the initial cost of the item. If a patron returns the lost item with a receipt for payment dated within 30 days, a refund for this fee can be issued by a mailed check.

The patron is responsible for alerting the staff to an item that is damaged at checkout.

A processing fee of \$5 will be charged for items returned with a missing or damaged case, artwork, barcode, or book cover.

*Revised: June 22, 2021*

### **Privacy of Library Circulation Records**

The circulation records of the McCracken County Public Library are to be considered confidential regardless of the source of inquiry. Circulation records shall not be made available to anyone except pursuant to such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, consultation may be made with the Library's legal officer to determine if such process, order or subpoena is in good form and if defects are noted. Insistence shall be made that such defects be cured before any records are released. The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena duces tecum (bring your records), requiring an employee of the Library to attend court or the taking of a deposition and may require the employee to bring along certain designated circulation records. The Library Director may release circulation records without process, order or subpoena if in his/her judgment a condition of grave emergency exists which can be remedied by the release of such circulation records. Any problems or conditions relating to the privacy of circulation records which are not provided for in this policy statement shall be referred to the Library's Director for resolution.

## INTERLIBRARY LOAN

McCracken County cardholders in good standing are eligible for use of Interlibrary Loan (ILL), as this is an efficient, cost-saving way to address specific but limited patron interest. ILL is available without charge to the patron. A \$5 processing fee will be charged to the patron for each item requested and not picked up.

The checkout period for items obtained through ILL is 21 days. ILL items may not be renewed. Charges for lost or damaged ILL material, and any processing fees, are set by the lending library.

Occasionally items may be borrowed through ILL for in-library use only. The lending library will determine if its materials are not for circulation, and the McCracken County Public Library will honor their request, requiring such items to be used at the library only.

The due date for ILL items appears on your checkout receipt and/or your online patron account only. Paperwork from the lending library, book jackets, stickers, or other processing materials may contain other due dates that the McCracken County Public Library will not honor.

Materials obtained by Interlibrary Loan belong to another institute and are generously lent to this library's patrons. Any unreturned ILL material will result in the borrower's card being suspended until the material is returned or the fine book not returned attained through ILL will cause the borrower's card to be suspended until the material is returned or the fine and cost of reimbursement is paid.

## NOTARY SERVICES

The McCracken County Public Library offers basic notary services to its patrons at **NO** charge. Patron **MUST** have a valid McCracken County Public Library card for notary service.

Notaries are witness to an individual signing a document or sworn statement and nothing more. They are **NOT** attorneys and may **NOT** help customers fill out legal forms or offer legal advice or translate **ANY** legal documents.

The following are McCracken County Public Library's notary policies:

- Notary services are available **Monday – Thursday from 9:00 A.M. – 4:30 P.M.**
- **After 4:30 P.M.** or on **weekends**, patrons should call ahead at (270)-442-2510 to ensure a notary is available as service.
- Notary services are offered at the library's discretion and are not a primary or overriding library responsibility.
- Photo identification for all signers and witnesses is required. The following types of photo I.D. are acceptable if they are not expired:
  - Valid driver's license or identification card issued by a U. S. state
  - United States Passport
  - Other U. S. government issued identification card that includes a picture and the signature of the person.
  - **\*All signers must be present at the time of the notarization.**
- Witnesses will **NOT** be provided by the library nor may witnesses be obtained from general library patrons. Witnesses must have personal knowledge of the individual requiring the notarization and witnesses must provide appropriate and valid photo identification.
- Documents presented must have the notarial certificate or "notary block" included.
- Notary service is limited to three (3) documents per person, per visit.
- Notary service is provided on a first-come, first-serve basis.
- Notaries will not provide service if the patron, document or circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library.
- The Library notary may, at their sole discretion, decline to provide notary service.
- The notary will only attest to documents signed in their presence.
- **Notary service is NOT available for:**
  - *Documents that require additional legal knowledge – these documents include, but are not limited to: wills, mortgages, codicils, protests, and depositions.*
  - *Public record documents or photocopies of public record documents including birth certificates, death certificates, and marriage licenses. Certified copies are only available by contacting the specific government entity issuing the document*

*(secretary of state's office, court of law, county clerk, or Bureau of Vital Statistics).*

- *Business documents or documents for any business organizations*
- *I-9 (Employment Eligibility Verification) form*

**\*\*Library notaries reserve the right to refuse to notarize ANY document for any reason\*\***

*Adopted: May 9, 2023*

## **FAXING SERVICES**

Fax services are available for the public. The Library assumes no liability for anything sent through the fax service. The user must determine the legality of his/her usage.

Library users are prohibited from:

- Making any attempt to damage communications equipment including the fax machine.
- Making any attempt to cause degradation of system performance.
- Using the library fax machine for illegal or criminal purpose.
- Sending any fax which is deliberately and maliciously offensive, libelous, or slanderous.
- Sending multiple "spam" fax messages to one or more destinations.
- Sending anything which might be in violation of copyright law.
- Representing himself/herself as another person for purposes of fraud or other illegal a

In case of improper usage, staff from the library may decline to provide the service and the police may be called.

*Amended: February 22, 2022*

## **EQUIPMENT**

Library equipment does not circulate.

The McCracken County Public Library is not responsible for damages that may occur to personal equipment in the playing of library DVDs, Electronic Games or CDs.

## **COLLECTION DEVELOPMENT POLICY**

### **Introduction**

The McCracken County Public Library (MCPL) is a collection of materials and resources in a variety of formats. The MCPL is also a member of Kentucky Unbound, a consortium that maintains a shared materials catalog and participates in a shared collection. A written materials selection policy aids library staff in selecting and acquiring a useful, well-rounded collection of books and materials to meet the needs of the community. A policy statement helps answer questions by the public regarding the presence or absence of certain materials and helps explain the basis on which materials have been selected.

### **Mission**

The Collection Development Policy supports the MCPL mission.

It is the mission of MCPL to:

- Empower everyone to discover, grow, learn and play through our programs, services and resources.
- Enrich our community by providing innovative programs, a diverse materials collection, access to technology and exceptional customer service.

### **Purpose**

The Collection Development Policy's purpose is to:

- provide a framework of criteria for the selection of material
- provide a framework for maintenance of the collection
- provide a policy for receiving gifts to the collection

### **Goals**

The Collection Development Policy describes the guidelines for selection and maintenance of the collection.

Goals of the Collection Development Policy are:

- To provide a balanced collection for the community
- To reflect contemporary ideas as well as traditional points of view and deal with diverse media formats
- To establish guidelines for Selectors of collection material
- To establish guidelines for de-selection of materials

### **National Statements Concerning Intellectual Freedom**

The Library Board and staff believe that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts these basic documents as official library policy: Library Bill of Rights, Freedom to Read, An Interpretation of the Library Bill of Rights, the Freedom to View and Title IX Statement. Copies of these are appended to this document.

## **Selection Philosophy**

The purpose of the MCPL is to obtain, organize and make conveniently available to all the people of the community recreational, educational and informational materials, including books, periodicals, newspapers (in paper and micro form when possible), recordings and other print and non-print materials. The Library endeavors to provide a range of opinions on many subject areas and not restrict the freedom of use in any way. Staff exercises open-mindedness, flexibility and promptness when evaluating materials for inclusion in the collection.

It is the policy of the library to maintain an up-to-date collection of standard works in all fields of knowledge, that are of permanent value, plus timely materials on current issues and items in current demand. Materials will be selected in consideration of the needs of business, the professions, government, and community organizations. Material selection will also include consideration of the needs of the homebound, the visually, physically and mentally impaired and those individuals with learning disabilities. The needs of adult beginning readers and of people for whom English is not the principal language will also be considered. Both the adult and youth collections will serve as supplementary sources for student use, but materials selected for students must also be useful to the general reader. Ordinarily, textbooks will not be purchased.

A patron's right to use the library will not be denied or abridged due to origin, age, background, or views which includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V of the Library Bill of Rights. All patrons are free to reject for themselves any material of which they may disapprove. Responsibility for reading, listening, and viewing library materials by children rests with their parents. The Library cannot act in place of a parent or guardian.

## **Selection Reconsideration Responsibilities**

The MCPL provides access to a wide range of materials and resources, including but limited to books, e-books, movies, television shows, music, video games, and periodicals. These materials are selected and displayed in accordance with policies established by the Board of Trustees. The public is welcome to review these policies. There is a procedure in place to review materials in response to public concerns.

The selection of materials is the responsibility of selectors primarily designated by the Adult Services Manager, Technical Services Manager, and Youth Services manager. Oversight of materials selection is the responsibility of the Library Director.

Final responsibility for selection lies with the Board of Library Trustees. The Board of Trustees, however, delegates to the Director the authority to interpret and guide the application of the policy in making day-to-day selections. The Director will authorize other

staff to apply this policy to resource selection. Suggestions of materials from the public are always welcome.

### **Requests for Withdrawal or Addition of Material**

All requests or suggestions from patrons for specific titles or subject requests will be considered. Multiple copies of high demand titles will be purchased according to a pre-determined ratio. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased, unless the subject in question is already adequately covered by better materials.

When any active library card holder and/or McCracken County property owner objects to the presence or absence of any library materials, the complaint will be given a hearing. All complaints to staff members will be referred to a supervisor who will discuss the matter with the complainant. If the active library card holder and/or McCracken County property owner wishes, they will be supplied with the "Request For Reconsideration of Library Materials" form, appended hereto. If it is a request for withdrawal of materials, the Director, with the Materials Selection Committee, will examine the item in question, check reviews, and determine whether it conforms to the standards of the materials selection policy. If it is a request for an addition of materials, the Director, with the Materials Selection Committee, will check reviews and consider or reconsider its addition. The Director, with the Materials Selection Committee, will decide whether or not to add, withdraw or restrict the material in question and will write to the complainant giving a reason for the decision. Materials subject to complaint shall not be removed pending final action. All "Requests for Reconsideration of Library Materials" forms will be submitted to the McCracken County Public Library Board of Trustees. Once a material has been challenged, it cannot be challenged again for another 24 months. Challenges will be addressed on a first come, first served basis. Challenges are limited to one challenge per active library card holder and/or McCracken County property owner, per month.

*Amended: October 24, 2023*

### **Selection Sources**

MCPL uses standard library vendors' acquisitions products, online selection and ordering modules. Selectors' sources include, but are not limited to, publisher's catalogs, online resources such as Amazon.com, professional journals, published reviews, national best seller lists, booklists by recognized authorities in specific subject areas and other available sources used for special requests. Purchases may also be made by librarians after examining the materials.

### **Selection Criteria**

Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. Each type of material must be considered in terms of its own merit and intended audience, including both purchases and gifts. An item need not meet all criteria to be selected.

- Suitability of purpose to meet the demand and educational, informational, cultural, and recreational interests and needs of individuals in the MCPL community.
- Relations to other materials and extent to which the item supplements, supports, or expands coverage in order to maintain a relevant and diverse collection.
- Contemporary significance or permanent value as source material or interpretation
- Vitality and originality of thought.
- Accuracy and objectivity.
- Reputation, skill, competence, purpose and authority of author, editor or illustrator.
- Literary and/or artistic merit.
- Style and readability.
- Cost relative to the value that the item contributes to the collection.
- Suitability of physical form Space needed for item display
- Format and ease of library use
- Technical quality in selection of non-book material.
- Reliability of publisher.

### **Collection Limits**

The MCPL rarely purchases textbooks and workbooks with the exception of the test preparation series, or non-shelf compatible materials. Examples of non-shelf compatible materials are spiral bound books, books of odd shapes that are not designed to stand up on a shelf, and books with ephemera attached such as jewelry, twine, etc. The Library does not collect children's activity books or materials marketed with toys or trinkets for children.

### **Specialized Materials**

Specialized professional materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be primarily used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the library taking cognizance of and avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources.

### **Scope of the Collection**

Background: MCPL, as a member of Kentucky Unbound, has agreed to consider the Consortium shared environment when purchasing books and materials for the collection. The Library takes into consideration the overall demand for a title when making a quantity decision for selection. Some electronic resources (databases) for the MCPL are provided by the Kentucky State Library. The electronic database collection may change yearly,

depending on budgetary concerns, usage statistics and other considerations. MCPL participates in the state of Kentucky's Interlibrary Loan service through their connection to Online Computer Library Center (OCLC) which provides shared technology and services to the public.

## Adult Materials

**Fiction:** The fiction collection provides books in the English language for the wide range of interests, tastes and reading levels, including classics in the field, titles representing periods of writing and those meeting popular demand for light reading. No book should be eliminated because of coarse language, violence, or frank discussion of sexual episodes when these are pertinent to the plot, characterization or social milieu of the book. While some may find this offensive, it is the library's responsibility to protect the rights of mature readers. Books found to be obscene in a pornographic nature, as defined by KRS 531.010, should be excluded from the collection. Fiction will be selected primarily from professional reviews. Other factors to be considered are anticipated public demand, the reputation of the author and patron requests. The exception to this is genre fiction. When reviews cannot be found, materials may be selected on the basis of author or series popularity.

**Religion:** The library attempts to maintain a diverse collection representing all major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concepts and practices of the various religions and beliefs is also included. The library does not add materials of a strictly proselytizing nature. The collection encompasses inspirational literature and popular studies on new ideas and movements which are taking place in religion today.

**Health and Medicine:** The library generally purchases standard and popular materials in health, nutrition, hygiene, diseases and medicine that are primarily of interest to persons outside the medical profession. Authoritative, scientific and popular materials about sex are provided for the general reader at various age and reading levels. Books catering to morbid, esoteric or sensational interests do not come within the scope of this collection.

**Law:** The library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as real estate, taxation, marriage and divorce for the lay reader. Laws and regulations, for the United States, Kentucky, McCracken County and surrounding cities are included in the collection or made available online. Similar material for other counties and states are not included in depth.

**Politics:** In addition to a balanced collection on modern American and international politics and government, the basic documents of all political systems that have influenced, and do influence, people should be available to the public. This includes McCracken County and City of Paducah quarterly and annual reports and public notices where applicable.

**Genealogy:** General genealogical reference tools including software and on-line

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resources, books of genealogical search procedures, materials of regional, state, and local value are purchased. Individual family histories are rarely purchased unless they are of outstanding national or local importance. Gift or grant monies may be used for such purposes. The library will attempt to secure additional genealogical materials, including microfilm, through interlibrary loan whenever possible. More information can be found under Special Collections.

**Foreign/World Languages:** The library purchases informational, educational, recreational, and cultural materials in other languages in a limited number. Various formats will be included in the collection.

**ESL:** The English as a Second Language collection is targeted at foreign language speakers and students who are learning English. The collection includes dictionaries, pronunciation CD's, citizenship and TOEFL study guides, DVD sets and English high interest/easy reading fiction and nonfiction.

**Reference:** The library purchases materials that provide facts and information in demand or of potential use by those to be served by the library; materials that do not duplicate items already held unless the new item is more timely, easier to use and/or more comprehensive; and materials that complement existing collections. Materials which can be updated must be current and the academic and/or technical level should be within the range of users and staff.

### **Juvenile Materials**

The Children's Collection attempts to provide fiction and non-fiction materials to meet the educational, informational, cultural and recreational interests and needs of children from birth. Books of interest to students of children's literature, parents, and people working with children are also purchased on a limited basis. These include historical perspectives, evaluations of children's literature, information on children's authors and illustrators, and bibliographies of materials for children. No attempt is made to supply school textbooks or substitutes for individual school library collections or areas of service. Materials will be selected for varying levels of maturity representing a wide range of points of view and a wide scope of interest. An effort should be made to purchase starred reviews (marking books of exceptional merit) in the various review sources. Materials will be subject to the same guidelines for purchase as adult materials.

### **Teen Materials**

Titles of interest to persons in junior and senior high school are purchased and shelved in the Teen areas. This collection includes fiction and nonfiction. An effort should be made to purchase starred reviews (marking books of exceptional merit) in the various review sources. Materials will be subject to the same guidelines for purchase as adult materials.

### **Periodicals and Newspapers**

The library endeavors to provide the most representative periodicals on a wide range of subjects of reference value and recreational interest. Particular emphasis is given to titles included in periodical indexes. In general, all content areas are open for selection and materials will be subject to the same guidelines for purchase as adult and youth materials. The library maintains current subscriptions to major national newspapers and newspapers of local origin. Local newspapers are retained on microfilm when possible.

### **Non-Book Materials**

The library staff considers that non-book materials represent an alternative format. In general, the same selection policies will apply.

**DVDs and Blu-Rays:** MCPL seeks to establish a balanced and diverse collection of popular movies and television shows to reflect the desires of every demographic within the County. Materials are evaluated as whole works, not on individual scenes or selected portions. The library selects titles in video formats, intended for people from preschool ages through older adults. Responsibility for a child's or teen's video selections rest with the parent or guardian, not with the library. The library will not collect video materials which are designed for classroom use. Additionally, the library will not collect films having as their purpose advertising or solicitation of funds. Areas for collecting will include but are not limited to:

- Documentaries; creative interpretations of reality
- Local and regional interest; films about this area or made by film makers within this area
- Dramatizations of classic literature
- How-to's and informational productions; in areas popular with library patrons
- Popular TV and TV classics; performances considered for their enduring contribution to the history of television production and popularity
- Film study; films considered classics, landmarks in film making, or among the American Film Institute (AFI) Top 100
- Foreign films; those considered classics or those which have received critical acclaim
- Sports, recreation, travel
- Entertainment films with special consideration given to those with a literary connection or that have been recognized for their exceptional merit
- Family films both for entertainment and on a wide range of non-fiction topics

**Compact Discs (music):** The circulating collection is intended for people from pre-school age through older adults and includes selections from such areas as: alternative, classical, country, dance, easy listening, folk, holiday, jazz, new age, pop, reggae, rap, religious, rhythm and blues, rock, and soundtrack.

**Video Games:** Games are selected on the basis of currency, informational quality, and

target audience. The collection maintains information in the most relative format, most appropriate for the information and the community's needs. Gifts/donations will be evaluated on the same criteria as selection. Informed decisions are based on reviews found in professional journals, [gamerankings.com](http://gamerankings.com), MetaCritic, popularity/demand, and the selectors' discretion.

**Audiobooks:** The circulating collection is intended for people from juvenile through older adults and includes both fiction and non-fiction titles. Materials will be subject to the same guidelines for purchase as adult materials.

**Downloadable content and E-Materials:** Most of the library's downloadable e-books, audiobooks, music, and film are available through a consortium membership. As the budget allows, additional copies and titles are purchased for use only by the library's cardholders and those in MCPL's reciprocal borrowing agreement. Items in the collection include popular adult fiction, nonfiction, teen and a limited number of children's titles. The aforementioned materials selection criteria apply to downloadable titles. Library users are also directed to free public domain e-books.

**Spanish:** The Library collects a variety of popular print material and media for customers who prefer to read and view in the Spanish Language.

## Specialized Materials

Specialized professional materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the library taking cognizance of and avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources.

## Special Collections

The Local History and Genealogy Collection

The Local Family History Room and genealogical collection located in the MCPL contains local materials that are free and accessible to all residents and interested parties. The core collection contains books on local genealogy and history, as well Kentucky and nearby areas. Microfilm copies of other county archival materials may also be available.

The scope of the collection is as follows:

- Paducah
- McCracken County and its communities
- Old homes
- Local family genealogies

## Collection Replacement and Maintenance

Selection is only one aspect of resource development. The library keeps its collection vital

and useful by retaining or replacing essential material and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance, or no longer in demand. Attention is also given to assessing the need for adding and discarding resources. These responsibilities are carried out by qualified staff authorized by the Director. The Library adds multiple copies of materials that are in high demand. A Deselection Policy has been adopted by the Board of Trustees.

### **Outreach**

The entire circulating collection is available for use in outreach programs such as nursing homes, homebound service and designated cooperative agencies. The Bookmobile has a limited number of holdings due to their available space, but they have access to the entire collection via the Public Catalog.

*Revised: February 22, 2022*

## DESELECTION POLICY

### Deselection/Weeding Policy

Systematic evaluation and deselection of the collection (the process of removing material from the active collection for withdrawal or transfer) is necessary in order to keep the collection responsive to customers' needs, to insure the collection's vitality and usefulness to the community and to make room for new materials. Multiple studies show that a regularly weeded collection produces higher circulation statistics.

- The Library may dispose of any materials by transfer of ownership or discard, as staff deem appropriate.
- Suggestions for deselection may be made by all staff.
- Final deselection decisions are made by Selectors with approval of their Supervisor.
- Deselected books are given to the FOL Book Sale, jails, work houses, schools, daycares, other groups at the Director's discretion or otherwise discarded.

### Criteria for Deselection

- Outdated or obsolete materials
- Unnecessary items
- Books no longer of interest or in demand
- Unused duplicates
- Worn or damaged copies
- The Bookmobile operates with extremely limited space for collection display. Weeding is critical in keeping the collections to a size that will fit in the available space.

### Deselection Procedures

Materials will be weeded if the condition is damaged beyond simple repair, if the material is outdated (such as medical or geographical information or inaccurate, and if the book has not been used in the last three years. An effort should be made to market unused books before they are weeded from the collection. Staff will use their best judgement in addition to these guidelines to follow collection maintenance as set forth in the CREW method (Continuous, Review, Evaluation, and Deselection) and the MUSTIE method (Misleading, Ugly, Superseded, Trivial, Irrelevant and Elsewhere) will be used to identify candidates for deselection.

Staff will use available Library software to generate pull lists which enable them to locate items. The Library's software assists staff in identifying materials that meet multiple criteria as listed above. Pull (weeding) lists generated on item usage may be used as one element of the deselection process. However, no item will be weeded from the collection solely because it appears on the list. Staff will use the range of guidelines described in this policy to make deselection decisions. After material is chosen for deselection, technical

services or pointed personnel will sort items and items will be considered for disposal or donation. Deselected items will be marked “withdrawn.”

*Revised: November 15, 2022*

## **Guidelines**

In addition to the four criteria mentioned above (condition, outdated/superseded materials, inaccurate, and frequency of use), criteria such as, the number of copies of an item, currency of the material, and appropriate coverage should be used to identify a candidate for deselection. Traditionally the following classifications should be considered as mentioned below.

- **00s – General:** De-circulate older encyclopedia sets. Materials about computers should be updated regularly and 5-year old materials should be weeded.
- **100s – Philosophy and Psychology:** Popular psychology books and self-help books can quickly become outdated. Classic works in this category should be kept and weeded on condition.
- **200s – Religion and Mythology:** There can be a high turnover in books by popular religious leaders. Books will be selected on community interest. The collection should contain materials on all the major religions. Mythology materials should be replaced when worn.
- **300s – Social Sciences:** Remove outdated educational, law and government materials regularly. Balance controversial topics in this collection.
- **400s – Languages:** Replace ESL items on condition and age.
- **500s – Pure Sciences:** Basic, historical works on science should be retained. Continually update science materials.
- **600s – Applied Sciences:** Update medical materials that are out of date. Popular culture thrives on fads, weed when the fad has passed. Keep this collection up to date on what is a “hot topic.” Guides should be kept up to date.
- **700s – Arts and Recreation:** This section will be weeded on condition, currency and visual appeal. A broad cross section of topics should be collected in this area. Historical material should be kept until it wears out.
- **800s – Literature:** Weed on condition. Replace worn copies of the classics and their criticisms. Match school reading lists with available classics and purchase accordingly.
- **900s – History, Travel and Geography** History books should be evaluated for demand, factual accuracy and interpretation. A balance of perspectives should be collected. Travel items should be rotated out regularly and multiple copies of heavily used items should be purchased. Geography materials should be checked for accuracy; for example: weed when countries change their names.

- **Biographies** – Keep biographies with enduring appeal and value. Weed on condition and popular appeal.
- **Adult Fiction** – Single copies of past best sellers and works with enduring appeal should be kept. Keep multiple copies of popular fiction until popularity wanes. The Library will try to maintain series continuity and keep one copy of each volume.
- **Young Adult and Children’s Fiction** – Watch for outdated topics, oversimplified or abridged classics when the original is appropriate for age and reading level. Maintain series. Replace worn out classics. Young adult fiction should be less than 10 years old. Easy collections should be chosen on the basis of good stories and illustrations. Flimsy binding should be avoided due to the high use and long life of topics.
- **Young Adult and Juvenile Non-fiction** – Consider these materials using the criteria for adult non-fiction looking for inaccuracy and oversimplification.
- **Reference** – Many traditional reference materials are on electronic databases. Avoid duplication. Replace superseded and revised materials. Periodically check in-house use. Keep materials with supplements.
- **Audio visual materials** – Materials with condition issues usually rise to the top. Weed AV when format is obsolete. Watch for broken cases, missing pieces, poor sound or visual quality.
- **Local History Room Collection** – Traditionally this collection is weeded lightly. Local history, materials by local authors or with local settings, memoirs, directories and oral histories should not be weeded.

*Revised: February 22, 2022*

## **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.
2. 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.
3. 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.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is 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, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted: June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;  
Amended: January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of Free Expression

## **FREEDOM TO VIEW STATEMENT**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

- (1) To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
- (2) To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- (3) To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- (4) To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- (5) To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

*Endorsed: January 10, 1990, by the ALA Council*

## 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 abridgment of free expression and free access to ideas.
  - A. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- V. 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.
- VI. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.*

*Inclusion of "age" reaffirmed January 23, 1996.*



**THE MCCRACKEN COUNTY  
PUBLIC LIBRARY**  
www.mclib.net

**Address:**  
555 Washington Street  
Paducah, KY 42003

**Phone:** +1 270 442 2510  
**Toll Free:** +1 866 829 7532  
**Fax:** +1 270 443 5857

Thank you for sharing your concerns with us. Library staff will reevaluate this item according to all relevant policies and practices with your concerns in mind. You will be notified of the decision. Please note that once this form is returned to Library staff, it becomes public information and may be viewed by all who request it.

**FOR LIBRARY USE ONLY**

- Received \_\_\_\_\_
- Reviewed \_\_\_\_\_
- Sel/Dir \_\_\_\_\_
- Cmt. 2 \_\_\_\_\_
- Action \_\_\_\_\_
- Result letter sent \_\_\_\_\_
- Director \_\_\_\_\_
- Selector \_\_\_\_\_

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please print. Complete all sections.

Title of material \_\_\_\_\_

Author \_\_\_\_\_ Publisher (if known) \_\_\_\_\_

Format (check one):

- Book  DVD  Music CD  Audiobook  Magazine  Newspaper  Pamphlet  Other

Request initiated by (name) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Requester represents (check one):  Self  Organization

If organization, please list \_\_\_\_\_

• What concerns you about this resource? (Please be specific, cite pages.) \_\_\_\_\_

• What do you believe is the theme of this material? \_\_\_\_\_

• For what age group would you recommend this material? \_\_\_\_\_

• Is there anything positive about the material? \_\_\_\_\_

• What do you feel might be the result of reading/viewing/listening to this material? \_\_\_\_\_

• Did you read/watch/listen to the material in question? \_\_\_\_\_ What parts? \_\_\_\_\_

• Are you aware of the judgment of this material by critics? \_\_\_\_\_

• Have you read the McCracken County Public Library's Materials Selection Policy? (Copies are available in the Library or online at <https://www.mclib.net/policies>) \_\_\_\_\_

• Is there material of equal quality that you would recommend that would convey as valuable a picture and perspective of the subject matter treated? \_\_\_\_\_

• What action are you asking the committee to consider? \_\_\_\_\_

• Other comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## TITLE IX AND SEX DISCRIMINATION

### Title IX

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

### Scope of Title IX

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include approximately 17,600 local school districts, over 5,000 postsecondary institutions, and charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States.

A recipient institution that receives Department funds must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQ+ students; discipline; single-sex education; and employment. Also, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The Department's [Title IX regulations](#) (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

### OCR's Enforcement of Title IX

OCR vigorously enforces Title IX to ensure that institutions that receive federal financial assistance from the Department comply with the law. OCR evaluates, investigates, and resolves complaints alleging sex discrimination. OCR also conducts proactive investigations, through directed investigations or compliance reviews, to examine potential systemic violations based on sources of information other than complaints.

In addition to its enforcement activities, OCR provides information and guidance to schools, universities and other educational institutions and agencies to assist them in voluntarily complying with the law.

## **GIFTS TO THE LIBRARY**

### **Unrestricted Gifts**

Individuals, groups, and corporations are encouraged to make gifts that are unrestricted. That is, once the gift is accepted and delivered to the Library, the Library holds exclusive title and reserves the right to final disposition of the donation. A donor may request a specific use for a contribution. Specific requests are subject to Library Board approval.

The Library also encourages donations of securities, real estate and personal property.

Gifts of personal property such as antiques, art objects, etc. are also accepted. However, since the maintenance of a permanent museum collection is outside the scope of the Library's goals, it may not be able to retain such donations. Therefore, the Library cannot accept personal property which is donated with restrictions.

### **Books and Library Materials**

Donations of books, and other materials normally held by the Library, are always accepted, as long as such donations are made with no restrictions. Donors who feel strongly about giving only those materials which the Library will definitely add to its collection should supply lists of materials to be donated for review by the professional staff.

### **Distinguished Gifts**

Memorial gifts may be donated to the Library in the name of a personal friend or relative. The donor may suggest a particular book to be purchased or may suggest a subject area and allow the Library staff to make an appropriate selection. If a particular book is desired as a memorial gift, the donor should present a new copy of the book or a cash donation in the amount of the retail price of the book. Memorial gifts will be acknowledged with a bookplate and the family will be notified, if the donor so desires. The Library reserves the right to approve any books that are to be placed in its collections. After a gift has been processed and added to the collection, it is subject to the same standards as any other library material and may be weeded in the course of time.

### **Appraisal of Gifts**

The library cannot appraise gifts for income tax purposes, as it is the donor who benefits from the tax deduction and the Library is an interested party. Donors seeking information on tax deductible donations should consult with the Internal Revenue Service to be advised of current tax law. Upon request, a receipt can be given for the donation.

### **Limitations**

The Library cannot accept gifts which require an endorsement of a product or service, or which require an agreement to purchase a particular product or service. The Library will not accept gifts which obligate the Library in any way without the approval of the Board of Trustees and/or legal counsel.

Once a gift is accepted and delivered to the Library, the Library holds exclusive title to the gift. The operation of the Library is under jurisdiction of the Library Board of Trustees and acceptance of any gift does not convey any rights or authority to the donor.

Gifts may be acknowledged in a number of ways depending on the wishes of the donor, the size of the gift and the past practice. It is the policy of the Board to refrain from naming buildings or areas within a specific building for a donor, regardless of the monetary value of the gift.

### **Recognition of Gifts**

Donations are acknowledged with a receipt if requested.

## **PERMISSIONS FOR REPRODUCTION FOR PERSONAL USE**

The library makes available images in its collection for personal and/or decorative use. Images in the collection fall into one of three categories:

- Images in the public domain.
- Images for which the library holds copyright.
- Images for which the library does not hold copyright.

### **Public Domain Images**

The library will reproduce images from its collection that are in the public domain. They are provided without usage restrictions.

### **Images for which the Library Holds Copyright**

The library will reproduce images from its collection for which it holds copyright or other applicable usage rights. These reproductions are provided with the following restrictions:

- Reproduced material is provided for the specific use for which permission is granted and may not be distributed, re-sold, duplicated, or published in any form outside the restrictions of the licensing agreement.
- No underlying rights to the images will be transferred to the requester or any third party. The rights to Library copyright-held images are not sold, and images are provided only for the specific use described in the licensing agreement.

### **Images for which the Library Does Not Hold Copyright**

The library will not reproduce images from its collection for which it does not hold copyright or other applicable usage rights, except in the event that:

- The requester has obtained written clearance from the copyright holder to allow reproduction of the material, or
- The requester has, to the satisfaction of the McCracken County Public Library, completed a “best efforts” search to locate the rights holder.

### **Rights and Permissions**

The requester assumes all responsibility for determining whether the use of any image requires the consent of any third party or the license of any additional rights. The requester is responsible for consulting legal counsel in the event that he or she is unsure whether additional rights are required for the requested use.

### **Indemnification/Limitation of Liability**

The requester agrees to hold the McCracken County Public Library harmless from any and all claims and expenses arising from his or her use of the image. Under all circumstances, the McCracken County Public Library disclaims any and all liability in connection with patron use of an image obtained through the Library.