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THE LIBRARY

1.1 HISTORY

The St. Clair County Library was first located in one room of the Osceola Courthouse. A Library Tax of one mill was voted on by the people in 1948. With this St. Clair County and Hickory County formed a regional library with one bookmobile serving both counties. A large portion of the books were donated by local patrons. One year later, Hickory County voted down the tax, so St. Clair County assumed the responsibility of the bookmobile and Library services were continued. Dean Lingle was the Librarian, followed by Evelyn Simpson, and later Dorothy Fowler.

In 1959 the Library was moved to the Butcher Building, on the east side of the square. The county library tax was raised to two mills, or twenty cents per hundred assessed valuation. Appleton City had a city-supported library, so it was not included in the tax.

In May 1975 the Library moved to the present building, one block west of the square, at Chestnut and Main. This building was funded by the library district and Giesler Trust. The Trustees at that time were: Dr. Ruth Seevers (who had been a Trustee since 1948), Nina Waite, Flo Summers, Stevia Baer, and Gladys Wyckoff, with June Gordon serving as the Librarian. The library has continued to expand, with an addition of the June Garrison Gordon Reading Room and Conference Room, dedicated June 19, 2003.

The bookmobile service has been an important part of reaching out to the entire County. In 1979 a new bookmobile was purchased, and the bright yellow vehicle was a common sight around the schools, nursing homes, housing area, small towns, and rural areas of the county. In 2005, it was replaced with a much larger bookmobile that had all of the modern technology available. The bookmobile still continues to be a welcome sight for many in the area.

Librarians who have served the St. Clair County Library are Dean Lingle, Evelyn Simpson, Dorothy Fowler, June Garrison Gordon, Eleanor Ratliff, Margaret Smith, Ruth Lewis, Cindy Youngblood, and Angie Jones. Each has added his or her own special influence to the continued growth of the Library.

1.2. MISSION STATEMENT

The St. Clair County Library will provide for the educational, recreational and informational needs of newborn through golden agers residing in, owning property in or working in the Library district.

1.3. LIBRARY SERVICES

The Library provides a variety of services to its patrons. These services include, but are not limited to:

- Books, magazines, and newspapers
- Large print materials, closed-captioned and descriptive videos, and other materials and equipment for the sight and hearing impaired

- Books on CD and audiotape
- Music CDs
- Computer Software
- Video Games “Demo Discs”
- Videotapes and DVDs
- Photocopier and microform reader-printer
- Reference assistance, telephone and e-mail reference
- Storytime, Summer and Winter reading programs for children
- Public use computers and typewriters
- Fax service
- Digital scanning service
- Handout or flyer set-up
- Internet access and electronic reference tools
- AV equipment
- Telephone directories, auto repair manuals, and career development materials
- Local history and genealogy collection and microfilm census records
- Programs, tours, and speakers
- Interlibrary loan
- Meeting rooms
- Computer classes
- Tax forms
- Outreach services
- Disc cleaning and resurfacing (Revised November 17, 2006)

1.4. LIBRARY ORGANIZATION

1.4.1 Board of Trustees

- 1.4.1.1. The Library is governed by a five-member Board of Trustees whose members are appointed by the St. Clair County Commissioners. (182.050 RSMo.)
- 1.4.1.2. The oath taken by new Library Board members while standing, raising their right hand, and repeating after the Library Director shall be: “I (name) do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Missouri, and that I will, to the best of my ability, faithfully and impartially discharge the duties of a member on the County Library Board of the County of St. Clair, State of Missouri, according to law, so help me God.”
- 1.4.1.3. No member of the board shall receive compensation as such. (182.050 RSMo.)
- 1.4.1.4. Immediately after appointment by the county governing board, the Board of Trustees will meet and elect one of their number president and one as treasurer and elect such other officers as the board deems appropriate. (182.050 RSMo.)
- 1.4.1.5. The Library Board shall adopt bylaws, rules and regulations for their own guidance as may be expedient, not inconsistent with law, for the government of the library. (182.060 RSMo.)

- 1.4.1.6. The Library Board shall in general carry out the spirit and intention of section 182.010 to 182.120 in establishing and maintaining the free county library (182.060 RSMo.) with direct attention given to the following sections:
 - 1.4.1.6.1. Free public tax supported library. (182.010 RSMo)
 - 1.4.1.6.2. Levy and collection of taxes for support of library. (182.020 RSMo)
- 1.4.1.7. The Board is accountable to the public for decisions made regarding the Library and the Director.
- 1.4.1.8. The Board will appoint a Director to serve as chief executive and administrative officer for the library district who shall serve at the discretion of the board. (182.060.2 RSMo)
 - 1.4.1.8.1. The following shall serve as statutes for the relationship between Library Director and Library Board:
 - 1.4.1.8.1.1. The Director and Board may not discriminate due to: race, gender, color, national origin or religion. (Title VII/MHRA)
 - 1.4.1.8.1.2. The Director and Board may not discriminate due to handicap. (ADA/MHRA)
 - 1.4.1.8.1.3. The Director and Board may not discriminate due to age. (ADEA)
 - 1.4.1.8.1.4. The Director and Board may not discriminate due to Family Medical Leave Act. (FMLA)
 - 1.4.1.8.1.5. The Director and Board may not discriminate due to Veteran Status.
 - 1.4.1.8.1.6. The Director and Board may not discriminate because of name. (Section 1983)
 - 1.4.1.8.1.7. The Director and Board may not conspire to deprive anyone of constitutional rights. (Section 1985)
 - 1.4.1.8.1.8. The Director and Board may be terminated at anytime by appropriate action of the board. (182.060.2 RSMo.)
 - 1.4.1.8.2. The Board may not micro manage the director.
- 1.4.1.9. A Library Board member shall serve a four-year term with no limit on the number of terms a member may serve.

1.4.1.10. No express statutory provisions regarding dissolving the Library Board exist, but statutes do provide for mergers with other library districts, which may change or do away with the Library Board.

1.4.1.11. The President of the Library Board shall:

1.4.1.11.1. Preside over meetings.

1.4.1.11.2. Call meetings.

1.4.1.11.3. Certify payments to be made by the treasurer. Certification shall specify the amount to be paid, to whom and the purpose of the payment. (182.073.2 RSMo.)

1.4.1.12. The Treasurer of the Library Board shall:

1.4.1.12.1. Receive and be the custodian of all money belonging to the district. (182.073.1 RSMo.)

1.4.1.12.2. Deposit all moneys belonging to the district in the depositories selected by the Board. (182.073.1 RSMo)

1.4.1.12.3. Custodian of all bonds and securities belonging to the library district. (182.073.1 RSMo.)

1.4.1.12.4. Disburse moneys by appropriate instrument of payment only upon authorization of the board and duly certified by the president. (182.073.2 RSMo)

1.4.1.12.5. Submit to the Board an accounting reflecting receipt and disbursement of funds at each regularly scheduled meeting. (182.173.2 RSMo)

1.4.1.12.6. The treasurer, librarian and other employees designated by the board, before entering upon duties, shall enter into a bond with a corporate surety approved by the board; the premium will be paid by the library. (182.075.1 RSMo)

1.4.2. Library Director

The Library Director is appointed by the Board and is the chief executive and administrative officer of the Library. The Library Director is responsible to the Board for the proper administration of all Library affairs and shall serve at the discretion of the Board. (182.060.2 RSMo).

1.4.2.1. The Library Director shall:

1.4.2.1.1. Act as chief executive and administrative officer for the library district.

- 1.4.2.1.2. For and on behalf of the board, keep or cause to be kept financial records and accounts and furnish to the board the financial records and accounts, or summaries, upon request of the board or any member of the board. (182.075.2 RSMo.)
- 1.4.2.1.3. Before entering upon duties, enter into a bond with a corporate surety approved by the board, the premium will be paid by the library (182.075.1 RSMo.)
- 1.4.2.1.4. On or before the second Monday in March, make a report to the Board stating the condition of the library and its services as of the 31st day of December. (182.075.3 RSMo.)
- 1.4.2.1.5. Attend state library meetings and district library institutes, the actual and necessary expenses being charged against the county library fund. (182.110 RSMo.)
- 1.4.2.1.6. Evaluate the library and its services and policies, implement policies set by the board, and gather statistics and information.
- 1.4.2.1.7. Maintain employee evaluations and their files.
- 1.4.2.1.8. Do everything in his or her power to further the interest of the library.

1.4.3 Library Staff

All Library Staff are responsible to the Library Director and the policies set forth by the Board of Trustees.

1.5. LIBRARY STANDARDS & PLAN OF SERVICES

1.5.1 Missouri Public Library Standards

The SCCL accepts the Missouri Public Library Standards as the minimum standard for Library operations, services and staffing. The policies in this manual are designed to meet or exceed the standards, which were adopted by the Missouri Library Association in 1997 and presented to public libraries for implementation by the Missouri Secretary of State December 1999.

1.5.1.1 Library Roles

The Library defines its primary role in the community as having four main functions:

- 1.5.1.1.1. A popular materials center
- 1.5.1.1.2. Early childhood education facilitator
- 1.5.1.1.3. Center for general consumer and business information
- 1.5.1.1.4. Independent (lifelong) learning center

1.5.1.2. Library Plan of Service

- 1.5.1.2.1. The Library will provide hours of service during regular business hours, evenings, and weekends. The Library is currently open 66 hours per week. The Library is committed to providing full service during all hours the building is open to the public.
- 1.5.1.2.2. The SCCL serves the general public and considers its patrons to be all those residents, owners, and workers of the library district whose needs can be met by general library services. The populations specifically targeted by the Library include: preschool age children; adults out of school; senior citizens; recreational readers; listeners and viewers; and the business community. The Library provides curricular support for public or private schools, institutions of higher education, and home schooling.
- 1.5.1.2.3. The Library's range of services will include:
- 1.5.1.2.4. Circulation of materials in formats currently usable by the general public.
- 1.5.1.2.5. Full reference service and open access by patrons to the resources of the reference collection.
- 1.5.1.2.6. Children's programming, including regularly scheduled story times for the general public and special story time sessions for organized groups, as well as an organized Summer and Winter Reading Program.
 - 1.5.1.2.6.1. Patron access to on-line and other electronic resources, including word processing and spreadsheet applications. The Library has installed filters on all public use computers in the Library in compliance with both federal and state law.
 - 1.5.1.2.6.2. Photocopy, microfilm copy, scanning and fax service for the public.
 - 1.5.1.2.6.3. Meeting rooms at no charge to not-for-profit agencies and other groups needing meeting facilities for non-commercial purposes.

1.6. LIBRARY BILL OF RIGHTS

- 1. The Library Bill of Rights is a policy statement of the American Library Association, adopted 1946, amended 1967 and 1980. It was originally adopted by the District Board of Trustees in 2003.*
- 2. The American Library Association affirms that all libraries are forums for information and ideas, and that the following base policies should guide their services.*
 - a. 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 view of those contributing to their creation.
 - b. 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.
 - c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
 - d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
 - e. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
 - f. Libraries that 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.
- 3. The Library also supports the American Library Association policies included in the appendices at the end of this policy manual.*

1.7. FREEDOM TO READ

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 avoid the subversion of politics and the corruption of morals. We, as citizens 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 citizen by exercising critical judgment will accept the good and reject the bad.

The censors public and private assume that they should determine what is good and what is bad for their fellow citizens.

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

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.

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 or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until 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. The stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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

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.

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which 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 citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of 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.

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; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

1.8. FREEDOM TO VIEW

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment of 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 insure the constitutional guarantees 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.

1.9. STATEMENT ON LABELING

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

1. *Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.*
2. *Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.*
3. *Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.*

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other

materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the *Library Bill of Rights*.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to materials or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.

1.10. INDEPENDENT AGENCIES & GROUPS IN THE LIBRARY

1. St. Clair County Library Friends Group

The St. Clair County Library Friends Group is a non-profit 501(c)(3) organization incorporated for the purpose of raising funds and accepting gifts and bequests for the betterment of the Library.

PERSONNEL POLICIES

2.1. RECRUITMENT AND EMPLOYMENT

2.1.1 *Equal Employment Opportunity*

The SCCL is committed to the principles of non-discrimination to assure equal opportunity in all categories of employment and to provide opportunity for advancement so that all employees can perform at their highest potential. In compliance with state and federal regulations, the Library maintains an employment policy in which no procedure, policy or practice shall unfairly or adversely affect the interests of any applicant or employee on the basis of race, creed, color, religion, ancestry, national origin, sex, age, politics, or disability.

2.1.2. *The Library As Employer*

All persons working for the Library are employees of the Board of Trustees of the SCCL. As such, they are subject to the rules, regulations, qualifications, remuneration, and discipline that the Board has established in this policy manual. Although payroll and other matters of remuneration are administered by the SCCL, employees, strictly speaking, are not county employees and are not included on the counties salary schedule nor are they entitled to the same benefits accorded regular county employees.

2.1.3. *Appointment of Employees*

The Board appoints the Library Director. All other Library employees are selected by the Director in accordance with personnel selection guidelines established by the Board.

2.1.4. *Types of Employment (revised 5-20-2014)*

- 2.1.4.1. A Full-time Employee is defined as an employee who is hired to fill a full-time position and who works 30 hours per week or more on an annual average. Full time employees are entitled to full benefits provided in this manual.
- 2.1.4.2. A Half-time Employee is defined as an employee hired to work at least twenty hours per week but less than 30 hours per week on an annual average. Half-time employees are paid an hourly wage and are entitled to limited benefits.
- 2.1.4.3. Any Part-time Employee hired to work less than twenty hours per week is entitled to none of the employee benefits described in this personnel policy unless specifically noted.
- 2.1.4.4. A Temporary Employee is defined as an employee hired to fill a full-time or part-time position for a limited period of time. A temporary employee is entitled to none of the employee benefits described in this personnel policy.

2.1.5. Employee Records

- 2.1.5.1. The Library will protect the confidentiality of information pertaining to applicants, current employees, and past employees.
- 2.1.5.2. Personnel records of all Library employees are maintained in the Library's administrative office. Each personnel record will contain at least the following: Employment application; References; Compensation and benefit information; Tax withholding information; Relevant personal data; INS data as required by law; College transcripts if applicable; Miscellaneous information as required.
- 2.1.5.3. Access to employee personnel records is limited to those with a bona fide need for information. Information from employee records is released to agencies outside the Library only with the approval of the Library Director or to comply with a court order.
- 2.1.5.4. Employees may review their personnel records upon request to the Library Director. Review will take place in the administrative office during normal hours with the Library Director or the Director's designee present. Employee may be provided with copies of information from their personnel files upon written request to the Library Director. If an employee disagrees with information contained in his/her personnel records, the employee may submit a written statement explaining the disagreement. The statement will be attached to the document in question and become a permanent part of the record.
- 2.1.5.5. The following information is not open to review and is maintained in a separate file:
 - Information relative to an employee grievance.
 - References received from former employers and college placement offices.
 - Interview reports.
 - Medical information.
- 2.1.5.6. Salary verification will be furnished to credit agencies with the employee's written consent. Other credit agency information will be limited to period of employment and job title.

2.1.6. Probation Period

An employee holds probationary status for the first three months of employment. At the completion of the employee's probationary period, the Director will complete a performance appraisal and make a determination to retain or to terminate the employee, or, if circumstances warrant, to extend the probation period.

2.1.7. Applications

All applications must be upon forms provided by the Library. Applications will be kept on file in the Library administrative office for the period of one year.

2.1.8. Rehire

Any employee who resigns and who then later makes application for employment will be subject to the same application procedures as other applicants and will not be entitled to any benefits or accruals from previous service. Employees who resign without proper notice or who are discharged for misconduct or unsatisfactory job performance are not eligible for rehire.

2.1.9. Job Postings

All openings for which the Library is seeking outside candidates for employment will be posted on the Library's web site and advertised as the Library deems necessary.

2.2. CHANGES IN EMPLOYMENT STATUS

2.2.1 Promotion

A promotion is the advancement to a position that is provision for more hours and benefits than the employee's current position. It is the philosophy of the Library to encourage the promotion of current employees to open positions. Eligibility for promotion will be based solely on skill, ability, work performance, and fulfillment of requirements of the job.

2.2.2. Part-Time to Half- or Full-Time

All full-time benefits that accrue to the employee will be calculated based on the date of full-time employment. An employee who is moved from a part-time position of less than 20 hours per week to a half-time position of at least 20 hours per week or to a full-time position is considered to be promoted. All benefits that accrue to such an employee will be calculated based on the date of promotion.

2.2.3. Dismissal

An employee may be dismissed for cause by the library for unsatisfactory job performance or for misconduct that is a breach of Library rules or policies. The Library Director may dismiss any employee for any lawful reason. No dismissal, other than those occurring within an employee's probationary period, will be approved until all due process requirements are met. Upon dismissal, an employee will receive written notice including the reasons for the dismissal. Unless otherwise approved by the Library Director, a dismissed employee will receive his/her final pay check on the normal payday for the pay period in which he/she is dismissed, subject to the return of all Library property, including keys, equipment, e-mail addresses and passwords, materials checked out for Library use, and all other Library materials.

2.2.4. Lay Off

A lay off may occur if a position is abolished due to lack of funds, lack of work, reorganization, or other related reasons. The Library will make every effort to transfer affected employees to other positions within the Library. Competition for retention will

be limited to those employees holding identical positions. Selection will be based first on performance and then on education, training and seniority of service in position. A notice of lay off will be given to affected employees with as much advance notice as possible. Unused vacation leave will be remunerated in the employee's final paycheck.

2.2.5. Abandonment

An employee who fails to properly notify the Director of his or her absence from work for two consecutive or non-consecutive days will be deemed to have voluntarily resigned from his or her position without proper notice. An employee who leaves without giving proper notice is considered to have abandoned his or her position. An employee who abandons his or her position will forfeit eligibility for future employment by the Library.

2.2.6. Resignation

A written notice or resignation to the Director is required of all employees. The Director must give a minimum of four weeks' notice. All other Library employees must give a minimum of two weeks' notice. All employees must have an exit interview with the Director. In emergency situations, the Library Director may waive either or both of these requirements. Unused vacation leave will be remunerated in the employee's final paycheck.

2.2.7. Retirement

Library employees planning to retire should notify the Library Director at least three months prior to the retirement date to review retirement benefits in order to make the most educated selection possible.

2.2.8. Exit Interview

Any employee who leaves the service of the Library must be interviewed by the Library Director or the Director's designee prior to the employee's departure.

2.3. PROCEDURES AND REQUIREMENTS FOR NEWLY HIRED AND EXITING EMPLOYEES AND EMPLOYEES WITH CHANGE OF STATUS

All openings will be posted within the Library via e-mail to all employees. Openings may also be posted or advertised in a variety of places, including on the Library's web site, in the newspaper, at employment agencies, and at the placement centers of local schools and colleges. All newspaper classified ads will be placed by the Library Director.

The following procedures outline the requirements that must be met by all new hires and by all those separating from Library employment.

2.3.1. NEW HIRES

2.3.1.2. Documents

- SCCL application
- Immigration and Naturalization Service form
- Federal W-4 form
- Missouri W-4 form
- Documents that establish identity and/or employment eligibility. Employee must provide one (1) of the documents in 2.3.1.2.5.1. or one (1) from each 2.3.1.2.5.2. and 2.3.1.2.5.3.
- Emergency notification information.
- Photograph for personnel record.

2.3.1.2.1. The following documents establish both identity and employment eligibility: U. S. Passport unexpired or expired; Certificate of U. S. Citizenship; Certificate of Naturalization; unexpired foreign passport with I-551 stamp; Alien Registration Receipt Card; Unexpired Temporary Resident Card; Unexpired Employment Authorization Card; Unexpired Reentry Permit; Unexpired Refugee Travel Document; Unexpired Employment Authorization Document issued by the INS which contains a photograph.

2.3.1.2.2. The following documents establish identity: Driver's license or ID card issued by a state of outlying possession of the United States provided it contains a photograph and information such as name, date of birth, sex, height, eye color, and address; ID card issued by federal, state, or local government agencies provided it contains a photograph and information such as name, date of birth, sex, height, eye color, and address; School ID card with a photograph; Voter's registration card; U.S. Military card or draft record; Military dependent's ID card; U.S. Coast Guard Merchant Mariner Card; Native American tribal document; Driver's license issued by a Canadian government authority; (or for persons under age 18 who are unable to present on of the above documents) School record or report card; Clinic, doctor, or hospital record; Day-care or nursery school record.

2.3.1.2.3. The following documents establish employment eligibility: U.S. social security card issued by the Social Security Administration; Certification of Birth Abroad issued by Department of State; Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal; Native American tribal document; U.S. Citizen ID Card; ID Card for use of Resident Citizen in the United States; unexpired

employment authorization document issued by the INS, other than those listed previously.

2.3.1.2.4. Emergency notification information.

2.3.1.2.5. Photograph for personnel record.

2.3.1.3. Initial Training

All new employees will receive training in the same basic procedures and policies. This training is conducted by the Director. This basic training must be completed before the new employee is allowed to work without supervision. Basic training includes:

2.3.1.3.1. Telephone system information

- Telephone etiquette, proper method of answer library phone
- Telephone extensions
- Transfers and holds
- Personal calls

2.3.1.3.2. Filling out time sheets and leave requests

2.3.1.3.3. Vacation and sick leave policies

2.3.1.3.4. Confidentiality policies

2.3.1.3.5. Security and emergency procedures

- Keys to the building
- General staff and patron safety and security
- Handling money
- Fire alarm
- Tornado warnings
- Bomb threats
- Inclement weather

2.3.1.3.6. Shift switching

2.3.1.3.7. Incident reports

2.3.1.3.8. Patron behavior

- Abandoned, unattended, or disruptive children
- Abuse or neglect of children or disabled adults
- Library rules for patrons

2.3.1.3.9. Staff account purchases

2.3.1.3.10. All administrative rules in section two.

2.3.2. EXITING EMPLOYEES

2.3.2.1. Documents and Library-issued Items

2.3.2.1.1. Letter of resignation which specifies last date to be worked. Letter must be submitted two weeks prior to resignation date.

2.3.2.1.2. Policy manual in binder. (Submit to Director.)

2.3.2.1.3. Forwarding address. (Submit to Director.)

2.3.2.1.4. Written directions on whether last check is to be mailed or picked up at the Library. (Submit to Director.)

2.3.2.1.5. Badge. (Submit to Director.)

2.3.2.1.6. Keys. (Submit to Director.)

2.3.2.2. Other Requirements

2.3.2.2.1. Pay all Library fines prior to last day worked.

2.3.2.2.2. Return all Library materials prior to last day worked.

2.3.2.2.3. Pay for any materials ordered on staff account. Exiting employees may not order materials on the staff account after resignation is submitted.

2.3.2.2.4. Exit interview with the Library Director.

2.3.3. CHANGES OF STATUS DURING EMPLOYMENT

2.3.3.1. Name and/or Address Change, employee must submit a Request for Name/Address Change Form to the Library Director and fill it out and return it.

2.3.3.2. Other Changes of Status

2.3.3.2.1. Tax withholding changes must be submitted to the Library Director. The appropriate forms for both Missouri and federal tax withholding are available in the Administrative Office.

2.3.3.2.2. The employee must notify the Library Director of any change of emergency notification.

2.4. PAY AND PAY PERIODS

2.4.1. Payroll Records

The Library maintains records of the Library payroll. The Library's copies of individual time sheets and leave requests will be the final authority if a discrepancy develops between employee and Library payroll records.

2.4.2. Time Sheets and Recording of Hours Worked

Each employee must clock in to start time every shift and time out at the end of every shift. Employees need to time out for lunch and breaks if working over 5 hours. Each employee records attendance on a pay-period time sheet which is reviewed and signed by the Director. Time worked must be recorded in hour or quarter-hour increments. Anyone failing to clock in will be considered late. Employees must not clock in until 5 minutes before shift beginning and clock out within 5 minutes of shift ending.

2.4.3. Pay Periods

Bimonthly pay periods are paid on the 15th of the month and the last day of the month. Pay on the 15th is for the pay period from the 16th of the previous month to the last day of the previous month. Pay given on the last day of the month is for the pay accrued from the 1st to the 15th of the current month. If discrepancies arise between the time recorded for the last day of the pay period and the time actually worked, the employee must adjust the time sheet for the following pay period and append an explanatory note. If an employee fails to submit a time sheet for hours worked, those hours will not be posted and no check will be issued for that pay period. Pay for the period will be added to the subsequent check.

2.4.4. Paydays

Paydays fall on the 15th and last day of the month. If the normal payday falls on a holiday, payday will be on the last workday prior to the holiday. If payday falls on a Saturday or Sunday, payday will be on the previous Friday. Paychecks and stubs may be picked up in the Library Director's office after 3:00 p.m. on payday. Paychecks not picked up on Friday will be located at the Circulation Desk. The Director will not issue a paycheck to anyone other than the employee without previous written authorization from the employee.

2.5. COMPENSATION, OVERTIME AND COMPENSATORY TIME

2.5.1. Overtime

Occasionally situations may require irregular and scheduled overtime work hours in excess of forty hours per week. All hours worked in excess of forty hours per week must be authorized by the Director and will be compensated at one and a half times the hours to be used as compensatory time.

2.5.2. Exempt from Overtime

The following position is exempt from overtime as established by the Fair Labor Standards Act: Salaried Library Director. Employees in exempt positions do not receive monetary compensation or compensatory time for working more than forty hours per week.

2.6. TRAVEL AND TRAINING

2.6.1 Library Approved Expenses

- 2.6.1.1. All travel and training associated expenses must have the prior approval of the Library Director.
- 2.6.1.2. Expenses incurred by Library representatives at workshops, seminars, training sessions, conferences, or other authorized Library business will be reimbursed to the employee if not charged on the Library's credit card. All employees must file a complete travel reimbursement request, including all receipts, with the Library Director.
- 2.6.1.3. Mileage will be reimbursed at the Federal rate. Where two or more employees go to a single event only one mileage check will be issued. The Director will assign a driver. First choice will be a non-smoking vehicle with a strict "no-smoking" policy in the vehicle with other employees present. Employees who must use a personal vehicle to conduct Library business such as running errands or picking up supplies may be reimbursed for mileage on completion of a travel reimbursement request. No mileage will be reimbursed for errands within 5 miles of the Library.
- 2.6.1.4. No meal reimbursement will be paid if the employee is absent from the Library for four hours or less, unless the meal is part of the function attended. Receipts are required for all meal reimbursements. The Library will not reimburse expenditures for alcoholic beverages.
- 2.6.1.5. For overnight trips, the Library recommends that employees share a non-smoking hotel room, if possible. If both parties agree on a smoking room, the Director must approve it. If one party would rather have their own room for any reason they must pay half of the cost. Reservations should be made in advance, taking advantage of special rates. Receipt of lodging is required. The Library will not reimburse extraneous room charges, such as pay per view television or personal phone calls.
- 2.6.1.6. Plane reservations should be made in advance to take advantage of special rates and should be charged to the Library credit card if possible. Receipt is required for reimbursement for any transportation, including cab fare.
- 2.6.1.7. Registration fees for reimbursement should be charged in advance to the Library credit card if possible. A receipt is required.

2.6.2. Professional Organization Memberships

- 2.6.2.1. The Library pays for an institutional or personal membership in the American Library Association, the Missouri Library Association, the Missouri Public Library Director Organization and other professional organizations. The Library Director is the Library's official representative to all profession organizations.
- 2.6.2.2. Library employees are encouraged to join professional organizations. Membership fees are the responsibility of the employee; the Library will pay the first ten dollars of an employee's membership in the Missouri Library Association if the individual joins or renews membership before January 31. Director's fees will be paid in full.

2.6.3. Training for Job Skills

- 2.6.3.1. The Library's most valuable resources are its staff, its collections, and its databases. In order to provide the services which the public needs and to which the public is entitled, it is critical that members of the Library staff be competent and well trained. Training in job skills is a continuing process and can never be considered "finished." To that end, the Library provides on-going training in processes, procedures, and other relevant service-related skills, both on- and off-site. Employees are expected to work toward the highest level of competence in the skills required by their positions. Employees who cannot achieve the requisite level of competence after repeated training and practice on the job may be dismissed from Library service.
- 2.6.3.2. Working with the public requires a variety of skills and abilities, patience and a friendly manner, the ability to communicate clearly, a thorough knowledge of policy and procedures, an understanding of the Library's mission, and a broad base of general knowledge about a variety of subjects of interest to the general public. A good Library employee is one who is always curious, always willing to learn something new. While the training provided by the Library is geared toward bringing each employee to an acceptable level of job competence, employees must take responsibility for self-improvement and self-instruction in all facets of their jobs.
- 2.6.3.3. The Library may use a variety of methods for evaluation of an employee's mastery of job skills and abilities, including but not limited to written or oral examinations, direct observation on the job, and examination of work product.
- 2.6.3.4. Because the Library's databases are so critical to the provision of good service, accuracy of data entry is paramount. All employees share the responsibility of maintaining the accuracy and validity of the databases by entering data without errors and according to strict protocols. All employees are also responsible for documenting and reporting errors in any database to which they have access.
- 2.6.3.5. The Library pays for or reimburses employees for Library-approved or Library-required workshops, seminars, or other training sessions.

- 2.6.3.6. Employees who elect to participate in Library-paid training or educational sessions are expected to remain in the Library's employment for twelve months after the training. Employees who voluntarily leave Library employment before the end of this twelve-month period will have all expense incurred, including but not limited to fees, mileage, and meals, in the elective training deducted from their final paycheck on a pro-rated basis. This does not apply to requested training, and fees may be waived at the Director's discretion.
- 2.6.3.7. Employees who are approved to attend educational training sessions, either on- or off-site, are paid for this time, which is considered to be work time. Class time and reasonable travel time will count as work time, not to exceed 8 hours per day.
- 2.6.3.8. The Library does not reimburse tuition or other educational costs for advanced degrees unless the Library requires the achievement by an individual employee of such a degree. Release time for the pursuit of an advanced degree may be granted at the Library Director's discretion.

2.7. SAFETY AND HEALTH

2.7.1. General Safety Principals

The Library strives to maintain a safe environment for its employees and its patrons. All employees are required to work safely and plan events and projects to reduce the possibility of personal injury or property damage. Employees who use their personal vehicles or who are passengers in personal vehicles while on Library business are required to wear seat belts in compliance with Missouri law.

2.7.2. Workers' Compensation

- 2.7.2.1. The Library carries workers' compensation insurance for all employees. Any compensated injury or illness must be a direct result of the employee's occupation. Employee eligibility commences on the first day of the job.
- 2.7.2.2. If an employee is injured while on duty, the employee must notify the Director of the injury.
- 2.7.2.3. This notification must be done if at all possible during the same work day as the injury occurs. The Library requires notification of any work-related injury within forty-eight hours of the injury. If proper procedures as outlined in this section are not followed, an employee may not collect workers' compensation benefits.
- 2.7.2.4. After notification of the Director, the employee must complete in full an injury report form, available from the Library Director. This form must be completed with proper signatures prior to receiving medical attention unless the injury is of an emergency nature and medical treatment must be received immediately. If medical treatment is necessary, the Library Directory, if available and when properly notified, will arrange for medical treatment. Employees must have a

drug and alcohol screen while at the doctor's visit. Payment will not be made without a drug and alcohol screen. Without the screen, workman's compensation will assume it was employee fault due to drug or alcohol use and no claim will be paid.

- 2.7.2.5. Injured employees must obtain a referral for treatment from the Library Director if medical treatment is to be received unless the injury is of an emergency nature. The Director will be required to investigate and complete additional information relating to the injury.
- 2.7.2.6. Employees who seek medical treatment on their own without receiving prior permission from the Library Director will be responsible for payment for such treatment. This will be waived only if the Library Director is unavailable and if immediate medical treatment is necessary.
- 2.7.2.7. If an on-the-job injury results in an employee's absence from work and the employee has followed the proper procedures, the employee's pay will be continued as follows:
 - 2.7.2.7.1. During the first four weeks of absence the employee will be paid 100% of his or her normal pay, provided that any compensation for wages benefit under workers' compensation for this period be assigned to the Library.
 - 2.7.2.7.2. If an employee is absent from work for more than four weeks, his pay will be continued at a rate of 90% of his normal pay after the first four weeks for a maximum period of thirty-six weeks. Any compensation for wages benefit under workers' compensation for this period must be assigned to the Library to obtain pay while absent from Library work.

2.7.3 Employment of Individuals with Life-threatening Illness

- 2.7.3.1. The Library recognizes that an employee with a life-threatening illness, such as cancer, heart disease, or acquired immune deficiency syndrome (AIDS), may wish to lead a normal life which includes working as long as the employee's health permits. Employees are encouraged to continue working as long as they are able to perform their duties and their disease presents no threat to themselves, other employees, or Library patrons. As long as these employees are able to meet acceptable performance standards and medical evidence indicates that their conditions are not an on-the-job threat to themselves or others, their treatment will be consistent with that of all other employees.
- 2.7.3.2. The Library reserves the right to require an employee to undergo a medical examination by a doctor chosen by the Library whenever there is a question of an employee's fitness to work or whenever there is reason to fear that an employee's condition might pose safety or health hazards for other employees or Library patrons.

- 2.7.3.3. Employees working with an employee diagnosed as having a life-threatening illness will be expected to carry out their normal work duties. No special consideration will be given beyond the Library's normal transfer policy for employees who feel threatened by a co-worker's life-threatening illness.

2.8. FRINGE BENEFITS

2.8.1 Holidays

- 2.8.1.1. The Library closes for the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas. Employees will also receive one personal 'floating' holiday.
- 2.8.1.2. Holidays falling on Saturday are observed on Friday. Holidays falling on Sunday are observed on Monday. The Library Board will approve the holiday schedule on a year-to-year basis.
- 2.8.1.3. Full-time employees receive eight hours pay for each holiday.
- 2.8.1.4. Half-time, part-time, and temporary employees do not receive holiday pay.
- 2.8.1.5. If an employee's last day of employment occurs during a week in which a paid holiday has already occurred, the employee will receive holiday pay.
- 2.8.1.6. If a holiday occurs while the employee is on vacation, the holiday will not be counted as a vacation day.
- 2.8.1.7. Holidays do not accumulate from one year to the next.

2.8.2 Sick and Emergency Leave

- 2.8.2.1. Full-time employees accrue sick and emergency leave at the rate of eight hours for each month of service or major fraction thereof. Half-time employees accrue sick and emergency leave at the rate of four hours for each month of service or major fraction thereof.
- 2.8.2.2. Temporary employees and part-time employees who work fewer than twenty hours per week on an annual average do not accrue sick and emergency leave.
- 2.8.2.3. Temporary employees and part-time employees who work fewer than twenty hours per week who are absent due to illness may make up hours at the discretion of the Director.
- 2.8.2.4. Unused sick leave may accumulate to a maximum of 576 hours for full-time employees and 288 hours for half-time employees to provide protection for the employee in cases of extended illness.
- 2.8.2.5. Employees begin accruing sick leave after a probationary period of three months.

- 2.8.2.6. Only sick leave accrued may be applied to leave taken.
- 2.8.2.7. If an employee has no sick leave remaining, vacation leave may be used to cover the time away from work. If sick leave and vacation leave are exhausted, the employee must apply for leave without pay. Leave without pay must be approved by the Library Director according to the policy provisions in the Family Leave policy.
- 2.8.2.8. The minimum amount of sick leave that can be charged is one hour.
- 2.8.2.9. Sick leave in excess of three consecutive days will require a doctor's excuse in writing. Upon the employee's return to work, the physician's statement must be presented to the Library Director.
- 2.8.2.10. Sick leave may not be used to extend the date of retirement.
- 2.8.2.11. Any employee discovered misusing sick leave privileges is subject to dismissal.
- 2.8.2.12. On separation from Library employment, an employee is not entitled to receive reimbursement for accrued sick and emergency leave.
- 2.8.2.13. Full-time employees may take a minimum of one hour sick leave per day, not to exceed eight hours per day. Half-time employees' sick leave in one day cannot exceed the number of hours they are scheduled to work in that day.
- 2.8.2.14. Employees may take emergency leave for serious illness in the employee's immediate family. (See Family Leave Policy) Immediate family shall be defined to include: spouse, children, and parents. Other persons permanently residing in the same household are also considered immediate family for this policy. Under extraordinary circumstances, the illness of siblings, parents-in-law, and grandparents may be considered for emergency leave if approved by the Library Director.
- 2.8.2.15. In order to reward employees for good attendance, the Library will remunerate any employee who does not use sick or emergency leave in each six-month block of the calendar year. The Library will pay eight hours for full-time employees and four hours for half-time employees who do not take sick leave in the six months from January 1 – June 30 or from July 1 – December 31. Requests for compensatory time off in lieu of pay will be considered if such requests will not interfere with the normal operation of the Library. Either choice will reduce the employee's sick leave balance by either eight hours or four hours. A maximum of four hours for full-time employees or two hours for part-time employees may be used for routine medical, dental, or optical examination during each six-month period without affecting an employee's eligibility for this reward. Funeral leave for family members will not be considered when evaluating an employee's eligibility for the perfect attendance incentive.

- 2.8.2.16. Earned sick leave may be taken as needed. However, employees are reminded that excessive use of sick and emergency leave and/or instances of tardiness are subject to disciplinary action.
- 2.8.2.17. There is no provision for unpaid sick and emergency leave outside the policies in this handbook. An employee who has used all available sick and emergency leave and who is not eligible for Family Leave may be granted limited unpaid leave at the discretion of the Library Director. Such exceptions will be made only in the most extraordinary of circumstances. Upon return, an employee's hire date will be the date of the employee is reinstated to employment.
- 2.8.2.18. The Library's record of each employee's available leave is accurate. The Library Director can provide any Library employee with accurate information about available sick leave.

2.8.3. *Compassionate Leave*

- 2.8.3.1. Library employees may be allowed a maximum of five work days for compassionate leave in the event of the death of a member of the employee's family. This provision will be handled on a case by case basis and decisions will be based upon the distance of travel and the relationship of the employee to the deceased family member and shall be subject to Director approval. In no event is the maximum leave time automatic. Immediate family shall be defined to include: spouse, child, parent, sibling, grandparent, parent-in-law, fiancé(e) and any person who at the time of death was a permanent resident in the employee's household.
- 2.8.3.2. Employees may, at the discretion of the Library Director, rearrange work schedules to permit time off to attend the funeral of non-relatives. Every effort will be made to accommodate an employee's wish to attend such funerals so long as it does not pose a hardship for the Library. In these instances employees will not be paid compassionate leave pay but they will be allowed to take sick leave.
- 2.8.3.3. In the event of death of a Library employee, Library employees may be granted a maximum of four hours of compassionate leave for attendance at the funeral, providing a work schedule can be arranged that will not materially impair the operation of the Library.
- 2.8.3.4. The minimum chargeable compassionate leave will be one hour.
- 2.8.3.5. All compassionate leave over 5 days per year will be deducted from an employee's accrued sick and emergency leave.

2.8.4. *Citizenship Leave*

Library employees will be granted leave with pay when it becomes necessary for them to be absent from work for the purpose of such citizenship obligations as jury duty, voting, witness under subpoena, or other similar obligation.

Employees serving as jurors will receive full salary and benefits for the duration of jury duty provided that all money, less travel expense, received by the employee for the jury duty is remitted to the Library. If an employee is serving on a jury for more than four hours, the rest of the day shall be taken off. Any employee belonging to the National Guard or Reserves will be granted unpaid leave for military service. Citizenship leave is not deducted from an employee's accrued leave.

2.8.5 Family Leave

- 2.8.5.1. This policy is in compliance with the Family and Medical Leave Act of 1993. Family leave may be granted in accordance with Library policies on the use of vacation leave and sick leave for the following situations: 1) the birth of a child and the care of such child; 2) the adoption of a child or the placement of a child in the employee's home for foster care; 3) serious illness of an employee's spouse, child, father or mother; 4) serious illness or health condition that makes the employee unable to perform his or her job functions.
- 2.8.5.2. When family leave is needed, the employee must notify the Director in writing of the probability of leave at least thirty days in advance of the leave or earlier if practical. Emergency situations may not allow for thirty days' notice and will be handled on an individual basis.
- 2.8.5.3. When all sick leave and vacation leave have been exhausted, the employee may request leave without pay. The total leave requested, including paid and unpaid leave, may not exceed twelve weeks in a twelve-month period.
- 2.8.5.4. An employee request for family leave may be taken on an intermittent basis, including reduced workdays or reduced work weeks, but shall not exceed a total of twelve weeks in a twelve-month period. Requests concerning adjustment of the work schedule will be handled on an individual basis.
- 2.8.5.5. If the employee is requesting leave to cover the time away from work, the employee must submit to the Director a doctor's statement or an official statement from the case or social worker indicating the time needed for the employee's care of the child, family member, or self.
- 2.8.5.6. If it is necessary for an employee to take leave without pay for family leave, the Library will continue health care coverage during the leave at the same level and cost as before the family leave.
- 2.8.5.7. In compliance with the Family and Medical Leave Act, for family leave requested over the available vacation and sick leave, employees must have been employed by the Library for twelve months full-time or at least 1,250 hours part-time in the preceding twelve-month period.

2.8.6 Vacation Leave

- 2.8.6.1. A full-time employee with 1-5 years of service is entitled to 96 hours of vacation (1 day per month). Full-time employees with 6 years-10 years of uninterrupted service are entitled to 144 hours of vacation (1.25 days per month). Full-time employees with 11 years-15 years of uninterrupted service are entitled to 1.50 days of vacation per month. After 16 years of uninterrupted service, a full-time employee is entitled to 192 hours of vacation(1.75 days per month). From date of hire or promotion to full-time an employee will begin to accrue vacation at the rate of 8 hours per month.
- 2.8.6.2. After one year of service, a half-time employee is entitled to 48 hours of vacation. Six years-Ten years of uninterrupted service, a half-time employee in entitled to 72 hours of vacation. Half-time employees with 11years-15 years of uninterrupted service are entitled to 1.00 day per month vacation. After sixteen years of uninterrupted service, a half-time employee is entitled to 96 hours of vacation. From date of hire a half-time employee will begin to accrue vacation at the rate of 4 hours per month.
- 2.8.6.3. After one year of service, the Director is entitled to 144 hours of vacation. After six years of uninterrupted service, the Director is entitled to 192 hours of vacation. After fifteen years of uninterrupted service, the Director is entitled to 240 hours of vacation. The Director will start accruing hours at the rate of 12 hours per month at the time of hire.
- 2.8.6.4. Vacations are determined for employees by length of continuous service. The Director after being employed by the Library will earn vacation based on the date of full-time employment. Half-time employees who are appointed to permanent full-time status without a break in service will earn vacation leave based on the date of full-time employment. (Part-time employees working less than 20 yours a week who are appointed to half-time or full-time status will earn vacation leave based on the date of half-time or full-time employment.)
- 2.8.6.5. Any unused vacation time at the end of employment will be paid on final paycheck.
- 2.8.6.6. Vacation may not be used to extend a date of retirement or termination.
- 2.8.6.7. Sick and emergency leave will not be substituted for vacation leave.
- 2.8.6.8. Requests for time off are considered as requests for vacation leave. Each request for vacation leave must be submitted on a leave request form and must be approved in advance by the Director. Vacation schedules will be arranged to meet the convenience of the employee in so far as the needs of the Library will permit.
- 2.8.6.9. When the Family & Medical Leave Act is documented and approved according to guidelines set forth by law, the employee's hire date will be adjusted according to the amount of time taken off. If time taken off is not under the

Family & Medical Leave Act, upon return the employee's hire date will be the return date if absent for more than four weeks without pay.

2.8.6.10. Vacation must be taken in four to eight hour blocks.

2.8.6.11. Vacation is intended to benefit the employee and serve as a time of mental and physical refreshment. Employees are encouraged to use all of their vacation leave.

2.8.6.12. Employees are encouraged to take all of their vacation within each anniversary year. If scheduling difficulties prevent an employee from taking all vacation within the anniversary year, up to ¼ of a year accrued vacation leave may be carried over to the next anniversary year. For example, if an employee is entitled to 96 hours of vacation but takes only 24 hours during the anniversary year, 24 hours may be carried over to the next year. The remaining hours of leave will be forfeited. Employees are solely responsible for scheduling sufficient vacation leave to avoid forfeiting accrued leave.

2.8.6.13. The Library's record of each employee's available leave is accurate. The Library Director can provide any Library employee with accurate information about available vacation leave.

2.8.7 Other Types of Leave

2.8.7.1 Maternity Leave

In compliance with the Federal Maternity Law of 1979, maternity leave will be granted to a full-time employee on the same basis as a sick leave.

2.8.7.2 Unpaid Leaves of Absence

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. It is the policy of the St. Clair County Library to allow its eligible employees, both full-time and part-time, to apply for and be considered for certain specific leaves of absence. The Library Director will grant such requests when they do not interfere with the normal operations of the Library. Leaves of absence should be requested in writing, when practicable, at least 30 days in advance.

Time off for any reason during a working day will count first against the employee's Personal Time, Vacation, Sick Leave, when appropriate, and/or other paid leave. Paragraphs on FMLA, above, also apply. Flexible scheduling may also be utilized at the Library Director's discretion. Thereafter, unless specifically exempted, any time off will be without pay.

During an unpaid leave of less than 30 calendar days, an employee's years of service to the Library continue to accrue. When unpaid leave exceeds 30 calendar days, years of service to the Library will not continue to accrue and are temporarily interrupted.

Benefits such as Sick Leave and Vacation Time will continue to accrue during an unpaid leave of less than 30 calendar days. They will not accrue after an unpaid leave exceeds 30 calendar days. Holidays are not paid during unpaid leaves of absence, except when the FMLA requires such payment.

Failure to return to work as scheduled from an approved leave of absence or to inform the Library Director of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

The St. Clair County Library will continue to pay its share of health and dental insurance premiums for employee and dependent coverage while an employee is on an unpaid FMLA absence as required by the FMLA.

While on any other type of unpaid leave of absence from the St. Clair County Library, employees are responsible for paying the total premiums for their own coverage and that of dependents at the library's group insurance cost. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow coverage to be reinstated.

2.8.7.3 Flexible Hours for Higher Education and Other Life Activities

Employees are encouraged to pursue educational opportunities. The Library also encourages employees to pursue community involvement and other activities that provide personal fulfillment. The Library Director may choose to accommodate an employee's college class schedule or other personalized scheduling request by offering flexible work hours, or the employee may be required to use paid or unpaid leave. These requests can usually be accommodated when they do not interfere with library operations.

2.8.8. Group Hospital, Medical Benefits, and Tax Shelter Annuity (revised 10-17-2012)

The Library provides, through the St. Clair County Library, health benefits to all full-time employees. Coverage begins on the first of the month following three complete months of full-time Library employment. Individual employee premiums are paid in full by the Library. Dependent premiums will be paid monthly in advance and in full by the employee. Each employee shall be eligible to participate in the Library's defer compensation plan hereunder after three months have elapsed following commencement of employment. An employee shall only be eligible for a discretionary Library contribution if the participant is eligible for coverage under the Library's major medical health plan but has waived such coverage because of the employee's coverage under another health plan. The amount of any discretionary Library contribution shall be as determined in the sole discretion of the Library Board of Directors.

2.8.9. Social Security System

The Library contributes the federally required amount of payment to the Social Security Administration for all Library employees.

2.9. RULES

2.9.1. Sexual Harassment

- 2.9.1.1. According to the Equal Employment Opportunity Commission guidelines on sexual harassment, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; Rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 2.9.1.2. Sexual harassment is a violation of the Library's policy on non-discrimination. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.
- 2.9.1.3. The employee should initially report all instances of sexual harassment to the Director. In the case of the Library Director's being the subject of the complaint, to the Board of Trustees.
- 2.9.1.4. If the employee's complaint is not resolved to his or her satisfaction within five working days, the complaint should be reported in writing to the Board of Trustees.
- 2.9.1.5. All complaints will be thoroughly investigated and will be treated in confidence. If the allegations are found to be true following investigation, appropriate corrective action will be taken, up to and including the dismissal of the offender.

2.9.2. Drugs and Alcohol

- 2.9.2.1. Employees who use, possess or distribute illicit drugs or alcohol on Library property are subject to dismissal.
- 2.9.2.2. Employees reporting for work under the influence of illicit drugs or alcohol are subject to dismissal.
- 2.9.2.3. An employee using a prescription drug or over-the-counter medication that causes adverse side effects, such as drowsiness or impaired reflexes, must inform the Director that he or she is taking such medication on the advice of a physician. If a prescription drug or over-the-counter medication could cause service or safety problems, the Director may grant the employee sick leave or temporarily assign the employee to different duties.

2.9.3. Absenteeism and Tardiness

- 2.9.3.1. If absenteeism or tardiness is not approved in advance, an employee who must be absent or tardy must notify the Director before the employee's shift begins. This requirement of proper notification will be waived only in cases of emergency.
- 2.9.3.2. Absenteeism or tardiness for reasons other than scheduled vacation leave or Library business place a burden on other Library employees and create scheduling difficulties. Excessive absenteeism is defined as six different occasions in a twelve-month period. For example, if an employee is off work for two consecutive days with the flu, this is considered one occasion; if the employee is off two non-consecutive days with the flu, this is considered two occasions. Excessive tardiness is defined as six different occasions in a twelve-month period. A combination of absenteeism and tardiness in a persistent pattern may also be excessive.
- 2.9.3.3. In the case of an employee who has a severe medical problem that requires more than six absences during a twelve-month period for the purposes of lab tests, blood work, etc., this definition of excessive absenteeism may be waived, contingent on the proper prior notification of the Library Director.

2.9.4. Appearance and Hygiene

- 2.9.4.1. The Library expects employees to present a neat, clean and well-groomed appearance at all times.
- 2.9.4.2. Dress must be appropriate for the type of work and not offensive to the public. If an employee is uncertain about the suitability of any item of apparel, it is advisable to consult the Director before wearing the item.
- 2.9.4.3. Desk and office staff are expected to present a professional appearance. In general, the following types of attire are inappropriate for all desk and office staff:
 - Sweat suits or other athletic wear
 - Leggings worn as trousers
 - Shorts of any kind, including dress shorts
 - Excessively bare sundresses
 - T-shirts, except those approved or required for purposes such as Summer Reading Program promotion by the Library Director
 - Hemlines more than 3" above the knee
 - Shirts and other attire that allow the midriff to show when arms are raised above the head.
 - Buttons, stickers or any other accessory item of apparel that expresses a cause, supports a political candidate or platform, or expresses an opinion. The only exceptions are buttons worn for Library promotions and approved by the Library Director.
 - Clothing must be free of holes and rips.

- All shirts and blouses must have sleeves.

2.9.4.4. Personal hygiene is an important aspect of patron service and must be properly maintained to avoid creating an environment that is offensive to patrons and fellow employees.

2.9.4.5. The Director has the right to remove an employee from the work place to correct major deficiencies in dress, appearance, or personal hygiene.

2.9.4.6. All employees will wear nametags while on duty.

2.9.5. *Inclement Weather and Other Emergencies*

2.9.5.1. If problems arise which prevent the opening of the Library at the beginning of the workday or which require the early closing of the Library, the Director will notify all personnel. This time will not be deducted from leave time of employees and employees will be paid for hours scheduled.

2.9.5.2. Library closings because of inclement weather will be announced on area radio stations.

2.9.5.3. Employees unable to work because of transportation problems because of inclement weather when the Library remains open will have such absence charged against the employee's available vacation leave. If all vacation leave has been exhausted, such absence will be without pay.

2.9.6. *Breaks and Meal Periods*

2.9.6.1. Each employee will receive a fifteen-minute break as scheduled by the supervisor for each four-hour work period. Employees who work shifts of less than four hours will not receive a break. Breaks must be taken out of the work station and away from the public area.

2.9.6.2. An unpaid meal period is scheduled by the Director for each employee who works an eight hour day. The length of the meal period is determined by individual schedules based on Library needs. Meal periods are not paid time and as such are considered the employee's free time to use as each individual sees fit.

2.9.6.3. Employees working six-hour or more shifts will be scheduled one thirty-minute lunch break during the shift.

2.9.6.4. An employee may not omit a break or shorten a meal period in order to leave work early or arrive late.

2.9.7. Outside Employment

Library employees may be self-employed or may take occasional part-time jobs under the following conditions:

- 2.9.7.1. Outside employment does not interfere with the individual's attendance or performance at the Library.
- 2.9.7.2. Outside employment does not, in the judgment of the Director, reflect negatively upon the Library.
- 2.9.7.3. Outside employment does not cause and is not perceived to cause a conflict with the interests of the Library.
- 2.9.7.4. Outside employment is disclosed to the Director and the Library's schedule takes precedence over any other employment.

2.9.8 Employee Contact with the Media

Employees of the Library are absolutely free at any time to exercise statutory rights regarding contact with political representatives or the media. While it is the right of an employee to express personal opinions to the media or others, that right does not allow employees to speak as representatives of the Library. Employees who express opinions to the media may not do so as representatives of the Library and may not use position or titles associated with their employment in a way that suggests they are acting as representatives of the Library. Contacts by employees with the media as representatives of the Library are restricted to those duly appointed as Library spokespersons.

2.9.9. Employee Contact with the Public

The Library is a public service agency. The patron always comes first. Employees have a responsibility to maintain the best relations possible with the public both on and off duty.

2.9.10. Honoraria

- 2.9.10.1. Library employees who present library-related programs may not charge for the service.
- 2.9.10.2. If the group sponsoring the program gives the Library representative an honorarium, the Library employee may accept such payment on the condition that the honorarium be turned over to the Library. Non-cash gifts should also be given to the Library unless the Library Director rules otherwise.
- 2.9.10.3. If the group sponsoring the program offers to reimburse the Library representative for travel expenses, the Library employee may accept such reimbursement.

2.9.11. Use of Library Computers by Employees

- 2.9.11.1. The Library provides an e-mail address for each employee. There is no expectation of privacy for any e-mail addressed to or received by an employee at the Library e-mail address.
- 2.9.11.2. The Library reserves the right to monitor all e-mail accounts issued by the Library and all other use of Library computers, including the internet sites accessed on any Library computer.
- 2.9.11.3. Employees are not allowed to install or delete programs on any Library computer without the express permission of the Director. Any programs installed on Library computers will be for Library use.
- 2.9.11.4. The training room computers are available to employees for personal use on their breaks or off-duty time. Staff work stations are to be used solely for Library work.
- 2.9.11.5. In accordance with Federal and State law, all Library computers are filtered.
- 2.9.11.6. At any time the Library reserves the right to require employees to relinquish their Library e-mail addresses belonging to the Library.

2.9.12. Administrative Rules

The Library Director may make administrative rules for matters that are not covered or addressed in this handbook.

2.10. DISCIPLINE

2.10.1. Disciplinary Action

An employee's violation of work rules, misconduct, or continued unsatisfactory performance will result in progressive disciplinary steps. The severity of the penalty imposed for unacceptable conduct or job performance will increase with each occurrence. No employee shall be dismissed without fair warning and an opportunity to improve except in cases where the misconduct is so intolerable or objectionable that the employee must be punished by dismissal, even for a first offense. Missouri is an employment at-will state, but the Library will make every reasonable effort to insure that employees are treated in a fair and uniform manner. The Library reserves the right to treat each individual situation in light of the unique circumstances present whenever there is a work rule violation or other unacceptable behavior. The Library's approach to correcting unacceptable behavior or unsatisfactory job performance will normally consist of the following actions:

- 2.10.1.1. Oral Reprimand. This is an oral warning to the employee that the conduct is unacceptable and that further infractions will lead to more severe penalties. A

record of this discussion will be maintained by the Director and will be put into the employee's personnel file.

- 2.10.1.2. Written Reprimand. This is a written record of a reprimand that is usually preceded by an oral reprimand. The written reprimand will describe the unacceptable conduct or performance and specify the improvement needed. Both supervisor and employee must sign. A copy of this reprimand will be retained in the employee's personnel file.
- 2.10.1.3. Demotion. This is the movement of an employee to a position with fewer hours.
- 2.10.1.4. Disciplinary Probation. This is the placement of an employee to a status to determine if the employee possesses or exhibits the acceptable behaviors or qualifications to perform fully the requirements of the position. This status change would normally be used in conjunction with a demotion or another disciplinary action. Disciplinary probation must be approved by the Library Director. The employee may not be placed on disciplinary probation for more than two months. While on disciplinary probation, the employee's job performance must be evaluated at least every two weeks from the time the employee is placed on disciplinary probation. While on disciplinary probation, the employee is not eligible to use any accrued benefits excluding holidays or to receive any increase in compensation. At the conclusion of the disciplinary probation period, the Director will complete a written evaluation recommending that the employee be retained in the position, transferred, or dismissed.
- 2.10.1.5. Dismissal. This is a last resort action for employees who fail to improve their performance or conduct after imposition of progressive disciplinary actions previously taken, or for a single serious instance of unacceptable conduct, or for the good of the Library.

2.10.2. Due Process

- 2.10.2.1. In the event a disciplinary action is taken to correct an employee's conduct or performance and the action results in the loss of pay, demotion, or dismissal, the employee has a right to due process procedures.
- 2.10.2.2. The employee will be give written notice of the reason or facts constituting the basis for the disciplinary action.
- 2.10.2.3. The employee will be given an opportunity to respond or explain his/her side of the story.
- 2.10.2.4. The Library Director will review all information and determine proper disciplinary action. The employee will be given notice of the Library Director's decision. The employee may be suspended with pay pending the outcome of a routine investigation or a fact finding administrative investigation.
- 2.10.2.5. The Library Director will advise the employee of his or her right to and procedures for requesting an appeal of the adverse action, if any.

- 2.10.2.6. Employees within their probationary period as new employees are not entitled to the due process procedures outlined above.

2.10.3. Grievances

When an employee has a complaint resulting from disciplinary action or general work grievances that are not otherwise covered in this manual, the employee should discuss the matter with the Director and attempt to resolve the matter in an equitable fashion. The Library will attempt to prevent the occurrence of grievances and to deal promptly with those which occur. Employees are to use the following procedure in pursuing a grievance:

- 2.10.3.1. Discuss the grievance with the Library Director within forty-eight hours of the incident. The Director must respond orally to the employee within five working days in an effort to resolve the matter.
- 2.10.3.2. The Library Director will make the final decision concerning the grievance within ten working days from the date of receiving the grievance in writing to all concerned. The Library Director's decision shall be final and there shall be no further appeal process other than those provided in section D following.
- 2.10.3.3. Failure by the grieving employee to comply with these procedures will cause the grievance to be forfeit.
- 2.10.3.4. The response time by the appropriate authorities may be extended if during the stated response time period those authorities are unavailable due to absence on Library business, vacation, or other leave time.

2.10.4. Appeal to the Board of Trustees

- 2.10.4.1. Any regular employee who is dismissed, demoted, suspended or laid off may appeal to the Board of Trustees within thirty days after the effective date of such action by filing with the Board in writing a statement under oath of the reasons for said appeal. Upon such appeal, the appealing employee and the Library Director shall after reasonable notice have the right to be heard publicly and to present evidence. Both the employee and the Library Director shall have the right to counsel. At the hearing technical rules of evidence shall not apply. The Library Board shall employ a skilled reporter whose duty it shall be to take full stenographic notes of the oral evidence in the hearing.
- 2.10.4.2. The Library Board shall affirm the action of dismissal, demotion, suspension or lay off, or shall order the reinstatement of the employee or the restoration of the employee to the former rank or compensation. The decision of the Library Board shall be the final determination of all appeals unless set aside by an appropriate court order or decree.

2.11. PROCEDURES FOR THE CONDUCT OF HEARINGS OF APPEAL BEFORE THE BOARD OF TRUSTEES

In accordance with the provisions of the Personnel Rules and Regulations of the St. Clair County Library, the Board hereby adopts the following procedures for the conduct of hearings of appeals before the Board:

2.11.1. Appeals Procedure

- 2.11.1.1. Following receipt by the Library Director of the appropriate notice of appeal, the Library Director shall send a copy of the same to the President of the Board of Trustees, who shall jointly fix a time and place for hearing of the appeal and the Appellant and the Director shall be given reasonable notice of the time and place for such hearing.
- 2.11.1.2. In the event both parties waive their rights to be heard publicly and request, in writing, that the Board hear their appeal in private; then the Board, in its discretion, may conduct a private hearing of such appeal.
- 2.11.1.3. Each party shall be entitled to engage counsel and call witnesses for the purpose of presenting evidence pertinent to the appeal.
- 2.11.1.4. Each party shall be entitled to take and use depositions in order to present evidence in the same manner upon and under the same conditions and upon the same notice as is provided for with respect to the taking and use of depositions in civil actions in the Circuit Court.
- 2.11.1.5. The Board may, upon request of either party, issue subpoenas and subpoenas Duces Tecum, with the caption of the appeal, the name of the witness, and the date for appearance. Subpoenas shall extend to all parts of the state and shall be served and returned as in civil actions in the Civil Court. The witnesses shall be entitled to the same fees, and if compelled to travel more than forty (40) miles from his or her place of residence, shall be entitled to the same tender of fee to travel in attendance and at the same time as is now provided for witnesses in civil actions in the Circuit Court; such fees to be paid by the party subpoenaing him. The Board may enforce subpoenas by applying to a Judge of the Circuit Court of St. Clair County or any county where the witness resides or may be found for an order upon any witness who shall fail to obey the subpoena to show cause why such subpoena should not be enforced, which said order and a copy of the application therefore shall be served upon the witness in the same manner as a summons in a civil action.
- 2.11.1.6. Technical rules of evidence shall not apply in hearings before the Board; however, no evidence shall be admissible which is irrelevant, redundant, unduly repetitious, or which is not reasonably creditable.
- 2.11.1.7. No formal pleading shall be required.

2.11.2. Hearings Procedure

- 2.11.2.1. Hearing before the Board of Trustees will be held in the City of Osceola at the time and place fixed by the Board.
- 2.11.2.2. All witnesses will be sworn.
- 2.11.2.3. The Board, on the request of either party or on its own motion, may, in its discretion, order that the witnesses be separated so as to preclude any witness other than the parties and their attorneys from hearing the testimony of other witnesses.
- 2.11.2.4. The Library Director will be required to present his or her case first. The Appellant shall present his or her case thereafter. Each party shall be entitled to present a rebuttal to evidence presented by the other party. Each party shall have the right to make an opening and closing statement.
- 2.11.2.5. The Board of Trustees shall take notice of the Personnel Rules and Regulations of the SCCL without the necessity of such rules being offered in evidence.
- 2.11.2.6. The Board shall cause a record of the proceeding to be made and preserved.
- 2.11.2.7. No re-hearing by the Board shall be granted from a decision of the Board.
- 2.11.2.8. An appeal set for hearing may be continued by the Board for cause deemed sufficient or by the consent of both parties to the appeal. At the request of the Board, written briefs may be filed following the close of the hearing within such time as the Board may fix.
- 2.11.2.9. Within ten (10) working days following the close of the hearing or following the time fixed for the filing of written briefs, the Board shall render its decision, which shall be in writing. A copy of the decision shall be either mailed or served upon the Library Director and the Appellant.

2.12. ADMINISTRATIVE RULES

2.12.1. Phone Calls and General Phone Use

- 2.12.1.1. Personal phone calls are a distraction to co-workers as well as an impediment to the employee's own work. No one minds the occasional and brief personal phone conversation of a co-worker, but personal phone calls are generally an irritation to all those sharing the workspace. Employees should think of phone calls as the equivalent of personal visits. Friends and relatives are welcome to drop by for an occasional visit, but regular or daily visits to the workplace are inappropriate.
- 2.12.1.2. Personal phone calls while at work should be limited and brief. Employees should place personal phone calls only on breaks or during meal periods. Public desk phones may never be used to place or receive personal calls. Under no

circumstances should a patron ever be able to hear a personal phone conversation. This gives a terrible impression of tax dollars being misused. In general, the “no personal calls” applies to all workspaces.

- 2.12.1.3. Calls made from phones in the workroom and office area tie up the Library’s phone lines and should be kept to a minimum.
- 2.12.1.4. Personal calls placed out of the toll-free area from the Library phone must be charged to the employee’s calling card or made with a cell phone.
- 2.12.1.5. Employees should discourage incoming personal calls while at work. A general rule of thumb is that non-emergency phone calls to an employee while on duty are inappropriate.
- 2.12.1.6. Library policies regarding personal phone calls apply to cell phones as well as Library phones. An employee must keep his or her cell phone put away, not carried on his or her person. If an emergency situation requires that an employee carry a cell phone, this must be cleared with the Director.

2.12.2. Staff Work Room

- 2.12.2.1. Dishes and utensils in the top drawer are for staff use.
- 2.12.2.2. All those using the workroom are required to clean up after themselves. Employees must never leave the workroom without washing dishes and utensils used.
- 2.12.2.3. Spills in the microwave or on the countertop must be cleaned up by the individual responsible.
- 2.12.2.4. All items placed in the refrigerator must be labeled. Unmarked food and beverages left in the refrigerator will be thrown away, along with containers.
- 2.12.2.5. Any unlabeled food left on the table or on the top of the refrigerator/counters is fair game for anyone.
- 2.12.2.6. Anyone using ice should empty tray into the bin in the freezer and then refill the tray.
- 2.12.2.7. Open beverage containers must not be left in the refrigerator.
- 2.12.2.8. A recycle bin is provided for aluminum cans. Cans must be rinsed before deposited in the bin.
- 2.12.2.9. Every employee has the obligation to maintain the workroom so that it is a clean and comfortable place everyone can enjoy.

2.12.3. Supplies and Office Machines

- 2.12.3.1. All requests for library, office, and maintenance supplies should be submitted to the Library Director. All requests must be submitted before the end of the month for purchase at the beginning of the next month, except on cases of unanticipated demand.
- 2.12.3.2. All employees are responsible for notifying the Library Director before depleting the supply of any item.
- 2.12.3.3. Supplies charged to the Library by anyone other than the Library Director must receive approval from the Library Director.
- 2.12.3.4. Every employee using the office photocopier is responsible for refilling paper trays, replenishing paper supplies, and maintaining order in the paper storage areas. Unused paper must be stored neatly in the package to avoid waste. The staff is responsible for filling the office copier's paper trays every morning, replacing toner, cleaning the glass plate, and placing service calls.
- 2.12.3.5. Employees may make personal photocopies on the Library photocopiers. Employees are charged half the rate charged to the public and must pay at the circulation desk at the time copies are made. Employees may also send and receive fax messages at half of the public rate. Interlibrary loans for the employee's personal use are charged at the regular patron rate.
- 2.12.3.6. Employees may send personal mail and receive packages at the Library. Employees should not use the Library address as a personal address for bills, subscriptions, or any other regularly received personal mail. Any employee using the Library postage meter for personal mail will be subject to dismissal.

2.12.4. Common Areas (Workroom, Coat Rack, etc.)

- 2.12.4.1. Each employee is assigned a desk drawer for personal belongings. Employees who keep perishable food supplies in their desks must keep such items in airtight containers to avoid attracting insects and mice.
- 2.12.4.2. Coats and other outerwear must be kept in the coat rack area and not in the public desks.

2.12.5. Parking

The large parking lot, the front of the building, and the side of the building are for patrons. Library staff and volunteers should park in the back row against the fence of this large parking lot, or in the rear of the building.

2.12.6. Safety and Security

- 2.12.6.1. Safety and security are major concerns in regard to both the building and Library employees. Keys are numbered and recorded. Employees who are issued a key

to the building are not allowed to loan the key to another person and are responsible for the key. Employees who check out keys for weekend use are responsible for following the rules for key use, including returning the key on time and not loaning the key to anyone else.

- 2.12.6.2. Staff members must not give out personal information about other Library staff or volunteers. This includes names, addresses, phone numbers, marital status, or other personal information. Specific scheduling information should not be disclosed to patrons or others. Staff should offer to take a message give it to the employee when he or she arrives. In emergencies, staff may contact the staff member to relay information.
- 2.12.6.3. Anyone who is not currently employed by the Library may not enter staff work areas or other areas closed to the public unless accompanied by a Library employee.
- 2.12.6.4. Employees who work the closing shift must leave the building together and accompany each other to their vehicles. Except for the Director, no employee is allowed to remain in the building after closing.
- 2.12.6.5. Employees leaving the building after any door has been locked are urged to double-check the door to see that it is locked securely.
- 2.12.6.6. Each fire alarm must be treated as though it were a genuine alarm. The building must be evacuated. (Employees should review the policy sections regarding fire and emergency safety procedures on a regular basis.)

2.12.7. Smoking

Smoking by Library employees is allowed outside. Cigarette butts may not be discarded on the sidewalk or on the street. There is a cigarette urn used for disposal of cigarette butts.

2.12.8. Public Bathrooms

- 2.12.8.1. The bathroom in the patron area is reserved for the use of patrons.
- 2.12.8.2. Emergency clean up of bathrooms is the duty of the Director or office staff if the Director is unavailable.

2.12.9. Money

The Library will not cash checks for employees. Employees may get change from the Library Director if change is available, but employees may not get change for personal use from the Library's cash drawers and cash registers.

2.12.10. Children of Employees in the Library

- 2.12.10.1.If a child is well behaved and not a disruption to the Library or his or her parent, a child may stay in the Library for up to one and one half hours.
- 2.12.10.2.Children must be over 8 years old because they will basically be unsupervised according to policy.
- 2.12.10.3. Children must not be behind the circulation desk.
- 2.12.10.4.Children may have a snack in the break room or blue room, provided by the parent.
- 2.12.10.5.By permission of the Director a child may stay longer on rare occasions.

2.12.11. General Administrative Rules

- 2.12.11.1.Lost and found items will be kept at the circulation desk for one month, after which they will be discarded or given to charity.
- 2.12.11.2.Employees are required to check the Library's e-mail messages at least once a day. Checking e-mail messages at the beginning and end of a shift is recommended.
- 2.12.11.3.Employees are required to check the Library Calendar before beginning work. Everyone's job is easier if everyone knows that a special event is happening on that day or if any employee is out of the building for the day.
- 2.12.11.4.Internal and external computer e-mail accounts are provided to individual Library employees to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything that they create, send, or receive on a Library computer or at a Library e-mail sent to or from a Library address.
- 2.12.11.5.While on duty, staff members are required to wear a badge identifying themselves by name and title.
- 2.12.11.6.Employees may trade shifts only with the approval of the Director and only within the parameters of departmental scheduling policy. Switching is entirely optional to both parties; no one is required to switch shifts with a co-worker.

2.13. VOLUNTEERS

- 2.13.1. Volunteer assistance is encouraged and appreciated by the Board and the staff of the Library.
- 2.13.2. All volunteers report to the Director for work.
- 2.13.3. The Library may use volunteers to:

- 2.13.3.1. Accomplish one-time large projects that require above normal staffing levels.
- 2.13.3.2. Provide an ongoing source of assistance to Library staff.
- 2.13.3.3. Provide assistance beyond the time that a staff member has to give to a project.
- 2.13.4. Volunteers will not be used to replace paid employees but will be used to supplement the staff in necessary and useful work that makes use of their knowledge, abilities, and talents.
- 2.13.5. All volunteer groups or individuals who function within the Library do so with the knowledge and approval of the Board and the Library Director. Established policies and procedures must be followed by such groups and individuals.
- 2.13.6. The Library staff is responsible for the basic orientation of volunteer groups or individuals before they begin to work, for informing them of Library policies, and for giving them such training as may be necessary for the specific tasks to which they will be assigned. The staff is also responsible for keeping volunteers informed of any changes in policies and procedures.
- 2.13.7. If differences arise which cannot be resolved between supervisory staff and the volunteer group or individual, the Library Director will make the final decision.
- 2.13.8. Volunteer workers are considered to be covered under the Library's liability insurance policies.
- 2.13.9. All volunteers will:
 - 2.13.9.1. Sign the Volunteer Service Agreement.
 - 2.13.9.2. Notify the supervisor if the volunteer will be late or absent from work.
 - 2.13.9.3. Wear appropriate clothing.
 - 2.13.9.4. Park in the last row of the parking lot across the street.
 - 2.13.9.5. Report any injury immediately.
 - 2.13.9.6. Work according to established Library procedures.
 - 2.13.9.7. Practice professional ethics. Volunteers are perceived by the public as part of the Library staff and must behave according to Library rules of behavior.

LIBRARY PATRONS

3.1. CONFIDENTIAL PATRON INFORMATION

- 3.1.1. Any information obtained as the result of employment or service with the Library, including any information regarding patrons, patron records or business information, will be treated as confidential, and released only as authorized by this policy. This policy covers information obtained through attendance at meetings, discussions with management, use of or access to patron records, or any other source of information accessed by virtue of employment or volunteer service with the Library.
- 3.1.2. The following section of the Missouri Revised Statutes clearly defines the responsibility of the Library in safeguarding patron information.

RSMo 182.817. Disclosure of Library Records Not Required – Exemptions. Notwithstanding the provision of any other law to the contrary, no library or employee or agent of the library shall be required to release or disclose a library record or portion of a library record to any person or persons except: 1) In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the library; or, 2) In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such record is necessary to protect the public's safety or to prosecute a crime.

- 3.1.3. Presentation of a patron's library barcode by someone other than the patron is acceptable as proof of the patron's permission for the other individual to pay fines or renew items by telephone.
- 3.1.4. The Library will resist the issuance or enforcement of any process, order, or subpoena involving the release of patron records until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Patron records may be released only by the Library Director or his or her official designee as provided for by law.

3.2. PARENTAL ACCESS TO CHILDREN'S RECORDS

A parent or legal guardian must sign the library card application for children aged seventeen or younger. With this signature, the parent or legal guardian assumes responsibility for all use made of the card. The parent or legal guardian may be given access to information in the child's record on presentation of the card.

3.3. LIBRARY RULES FOR PATRONS

- 3.3.1. The Library is a violence-free facility. Library staff will report to the appropriate authority patron behavior which endangers or threatens another person.
- 3.3.2. Smoking or use of tobacco products is not allowed in the building.
- 3.3.3. Patrons are not allowed to consume food and beverages in the carpeted area but may eat or drink on tiled areas.

- 3.3.4. Children must be accompanied by an adult at all times.
- 3.3.5. Use of roller blades, skates, skateboards or scooters is not permitted on Library property.
- 3.3.6. Bathing or doing laundry in the public restrooms is not permitted.
- 3.3.7. Loitering and soliciting on Library property are not allowed.
- 3.3.8. Sleeping in the building is not permitted.
- 3.3.9. Patrons may not behave in a disruptive manner or allow their children to behave in a disruptive manner.
- 3.3.10. Patrons may not harass Library personnel or other Library users.
- 3.3.11. Patrons under the influence of drugs or alcohol are not permitted in the building.
- 3.3.12. Shirts and shoes are required.
- 3.3.13. Patrons are not permitted to place feet on tables or chairs.
- 3.3.14. Knives, firearms, or other weapons are not permitted except by law enforcement officers.
- 3.3.15. The Library staff assumes no responsibility for unattended children at closing time. The staff will not stay with unattended children or offer transportation home. If an unattended child is in the Library at closing time, the police will be notified and asked to pick up the child.
- 3.3.16. The following behavior will result in criminal prosecution:
 - 3.3.16.1. Loud, abusive, aggressive, threatening or obscene language or behavior (Disorderly Conduct)
 - 3.3.16.2. Destroying or damaging Library materials, furniture, or other property (Criminal Mischief)
 - 3.3.16.3. Use or distribution of drugs (Criminal Possession of a Controlled Substance)
 - 3.3.16.4. Circumventing or attempting to circumvent the Library security system (Petty or Grand Larceny)
 - 3.3.16.5. Tampering with, altering, editing, or damaging computer hardware and/or software (Computer Related Offenses)

3.4. PATRON USE OF PERSONAL EQUIPMENT AND ELECTRONIC DEVICES

- 3.4.1. Patrons using cell phones in the Library may be asked to use their phones outside if their phone use interferes with Library business or distracts other patrons.

- 3.4.2. Due to network security and authentication purposes, patrons may only connect their personal laptop computers and devices to the Library's internet via the Library's wireless network. Patrons are not allowed to disconnect Ethernet cables from the Library's devices in order to connect their personal devices to the Library's network. In order to assure that the Library's devices are not damaged, patrons are not allowed to move any of the Library's devices. (Revised 06-24-2025)
- 3.4.3. Patrons using other personal equipment, such as audio or video equipment, may not interfere with Library business or disturb other patrons.

3.5. PATRON COMPLAINTS

- 3.5.1. Employees must give prompt courteous attention to all patrons who call or appear personally with a complaint or question. If the employee cannot answer the question or handle the complaint, the employee should, when appropriate, transfer or refer the patron to someone who can, or the employee should take the patron's name, phone number, and a written message regarding the complaint for a call back later.
- 3.5.2. If the patron appears to be emotional to the point that the employee feels he or she is being abused, the incident should be reported to the Library Director.

3.6. RESPONSE TO COMPLAINTS

- 3.6.1. Employees may refer patrons to the specific policy that applies to the complaint and explain that individual employees are obligated to enforce Library policy. If the complaint is about a matter not covered by a specific policy, the employee should attempt to answer the complaint with courtesy and reason.
- 3.6.2. The final authority in answering patron complaints is the Library Director. Dealing with the general Library policies should be referred to the Library Director.

3.7. PATRON PROBLEM BEHAVIOR

- 3.7.1. If a patron that is known to create friction and havoc on a regular basis shows up at the Library, staff are to call law enforcement and put them on alert. If the patron gets out of control, one employee should go in the Director's office, lock the door, and call law enforcement.
- 3.7.2. If a patron's behavior is abusive, causes problems for other patrons, threatens the safety or well being of patrons or staff, or threatens to cause damage to Library property, any employee may require the offending patron to leave Library property. If a patron refuses to leave, the employee should call law enforcement authorities.

- 3.7.3. If a patron's behavior is such that confrontation with a Library employee might, in the employee's best judgment, result in physical harm to any person or in damage to Library property, the employee should report the situation immediately to the Library Director, who should request assistance from law enforcement authorities. If the Library Director is unavailable, an employee should request assistance from law enforcement authorities. Under no circumstances should employees offer resistance to a patron or attempt to physically restrain or apprehend a patron.
- 3.7.4. Patrons who exhibit a pattern of offensive behavior may be denied access to the Library for a period of time to be determined by the Library Director.
- 3.7.5. An employee who observes a patron deliberately attempting to steal, deface, or damage Library property must immediately request police assistance and be prepared to cooperate with law enforcement authorities in pursuing legal action against the patron.

COLLECTION DEVELOPMENT

4.1. SELECTION

4.1.1. *Objective*

- 4.1.1.1. The objective of collection development for the St. Clair County Library is to select, organize and make accessible library materials to meet the expressed and anticipated needs and interests of the diverse public in the Library District. As a public service agency, the Library must strive to provide the residents of St. Clair County with a comprehensive collection of materials in a variety of formats that record human knowledge, ideas and culture; to organize these materials for ready access; to offer guidance and encouragement in their use; and to serve the community with reliable and easily available sources of information and reference.
- 4.1.1.2. Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education. Materials and services should be held in sufficient quantity to make the Library a dependable resource for most of the people most of the time.
- 4.1.1.3. The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users. Cooperation with governmental, academic, and special resource centers in the area continues to be increasingly important in meeting needs of Library patrons.

4.1.2. *Priorities of Selection*

- 4.1.2.1. Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.
- 4.1.2.2. Materials to meet the recreational needs of patrons of all ages.
- 4.1.2.3. Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.
- 4.1.2.4. Materials to meet the needs of the business community.
- 4.1.2.5. Materials to support civic and cultural activities of individuals, groups, and organizations.

4.1.3. *Selection*

- 4.1.3.1. Library should plan to acquire, within its budgetary limitations, all types of library materials needed to meet its obligations. Library materials include books, pamphlets, documents, periodicals, maps, microforms, audiovisual materials, software, on-line databases, and artifacts.

- 4.1.3.2. When lack of funds limits purchases, current in-print publications of lasting value, regardless of format, will be given priority over out-of-print publications. Reprints are considered current publications.
- 4.1.3.3. Holdings of other area libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures.
- 4.1.3.4. The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Demand is a valid factor in materials selection. Materials that receive poor reviews or no reviews may be purchased if there is demonstrated local demand. For the purposes of this policy, demonstrated local demand is interpreted as three individual written requests for the item.
- 4.1.3.5. While the Library is sympathetic to the needs of students, including home-schooled students, it is not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.
- 4.1.3.6. The Library will not purchase text books except in cases where no other material on a given subject exists or where the demand of the patrons is greater than can be met by the existing collections.
- 4.1.3.7. Materials that should not be acquired or added to the collection include literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature.
- 4.1.3.8. Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.
- 4.1.3.9. The responsibility for selection of library materials is delegated to the Director and, under his or her direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, or professionally trained staff members, and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the Library and its public, regardless of the personal taste of the selectors.
- 4.1.3.10. In selecting materials, the librarians will use as many selection and bibliographic management tools as possible, including: book selection periodicals such as Booklist and Publishers Weekly; Books in Print; Public Library Catalog; Children's Catalog; Book Review Digest; Dewey Decimal Classification; LC Subject Headings; professional journals such as American Libraries and Library Journal; databases such as OCLC; and bibliographies such as Magazines for Public Libraries, Reference Books for Small and Medium-Sized Libraries, and any other useful bibliographic reference works.

- 4.1.3.11. Librarians will strive to find a review of any item before considering it for purchase. However, because only a portion of all published material is ever reviewed, librarians will also consider purchase of items based on advertisements, author tours, television and radio coverage, and direct mail.
- 4.1.3.12. The Library should attempt to buy all publications of local authors and all materials about the four-state region.

4.1.4. Censorship

- 4.1.4.1. The Library recognizes the pluralistic nature of the community and the varied needs of St. Clair County citizens. The public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.
- 4.1.4.2. The Library recognizes that many materials are controversial and that any given item may offend some library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.
- 4.1.4.3. The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. Upon written request of the parent or legal guardian, the Library will restrict the borrowing by children seventeen and under to a specific juvenile collection. By agreeing to allow their child to have a library card, parents/guardians agree that their child will have full access to all eResources and that the St. Clair County Library has no way to restrict said eContent.
- 4.1.4.4. The Library affirms the principles of each individual's freedom to read and view. No book or other library material shall be removed from the collection because of a complaint except under the orders of a court of competent jurisdiction.
- 4.1.4.5. Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some library users.
- 4.1.4.6. All materials will be judged as a whole rather than by isolated passages.

4.1.5. Age Appropriateness Designation

- 4.1.5.1. The Library's collection for patrons under age 18 are split in the "Pre-K" collection, which is intended for ages birth to Kindergarten, "J 1-2" section is intended for patrons in the 1st to 2nd grade, the "J 3-4" section is intended for patrons in the 3rd to 4th grade, the "J 5-6" section is intended for patrons in the 5th to 6th grade, the "J 7-8" section is intended for patrons in the 7th to 8th grade, and the "YA" collection which is intended for patrons in 9th grade and above. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through Kindergarten for "Pre-K" materials, 1st through 2nd grade for "J 1-2" materials, 3rd through 4th grade for "J 3-4" materials, 5th through 6th grade for "J 5-6" materials, 7th through 8th grade for "J 7-8" materials, and 9th grade and above for YA materials; and/or the publisher's suggested age range if available. Please note, that age recommendation is only that, a recommendation. This statement is required by Missouri Regulation 15 CSR 30- 200.015.
- 4.1.5.2. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual. By agreeing to allow their child to have a library card, parents/guardians agree that their child will have full access to all eResources and that the St. Clair County Library has no way to restrict said eContent.
- 4.1.5.3. Materials selected for the Adult and Young Adult collection are intended for mature readers. Checkouts to minors from these collections are allowed with the signed parental permissions on a minor's library card form. Minors will be allowed checkouts from each library collection that has been approved with signed parental permission. Separate collections are available for children and young people, but it is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection they should use or what item in the approved collections is suitable for an individual.

4.2. GIFTS

4.2.1. General Information

- 4.2.1.1. All forms of materials will be accepted as gifts.
- 4.2.1.2. All gifts are used at the discretion of the Director.

4.2.2. Gifts and Cash Bequests for Materials

- 4.2.2.1. All gifts and cash will be accepted.
- 4.2.2.2. Patron may ask for monies to be spent in a particular area. Director will do their best to accommodate such request.

4.2.3. Limitations of Acceptance of Gifts

- 4.2.3.1. The library cannot legally provide a monetary appraisal of any gift for income tax or other purposes.
- 4.2.3.2. The Library retains unconditional ownership of the gift and makes the final decision on the use or disposition of the gift.
- 4.2.3.3. The Library reserves the right to decide the conditions of display, housing, and access of gift materials.
- 4.2.3.4. Gift subscriptions of one year or longer will be cataloged and shelved with the circulation periodical collection, providing that the periodical meets the conditions of the collection development policy.

4.3. MEMORIALS

4.3.1. Fund Overview

- 4.3.1.1. Any funds given for memorial purchases will be received by Director.
- 4.3.1.2. Funds will be spent according to give in cooperation with Collection Development Policies.

4.3.2. Guidelines for Memorial Acquisitions

- 4.3.2.1. Director must approve memorial donation if it is considered material. The Director will approve gift on guidelines set out in Collection Development Section.
- 4.3.2.2. Request for material to be purchased

4.3.3. Process for Receiving Memorial Donations

- 4.3.3.1. Patron must inform the Director that the donation is for a memorial.
- 4.3.3.2. A Memorial Donations Form must be filled out.

4.4. WEEDING AND DISCARDING

4.4.1. General Guidelines

- 4.4.1.1. In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn. Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever

necessary, the Director will be consulted before an item is discarded from the collection.

- 4.4.1.2. Weeding will be done on a schedule of continual review of the collection on a consecutive basis. It is the goal of the Library to review the entire collection every year.
- 4.4.1.3. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library, or discarding as recycled material.

4.4.2. *Criteria for Weeding*

- 4.4.2.1. Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will either replace the item or set it aside for preservation consideration.
- 4.4.2.2. Superfluous or unneeded duplicate volumes will be weeded from the collection.
- 4.4.2.3. Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.
- 4.4.2.4. Weeding should not bias the collection in favor of or against any viewpoint.
- 4.4.2.5. Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. A public library must give more weight to circulation/use statistics than must a research or academic library.
- 4.4.2.6. Periodicals will be put on the shelf for the current year, stored in the back for the previous year and discarded after two years.
- 4.4.2.7. Newspapers are held for two days then recycled or given to the public on a first come, first served-basis. The Courier, however, is saved until the new microfilm comes out every two to four years.

4.5. **CHALLENGES TO LIBRARY MATERIALS**

- 4.5.1. If a Library employee is approached by a patron that lives within the Library District who wishes to complain about Library materials, the complainant must be treated with dignity and courtesy. Under no circumstances is any Library employee to express agreement with the patron's complaint.
- 4.5.2. The employee must advise the complainant that no employee has the authority to remove any item from the shelf.
- 4.5.3. If the complainant wishes to file a written complaint, the employee should provide the complainant with a copy of the *Request for Consideration Form*. All *Request for*

Consideration Forms must be completed in full. Complaints specifically targeting children's materials, presentations, events, and displays must have a Request for Reconsideration of Materials form completed by the parent or legal guardian of the minor.

- 4.5.4. After receiving a complaint form submitted by a patron, the Library Director or his or her designee will respond to the complainant in a letter addressing all of the items covered in the response form or will talk to the person in response. A copy of the complaint will be kept on file. The challenges (titles and result) will be public record but the name of the challenger will not be listed. Missouri Regulation 15 CSR 30- 200.015
- 4.5.5. Librarians are expected to defend the principle of the freedom to read and view as a professional responsibility. Only rarely is it necessary to defend an individual item. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts. Library materials found to meet the standards set in the selection.

CIRCULATION POLICIES

5.1. GENERAL CIRCULATION POLICIES

5.1.1. Circulation Department Goals

- 5.1.1.1. The Library's lending policies facilitate the use of library materials, except for those judged irreplaceable or needed in the collection for basic informational services. Materials not immediately available may be reserved for patrons.
- 5.1.1.2. The Library's circulation practices and policies provide for protection of patron confidentiality.
- 5.1.1.3. The Library's circulation process provides accurate and reliable information about the materials collection.
- 5.1.1.4. The Library keeps accurate records of citizens registered for library cards.

5.1.2. Use of Library Materials by the Public

- 5.1.2.1. All Library collections are available to the general public for in-house use.
- 5.1.2.2. Some restrictions apply to in-house equipment and computer use.
- 5.1.2.3. Some restrictions apply to use of fragile or valuable collections, including some archival collections.

5.2. LIBRARY CARD ELIGIBILITY AND REQUIREMENTS

5.2.1. Residency Requirements for Non-fee Cards

- 5.2.1.1. To qualify for a Library card as a resident of the Library District, a person must reside at a permanent address within the county, own property within the county

limits and show a current real estate property tax receipt, or work in the county limits.

- 5.2.1.2. Hotels, motels, group homes, residential treatment centers, shelters and other temporary housing are not considered to be permanent addresses except for residential managers of such facilities. Residents of group homes and residential treatment centers are not eligible for individual cards unless the Library is provided with a signed letter from the director or resident manager of a group home stating that the person does, in fact, have permanent residence in the facility.
- 5.2.1.3. Post office boxes are acceptable as mailing addresses when physical address is given as well.
- 5.2.1.4. Effective January 1, 2025, St. Clair County Library cards can be issued to non-residents for \$25.00 a year. The fee covers individual cards for all members of the household residing at the same address. (*Revised 09-24-2025*)

5.2.2. General Card Requirements and eCard Registration (Revised 3-26-2021)

- 5.2.2.1. A patron registering for a library card must supply the following documentation and information: Written proof of physical address. Acceptable as proof of address are: utility receipt, voter registration card, computer generated mail with name and address, and personal mail.
- 5.2.2.2. The applicant must sign the application acknowledging that all information is correct and that he or she accepts responsibility for all use made of the card. The applicant's signature on the application card and on the library card itself is a promise to abide by all Library policies and to notify the Library of any change of status (name, address, etc.) or the loss or theft of the card.
- 5.2.2.3. A person who cannot provide proof of current address may not check out any items but a library card will be mailed to them at which time they can use it.
- 5.2.2.4. Patrons of all ages have the option of applying for an eCard if they wish to only check out the St. Clair County Library's eResource Collection. The eCard gives patrons access to our eBooks, eAudiobooks, and access our online resources. A link to the eCard application can be found on our website or one can be emailed to the patron upon request. Once the application is submitted, access information will be emailed to the patron by the end of the following business day. Parental consent must be given for minors to obtain an eCard. To check out physical items, request an interlibrary loan, or reserve a computer; patrons must apply for a standard library card.

5.2.3. General Library Cards and eCards for Minors (Revised 3-26-2021)

- 5.2.3.1. If the applicant is seventeen years old or younger, the application must be signed by the parent or legal guardian who has library card in good standing. Applicants eighteen and older must sign their own applications.
- 5.2.3.2. The parent or guardian must complete an *Informed Consent of Use of Library for Minor Child form* when submitting a library application for their child. By agreeing to allow

their child to have a library card, parents/guardian agrees that their child will have full access to all eResources and that the St. Clair County Library has no way to restrict said eContent.

- 5.2.3.3. Cards issued to minors do not allow access to the computer lab. Parents or legal guardians must register a minor for computer access at the circulation desk.
- 5.2.3.4. The minor's parent or guardian must have a current library card in good standing.
- 5.2.3.5. As stated in the eCard registration policy, parental consent must be given before a minor will be assigned an eCard.

5.2.4. Corporate or Group Home Cards

- 5.2.4.1. The Library issues cards to organizations such as businesses or group homes for business or organization use. Employees of the organization or business may not use these cards to check out items for personal use or use the computer lab. Family members of the owners or managers of the organization or association may not use these cards to check out items for personal use or use the computer lab.
- 5.2.4.2. Application for a corporate or group home card must be made in a letter on letterhead signed by the individual who will assume financial responsibility for any materials checked out on the card. The letter must state that the individual who signs the letter will assume financial responsibility for library materials checked out on the card, including all overdue fines.
- 5.2.4.3. Organizations or businesses located outside the St. Clair County Library District are charged a \$7.50 annual fee.
- 5.2.4.4. The card must be kept by the library.

5.2.5. Transfer of Cards

- 5.2.5.1. The patron is responsible for all use made of his or her library card.
- 5.2.5.2. If a patron's library card is lost or stolen, it is the patron's responsibility to report it to the Library immediately. The patron will be responsible for any circulation activity on a lost card until it has been reported.

5.2.6. Expiration and Invalidation of Library Cards

- 5.2.6.1. Non-resident cards are valid for one year from the date of payment, regardless of the date of issue.
- 5.2.6.2. Renewal of a card follows the same procedure as for a new card.
- 5.2.6.3. A Library card may be invalidated by the St. Clair County Library District at any time if the patron does not return overdue materials, does not pay outstanding

fines, does not abide by other Library policies, or habitually abuses Library policies.

- 5.2.6.4. A resident card becomes invalid if the cardholder moves outside the Library District unless the individual still owns property inside the county limits.

5.3. CIRCULATION OF MATERIALS

5.3.1. General Circulation Guidelines

- 5.3.1.1. A patron must present his or her card at the circulation desk at the time of checkout.
- 5.3.1.2. Items limited to in-house use, such as reference books, microforms, bound periodicals, current issue periodicals, reserved books, local history materials, and other so designated, do not circulate and may not be checked out for any reason.
- 5.3.1.3. All materials, with the exception of items on hold, may be renewed three times for the same period as the initial checkout.
- 5.3.1.4. Library users will not be allowed to check out materials if they:
 - 5.3.1.4.1. Owe \$5.00 or more in unpaid fines or charges. If fines or charges are on a child's card, this block includes the parent/guardian who is responsible for the child as well as all other minors for whom the parent/guardian has signed responsibility. This also blocks all children's accounts if the parent or guardian is blocked.
 - 5.3.1.4.2. Have unpaid fines or charges three months old or older.
- 5.3.1.5. A parent may use a child's card in the child's absence to check out Children's Department materials only. A child's card may not be used in the child's absence to check out Adult Department materials.

5.3.2. Interlibrary Loan

- 5.3.2.1. Interlibrary loan (ILL) periods are determined by the lending library. Items loaned by another library on the condition that they be used under supervision may not be checked out.
- 5.3.2.2. ILL records are kept and requests for ILLs are made at the circulation desk. ILL items are picked up, paid for, checked out, and returned at the circulation desk.

5.3.3. Requests for Holds

- 5.3.3.1. Each patron may place up to ten holds for items that are checked out or otherwise unavailable.

- 5.3.3.2. All materials on hold for patrons will be kept at the circulation desk. Materials held by some means other than a system-placed hold must be marked with the patron name and the date of hold expiration.

5.3.4. Return of Materials

- 5.3.4.1. All materials except ILL materials may be returned at the circulation desk, by mail, or in the book drop.
- 5.3.4.2. ILL materials must be returned to the circulation desk or in the book drop.

5.3.5. Recall of Materials

- 5.3.5.1. All overdue materials on which holds have been placed will be recalled. A recall notice will be generated for such items on a schedule determined administratively.

5.4. OVERDUE LIBRARY MATERIALS

5.4.1. Overdue Guidelines

- 5.4.1.1. The Library has no obligation to remind patrons to return materials. The Library sends reminder notices or calls as a courtesy to patrons.
- 5.4.1.2. All materials are due on the due date. There is no grace period except for items due on dates the Library is closed. All such materials are due the following day.
- 5.4.1.3. It is the patron's responsibility to call or come in to renew items.
- 5.4.1.4. Items may only be renewed three times.

5.4.2. Fines

- 5.4.2.1. The fine structure is set administratively.
- 5.4.2.2. Overdue items returned in the book drop after hours but before 8:00 a.m. will be assessed a fine based on the last operating day.

5.4.3. Charges for Lost Items

- 5.4.3.1. Charges for lost items are set administratively.

5.4.4. Refunds

- 5.4.4.1. The Library will issue a receipt for each lost item paid for. If the item is found within six months of being declared lost and if the item is in acceptable condition, the patron may request a refund upon presenting the item to the circulation desk.

5.4.4.2. The processing fee is non-refundable.

5.4.4.3. No refunds for any charges will be issued to patrons whose overdue materials have been submitted for collection to either a collection agency or Municipal Court. If a patron submitted to a collection agency or Municipal Court pays for unreturned materials and then at a later date returns the materials, the Library will not issue a refund.

5.4.4.4. Refunds will be issued from fine receipts when cash is available. It may take several days for a patron to receive a refund. Refunds will be made in cash only, and must be picked up at the circulation desk. Unclaimed refunds will be forfeited three months after the item's return.

5.4.5. Attempt to Collect

5.4.5.1. A notice for all items overdue will be mailed or the patron will be called as a reminder after two weeks, and again at four and eight weeks. At five months overdue, patrons will receive a final notice by the Library with certified mail to collect items. A charge of five dollars will be added to the patron's account for cost of postage.

5.4.5.2. If all attempts by the Library fail to recover overdue items, the account will be sent to the prosecuting attorney for final collection by six months.

REFERENCE SERVICES

6.1. OBJECTIVES

It is the goal of the Library to answer to the best of its ability all reference questions asked by patrons, including telephone and e-mailed questions, or to refer the patron to another agency or institution that could provide the answer. The Library acknowledges that there are questions that cannot be answered regardless of the resources available, but we will attempt to locate information in reference to any reasonable request. It is the goal of the Library to answer all questions completely, quickly, and courteously.

6.2. REFERENCE MATERIALS

- 6.2.1. Reference materials include all materials not in the adult circulation collections or in the Children's Department. These materials include but are not limited to: the reference book collection; fix-it; business reference; ready reference; atlases; local history and genealogy; phone books; career and college materials; on-line and CD-ROM databases; microfilm and microfiche; periodicals and dictionaries.
- 6.2.2. Reference books and materials are not available for loan under any circumstances.
- 6.2.3. A complete inventory of the reference collection will be taken every year as part of the regular automated inventory.

6.3. REFERENCE SERVICE

- 6.3.1. Library staff members are not allowed to offer medical, legal, or financial advice. This includes the interpretation of materials for the patron. However, the staff should make every effort to provide materials that are suitable for each patron's educational background and level of comprehension.
- 6.3.2. Staff members may assist students in locating information needed for school assignments but cannot assist the student in completing school assignments or homework.
- 6.3.3. Library Staff may not advise or help with any tax question. Staff may not fill out patrons' taxes online. Staff may provide patron with forms free or at printing cost. Staff may also direct them to professional help or institutes.

6.4. INTERLIBRARY LOAN FROM OTHER LIBRARIES

- 6.4.1. Interlibrary loan requests must be submitted in person.
- 6.4.2. ILL requests are accepted only from St. Clair County Library cardholders. Before accepting an ILL request, staff must ensure that the patron has a library card that is in good standing.
- 6.4.3. ILL patrons should provide both an address and e-mail address or phone number at which they can be reached.

- 6.4.4. Each patron requesting any item that must be returned to the lending library is charged a fixed fee for postage and handling. This fee is set annually and is dependent on postal rates. Any charges assessed by the lending library are also paid by the patron.
- 6.4.5. Patrons requesting a photocopy pay the charges assessed by the lending library.
- 6.4.6. The fines structure for overdue interlibrary loans is set administratively.

6.5. INTERLIBRARY LOAN TO OTHER LIBRARIES

- 6.5.1. The Library does not loan new fiction or nonfiction (items published within the last year) or older items in which there is great current interest.
- 6.5.2. The Library does not loan reference books, complete issues of periodicals, local history or genealogy materials, computer software, maps, or easily damaged materials. At the discretion of the Library Director, the Library may loan reference materials to another library for its staff use in-house.
- 6.5.3. The loan period for books is one month from the day the items are shipped. Overdue notices are sent on the same schedule as for materials in regular circulation to Library patrons.
- 6.5.4. Requests loans are accepted on Interlibrary Loan Request forms, or by fax. Phone requests are not accepted.
- 6.5.5. The Library does not charge postage to a borrowing library unless the borrowing library is not part of a reciprocal borrowing group. The Library charges a set fee for borrowing libraries outside any reciprocal agreement. The fee is set administratively.

6.6. FAX SERVICES

Fax service is made available to Library patrons for both transmission and receipt of documents. A fixed fee per page is set annually. Staff will fax materials for patrons; patrons are not allowed to use the fax machine.

6.7. COPIERS AND OTHER EQUIPMENT

- 6.7.1. The Library staff will make black and white or color photocopies for patrons. Patrons may also make copies on the microform copier or print from computers for a fee.
- 6.7.2. A fax machine is available for both sending and receiving faxes. Fax machines may be operated by Library personnel only. Faxes sent to toll free numbers are free of charge. Any copies that have to be made before faxing, such as copying a fragile document to ensure it is not torn by the fax machine will be added to the cost of faxing. After faxing, a confirmation sheet will print out showing that the fax has gone through. Received faxes are the cost of black and white printing per sheet and need to be picked up promptly

6.8. EXAMINATION PROCTORING

- 6.8.1. The Library will proctor examinations for individuals, subject to the availability of authorized staff and resources, and with the approval of the Library Director.
- 6.8.2. Examinations must occur during the hours the Library is open to the public.
- 6.8.3. It is the responsibility of the student taking the examination to ensure that all requirements for the examination can be met and that the examination is received by the Library before the scheduled examination time.
- 6.8.4. Examination times are scheduled by the student with the Library Director.
- 6.8.5. Subject to availability, a quiet room will be provided where the student may take the examination. The Library does not guarantee that the students will be under continuous observation during the examination.
- 6.8.6. Cost of mailing in exam and print cost of materials is the responsibility of the student.

CHILDREN'S SERVICES

7.1. DEPARTMENTAL GOALS AND PRINCIPLES OF SERVICE

7.1.1. *The objectives of the Children's Area are: to introduce as many children as possible to the public library environment in order to create lifetime readers and library users; to provide children with access to current information and quality literature; and to provide complete and accurate answers to reference questions to all patrons of the Library.*

7.1.2. *The Children's Area is open during all Library hours.*

7.2. GENERAL RULES

7.2.1. *All children under age 9 must be supervised by an adult, parent, or guardian age 16 or older at all times.*

7.2.2. *Children who cannot read are not allowed to use the catalog terminal but are encouraged to use the public computers under adult supervision.*

7.3. CHILDREN'S MATERIALS

7.3.1. *The Children's Areas provide juvenile materials suitable for children in a variety of formats and in sufficient number to meet the current and anticipated needs of the community.*

7.3.2. *A variety of award books, such as Show-Me Readers and Mark Twain Award Nominees, are available for checkout from the Children's Areas, as well as classics and other notable books.*

7.3.3. *Materials specifically for children and all other materials in the Library are available to all children at all times that the Library is open. Parents or legal guardians are solely responsible for supervising or limiting their children's access to library materials.*

7.3.4. *Children's materials not available locally are accessible through interlibrary loan.*

7.4. STORYTIMES FOR THE GENERAL PUBLIC

7.4.1. *Daytime storytime sessions are regularly scheduled for the general public.*

7.4.2. *Storytime sessions are developed for pre-school children of different ages.*

7.4.3. *An adult must accompany and remain with children attending storytime. If a child engages in disruptive behavior during the storytime, the adult must remove the child from the storytime session and must also remove any other children in his or her care from the session. Unaccompanied children may not stay in a storytime session.*

7.5. TOURS AND CHILDREN'S GROUPS

- 7.5.1. All tours of the Library must be scheduled in advance. Children's group tours should be scheduled as far in advance as possible.*
- 7.5.2. Children's groups visiting the Library in study or reading groups should call ahead if possible.*
- 7.5.3. The Library reserves the right to refuse a tour because of inadequate notification or the unavailability of a time slot for a tour.*
- 7.5.4. Any children's group in the Library must be attended by an adult, whether the group is attending a scheduled program or engaged in a reading or study session.*
- 7.5.5. At least one adult must stay with the group during storytime sessions. At least two adults must stay with the group if there are sixteen or more children attending the session.*

TECHNICAL SERVICES

8.1. DEPARTMENTAL GOALS

The purpose of Technical Services Employees is to make all library materials easily accessible to users, other departments, and other libraries. The Technical Services Employee is responsible for providing access to materials in many formats in the library. The Technical Service workers catalog, classify and process book and non-book formats promptly and efficiently and maintain the bibliographic, holdings, and authority records in the Dynix database.

8.2. CATALOGING POLICIES AND STANDARDS

8.2.1. *Materials are cataloged using the most current edition of the national standards accepted by the State of Missouri. These standards include the most current editions of:*

8.2.1.1. AACRII

8.2.1.2. Library of Congress Headings, Guidelines for Subject Access to Individual Works of Fiction, Drama, Etc.

8.2.1.3. Dewey Decimal System

8.2.1.4. MARC documentation manuals

8.2.1.5. Cataloging Service Bulletin

8.2.2. *Technical Services uses BookWhere, a Z39.50 software program for accessing the Library of Congress database and other large library databases, for the purpose of acquiring bibliographic and/or authority records in MARC format. Records in MARC format are machine-readable bibliographic descriptions of items. MARC records can be loaded into the Library's database through text-based Dynix or Cataloging for Windows. Original cataloging is provided for items for which records cannot be found.*

8.2.3. *The Library contributes bibliographic records to a statewide union catalog as requested by the Missouri State Library.*

8.2.4. *The Technical Services staff is responsible for maintaining the integrity of the Library's database.*

8.2.4.1. Holdings of withdrawn and lost items are deleted in a timely manner.

8.2.4.2. Full MARC authorities that are loaded into the database automatically create "see" and "see also" references.

8.2.4.3. Reports are generated through the Library's automation system to aid in database cleanup.

8.2.4.4. Public service staff are informed of current trends or changes in classification, cataloging, and subject headings.

8.2.4.5. Staff members are encouraged to report errors or omissions in the bibliographic records to the Cataloging Staff member so that these errors or omissions may be corrected.

8.2.5. *The staff is well-trained and knowledgeable about cataloging and the ways in which the public uses the online catalog and library materials. A procedures manual is maintained to help ensure that items are cataloged and processed in a consistent manner.*

8.2.5.1. Materials are processed and made available to the public in a timely manner.

8.2.5.2. Items in demand by the public or library staff are given priority.

8.2.5.3. Materials are processed and labeled clearly and accurately.

8.2.5.4. Materials are maintained through an ongoing program of mending, rebinding, or replacement.

8.3. INTERNET ACCESS AGREEMENT

All patrons must sign a computer use agreement. If patron is 17 years and younger a parent or guardian must also sign the computer use agreement.

COMPUTER USE BY THE PUBLIC

9.1. GENERAL POLICIES AND PROCEDURES

9.1.1. Internet Access

- 9.1.1.1. The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is germane to the Library's mission.
- 9.1.1.2. The Internet is an unregulated medium. It provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Library will identify on its web site specific Internet sites that have potential interest for Library users, but the Library cannot control a user's access to other Internet resources.

9.1.2. Responsibilities of Library Staff and Users

- 9.1.2.1. The Library will regulate a user's Internet use for length of time in order to ensure equal opportunity of access for everyone and may monitor for abuse of acceptable use. The user, or the parent of a minor, is responsible for his or her Internet session at all times.
- 9.1.2.2. The Library reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.
- 9.1.2.3. As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not Library staff, to determine and monitor their minor children's use of the Internet. (Minors are defined in this policy as those under the age of 18 years.) Parents are responsible for their minor children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's Internet access are encouraged to register their children for non-Internet use cards.

9.1.3. Disclaimers

- 9.1.3.1. While the Library endeavors to provide access to information of the highest quality, the Library cannot guarantee the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.
- 9.1.3.2. The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.

- 9.1.3.3. The Library, having installed and enforced the operation of filtering software in compliance with the Children’s Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.
- 9.1.3.4. Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to users’ disks or computers or for any loss of data, damage or liability that may occur from use of the Library’s computers.

9.1.4. Unacceptable Uses of Computers

- 9.1.4.1. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - 9.1.4.1.1. Uses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing message; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - 9.1.4.1.2. Uses that cause harm to others or damage to their property: engaging in defamation (harming another’s reputation by lies); uploading a worm, virus, “Trojan horse,” “time bomb” or other harmful form of programming or vandalism; participating in “hacking” activities or any form of unauthorized access to other computers, networks, or information systems.
 - 9.1.4.1.3. Uses that jeopardize the security of access of the computer network or other networks on the Internet. Disclosing or sharing the user’s password with others; impersonating another user; using one’s own software programs on the Library’s computers; altering the Library’s computer settings; damaging or modifying computer equipment or software.
 - 9.1.4.1.4. Uses that compromise the safety and security of minors when using e-mail and other forms of direct electronic communications. Minors under age 18 should not give others private information about themselves or others, including credit card numbers and social security numbers or arrange a face-to-face meeting with someone the minor has “met” on the computer network or Internet without a parent’s permission.

9.1.5. Technology Protection Measures

- 9.1.5.1. The Library has installed filtering software on all Library computers designated for Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography (according to Missouri State Statute 573.010), or (3) harmful to minors. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals in a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- 9.1.5.2. Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Filters often block access to sites that users would consider both inoffensive and useful.
- 9.1.5.3. Users who do not find what they need are encouraged to ask a Library staff member for help. Technology protection measures may be disabled by a Library staff member, as necessary, for bona fide research or other lawful purposes by people aged 18 and older.

9.1.6. Response to Violations

- 9.1.6.1. The user’s access to the Library’s computer network and Internet is a privilege, not a right. A user violates this policy if he or she permits another to use his or her account to access the computer network and Internet or by other actions enumerated above. Failure to comply with this policy and its procedures will result in the forfeiture of the user’s right to access these computers.
- 9.1.6.2. Failure to observe time limits posted in the Library or the misuse or abuse of Library equipment may result in the loss of computer privileges and may result in the loss of other Library privileges.

9.2. PUBLIC ACCESS TO COMPUTER RESOURCES

9.2.1. Eligibility

- 9.2.1.1. All patrons wishing to use the computer lab must sign a computer use agreement.

- 9.2.1.2. Patrons age seventeen and under are required to have a consent form signed by a parent or guardian before they are permitted to use the Internet.
- 9.2.1.3. In order to use the Internet without close parent/guardian supervision; children must be able to read.
- 9.2.1.4. In order to use the Internet computers, library cards must not have an excess amount of fines, lost or claims returned items as set by circulation policies.

9.2.2. Usage rules for Library PCs

- 9.2.2.1. Patrons who have difficulty in using the computer or Internet may receive limited help from Library staff, depending on staff time availability. In general, Library staff cannot provide instruction in the use of either computers or the Internet but will refer patrons to library materials and/or locally offered classes.
- 9.2.2.2. Patrons may use their personal flash drives and disks on the Library's devices. An external disc drive is available at the circulation desk upon request for in-house usage. (*Revised 06-26-2025*)
- 9.2.2.3. Two people may sit together at a computer if they do not disturb others and if no one is at the adjacent computer.
- 9.2.2.4. Patrons are not allowed to turn off or shut down the computers.

9.2.3. Usage rules for personal PCs

- 9.2.3.1. Patrons may use personal laptop computers in the Library and may plug them into available electrical outlets. Cords must not pose a safety hazard.
- 9.2.3.2. Patrons may use a Library telephone line to connect to their own Internet service provider, but only if they show valid proof that the number they dial is a toll free one.
- 9.2.3.3. Patrons may not connect their personal computers to the Library's network or Internet connection in any manner.
- 9.2.3.4. The Library is in no way responsible for any damages to personal computers during their use at the Library.

PUBLIC AREAS

10.1. MEETING ROOM

- 10.1.1. The St. Clair County Library's meeting room is available for use on a reserved-only basis to non-profit organizations, government agencies, and groups engaged in educational, civic, cultural, and intellectual activities. There is no charge for the use of the meeting room. The scheduling of library activities in the meeting room will take priority over the scheduling of meetings for outside groups or organizations. Reservations are to be made through the front desk no more than four weeks in advance and promptly written on the current calendar of events. Meetings can be held only during the Library's open hours.*
- 10.1.2. Meeting rooms are available to qualifying groups on an equitable basis. Qualifying groups can reserve room if space is available. When a group is permitted to use a Library meeting room, that does not in any way constitute an endorsement by the Library of the group's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used, explicit or implicitly, in advertising meetings held in the Library meeting room. Neither the name nor address of the Library may be used as the official address or headquarters of any organization that uses a Library meeting room. The St. Clair County Library will make no effort to censor or amend the content of a meeting.*
- 10.1.3. The Library Director will review all requests for the meeting room use and determine eligibility prior to granting approval. The St. Clair County Library Board of Trustees will be the final authority in granting or refusing permission to use the Library's meeting room. Only the St. Clair County Library Board of Trustees may approve appeals for exceptions to the policies stated in this document.*
- 10.1.4. Smoking, alcoholic beverages, and illegal drugs are prohibited in the Library meeting room. Refreshments may be served inside meeting room only; they may not be taken out onto the carpeted area.*
- 10.1.5. The Library staff is unable to provide childcare services or facilities for supervision of the children of persons attending meetings in Library meeting rooms.*
- 10.1.6. Tables and chairs will be provided in a general room arrangement. The Library will not provide special set-up or arrangements.*
- 10.1.7. Each group must register at least once annually by completing a meeting room application form. The signing of this application form implies the group's intent to comply with this policy and the procedures regarding the use of the Library meeting room. Additionally, groups may be asked to provide updated information throughout the year. Any group that publicizes their event that will be held within the Library's meeting space must also affix age-appropriate designation on any publication, website, or advertisement for such event or presentation. This is also the policy for all Library sponsored events. This policy is required by 15 CSR 30-200.015.*
- 10.1.8. Groups and individuals using the Library meeting room are responsible for basic cleanup and returning the room to order. Any equipment or displays brought in for a meeting*

must be removed at the end of the meeting. The Library is not responsible for lost or stolen items. Damages to the premises, equipment, or furnishings as a result of meeting room use will be charged to the group responsible. Fees for excessive cleanup may also be charged. The group or organization and its members, jointly and severally, will assume and bear full responsibility for loss of, injury, or damage to any property of the St. Clair County Library caused or inflicted by the organization, its members, affiliated persons, guests, or invitees.

10.1.9. Failure to comply with this policy and the accompanying procedures for our facility may result in denial of future use of the Library meeting rooms, financial liability for damages, and/or immediate removal from the meeting rooms.

10.2. PUBLIC FORUM AREAS

As part of its information mission and as a public service, the Library may allow for distribution of free handouts, flyers or publications provided such distribution does not negatively impact the appearance of the Library's public areas.

10.2.1. Bulletin Board

- 10.2.1.1. The Library may post information on the Community Bulletin Board on a space available basis.
- 10.2.1.2. Posted material must describe community groups, organizations or events that are non-profit, open to the general public, and intended to educate, enrich or inform.
- 10.2.1.3. Posting of notices or distribution of materials at the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.
- 10.2.1.4. The Library assumes no responsibility for any inappropriate use of posted information.

10.2.2. Glass Case

- 10.2.2.1 Patrons are encouraged to contact the Director concerning useful displays to be loaned to the library.
- 10.2.2.2 The library is not responsible for any damaged, lost or stolen items loaned for the glass case.
- 10.2.2.3 Displays are by Director discretion and approval.

10.2.3. Library Displays

- 10.2.3.1 Displays in children and teen areas will consist of materials for children and teens. Spine labels will be used in classifying display content levels.

ETHICS POLICIES

11.1. CODE OF ETHICS – PUBLIC DISCLOSURE

11.1.1. Declaration of Policy

The proper and ethical operation of the St. Clair County Library requires that officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the Library District's operation. In recognition of these goals, there is hereby established a policy for disclosure by certain officials and employees of private financial or other interests in matters affecting the Library District.

11.1.2. Conflicts of Interest

Members of the Board of Trustees having a substantial personal or private interest, as defined by state law, in any policy or decision made by the Board shall disclose within the Board minutes the nature of the member's interest and shall be disqualified from voting on any matters relating to this interest.

11.2. CODE OF ETHICS – POLITICAL ACTIVITY

Because libraries are public information utilities, it is incumbent on professional library directors to operate within a politically neutral environment. Library directors should not as a matter of professional ethics become actively involved in political campaigns of candidates for offices, which have influence over appointments to trustees. Directors and other library staff should not become involved in political campaigns, which may leave them compromised in their ability to work professionally with the community or in their public role as a neutral, unbiased source of information.

11.3. CODE OF ETHICS – ADMINISTRATORS

11.3.1..Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all our public activities in order to inspire public confidence and trust in public institutions.

11.3.2. Serve in such a way that we do not realize undue personal gain from the performance of our official duties.

11.3.3. Avoid any interest or activity that is in conflict with the conduct of our official duties.

11.3.4. Support, implement, and promote merit employment and programs of affirmative action to assure equal employment opportunity by our recruitment, selection, and advancement of qualified persons from all elements of society.

- 11.3.5. Eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds, and support colleagues if they are in difficulty because of responsible efforts to correct such discrimination, fraud, mismanagement or abuse.
- 11.3.6. Serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.
- 11.3.7. Strive for personal professional excellence and encourage the professional development of our associates and those seeking to enter the field of public administration.
- 11.3.8. Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion.
- 11.3.9. Respect and protect the privileged information to which we have access in the course of official duties.
- 11.3.10. Exercise whatever discretionary authority we have under law to promote the public interest.
- 11.3.11. Accept as a personal duty the responsibility to keep up to date on emerging issues and to administer the public's business with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 11.3.12. Respect, support, study and when necessary, work to improve federal and state constitutions and other laws that define the relationship among public agencies, employees, clients, and all citizens.

11.4. CODE OF ETHICS – TRUSTEES

- 11.4.1. Trustees must promote a high level of library service while observing ethical standards.
- 11.4.2. Trustees must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
- 11.4.3. It is incumbent upon any trustee to disqualify him or herself immediately whenever the appearance of a conflict of interest exists.
- 11.4.4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institutions, acknowledging the formal positions of the Board even if they personally disagree.
- 11.4.5. A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- 11.4.6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- 11.4.7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

11.5. CODE OF ETHICS – LIBRARIANS

- 11.5.1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skilled, accurate, unbiased, and courteous responses to all requests for assistance.*
- 11.5.2. Librarians must resist all efforts by groups or individuals to censor library materials.*
- 11.5.3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.*
- 11.5.4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.*
- 11.5.5. Librarians must distinguish clearly in their actions and statement between their personal philosophies and attitudes and those of an institution or professional body.*
- 11.5.6. Librarians must avoid situations in which personal interest might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.*

11.6. CODE OF ETHICS – CONTEST

- 11.6.1. The Library Board of Trustees, Library Director, or any employee, immediate family member, or individual living in their homes shall not win grand prizes offered by the Library.
- 11.6.2. Library Board of Trustees may separately purchase a prize for children of employees, Director, or Trustees for great accomplishments in a contest.

SAFETY & EMERGENCY - PROCEDURES & POLICIES

12.1. GENERAL EVACUATION PROCEDURES

12.1.1. Upon notification of a fire or bomb threat and the necessity to evacuate the building, these are the procedures for all Library departments:

12.1.1.1. Establish an in-office procedure for securing cash or other items that should be secured in the absence of staff.

12.1.1.2. Take purses, if readily available. Do not delay to find them or go back to get them.

12.1.1.3. Direct patrons to nearest exit or an alternative exit as specified by the Director.

12.1.1.4. Elderly and disabled patrons should be escorted to the nearest exit or directed alternative exit.

12.1.1.5. Walk quickly—do not run—to the nearest exit or directed alternative exit.

12.1.1.6. All personnel and patrons will report to a designated area away from the building.

12.2. TORNADO PROCEDURES

12.2.1. There is a weather alert radio at the Circulation Desk. It is set to sound an alert if the Weather Service issues a storm watch.

12.2.2. A “tornado watch” alert means that conditions are favorable for the development of tornado activity. A “tornado warning” means that a tornado has been sighted.

12.2.3. When a tornado watch is announced, staff will make all reasonable efforts to inform patrons in the building of the watch. No other measures will be taken in response to a tornado watch.

12.2.4. In the event of a tornado warning, the weather radio alert sounds. The staff will direct patrons to tornado safety areas. No one will be allowed to remain in any other part of the building during a tornado warning. After assuring that all patrons are in the tornado safety areas, all Library employees must also stay in the tornado safety areas except for those designated by the Library Director to remain in contact with emergency service authorities.

12.2.5. Employees will be responsible for making sure all other employees are accounted for.

12.2.6. If time does not permit movement to the tornado safety areas, employees and patrons are to get under desks or tables or get against permanent walls and protect their head and chest until wind subsides.

- 12.2.7. Patrons who wish to leave the building during a tornado warning may do so. The Library has no authority to prevent patrons from leaving the building although staff members should warn these patrons of the advisability of remaining in a safe area. If the Library's closing time occurs during a tornado warning, patrons are welcome to remain until the all clear is sounded. Staff may elect to leave if they wish, except for the senior staff member on duty, who is required to remain until all patrons have left or the all-clear sounds.
- 12.2.8. Normal library operations will resume when the all clear is sounded. There is no sounding of sirens for the all clear. The Library will be notified when storms have passed and it is safe to resume normal operations.

12.3 BOMB THREATS

12.3.1. Introduction and Purpose

The St. Clair County Library is considered at risk to bomb threats but is judged to be at no greater risk than other jurisdictions with a similar purpose or demographics. Since this risk factor cannot be fully mitigated, plans must be developed to deal with the risk and people must be trained to respond to any such risk.

12.3.2. Responsibility

- 12.3.2.1. It will be the responsibility of the Library Director to ensure employees are properly trained in bomb threat procedures.
- 12.3.2.2. A new employee of the Library will receive an orientation of the bomb threat procedures from the Director within the first week of employment. The orientation will address to following areas as a minimum:
 - 12.3.2.2.1. Filling out the bomb threat check list card.
 - 12.3.2.2.2. Who to contact after receipt of a bomb threat call.
 - 12.3.2.2.3. Search procedures.
 - 12.3.2.2.4. Evacuation procedures.

12.3.3. Bomb Threat Scenarios

- 12.3.3.1. The possibility of two types of bombing scenarios—terrorist bombing and bomb threat.
- 12.3.3.2. Terrorist Bombing: Typically, no warning or advance notification is given. The bomber places an explosive or incendiary device and it explodes, creating havoc and mayhem to everything in the area. In an effort to help safeguard against such actions, employees should report any suspicious situation or circumstance,

no matter how insignificant it may seem, to the Director. The Director must respond to these notifications by at least checking them out and, if circumstances warrant, contacting law enforcement personnel. Library personnel should not take any action except notification.

12.3.4. Bomb Threat: There are only two reasonable explanations for bomb threats.

12.3.4.1. The caller has definite knowledge that an explosive device has been placed and wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.

12.3.4.2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, possibly result in a disruption of normal activities for the facility where the device has purportedly been placed. The caller may have a political, economic, or social agenda. An important consolation regarding bomb threats is that the vast majority are hoaxes. However, it is impossible to know immediately whether a bomb threat is real.

12.3.5. If a Written Threat is Received:

12.3.5.1. Save all materials.

12.3.5.2. Protect evidence.

12.3.5.3. Notify Director and immediately contact the St. Clair Co. Sheriff Office at 646-2252 or the Emergency Communications Center at 9-1-1.

12.3.6. If a Threat is Received by Telephone:

12.3.6.1. Do not panic. The goal of the caller is to create panic.

12.3.6.2. Utilize the Bomb Threat Card placed near your phone. Information obtained by the call recipient helps determine the validity of a threat. In most hoax calls, the caller is vague and general in his or her answers. Conversely, if the caller is specific and detailed in his or her answers, the chances are greater that the threat is real.

12.3.6.3. Listen carefully. Note if possible the exact words spoken, sex of the caller, approximate age, speech (slang, accent, impediment,) behavior (calm, nervous, scared,) background noises, etc.

12.3.6.4. At the conclusion of the call, the recipient should immediately dial 9-1-1 and report the threat.

12.3.6.5. The Communications Center will notify the Police and Fire Departments of the threat.

12.3.6.6. If warranted, the Library should be evacuated immediately according to the evacuation procedure outlined in this policy.

12.3.7. Threat Evaluation.

12.3.7.1. It is the responsibility of the St Clair County Fire/Police Department to determine the degree of validity of the threat based on information received from the caller.

12.3.7.2. It is the responsibility of the St Clair County Fire/Police Department to determine the method of response, either Overt (Total Response) or Covert (Controlled Response.)

12.3.8. Covert Response. If the caller states that the bomb is not set to detonate for a while and gives only non-descriptive information a search of the facility may be initiated prior to the issuance of an evacuation order. Search procedures will be as follows:

12.3.8.1. Locate and remove personal items; by removing person items, employees limit the number of suspect items.

12.3.8.2. Pair up for search. Searchers should listen carefully for any unusual noises, such as ticking or humming.

12.3.8.3. Select height level for search—first level floor to desktop, second level desktop to ceiling. Searchers should never disturb or look above ceiling tiles.

12.3.8.4. Do not close doors or windows or disturb anything.

12.3.8.5. Note suspect devices—anything that does not belong, such as a briefcase, lunch box, backpack, sewing box, thermos, camera case, etc.

12.3.8.6. If a suspected device is found, do not touch it. It is imperative that searchers understand their purpose is only to search for and report suspicious objects. The removal/disarming of an explosive device must be the responsibility of professionals in explosive ordnance disposal.

12.3.9. Overt Response. If a descriptive bomb threat is received and/or if there is little or no time available to search, the St. Clair County Fire Department may issue an evacuation order.

12.4. FIRE ALARM PROCEDURES

Fire alarms must be treated with the utmost seriousness. All Library staff are responsible for knowing departmental and individual responsibilities in the case of a fire alarm. Director or senior staff member is responsible to check to make sure that everyone has been evacuated out of the building. Director or senior staff member will give direction to staff as needed.

12.5. COMPUTER VIRUS PROCEDURES

First, as a warning: Never open an attachment you receive via e-mail that you are not specifically expecting. If you receive an attachment from a trusted source, it still might be a virus sent unbeknownst to your correspondent via his or her address book. If you receive an unexpected attachment from a trusted source, either delete the attachment without opening it or contact the sender to verify that the individual has intentionally sent an attachment and can assure you that it is a valid file.

12.5.1. If a computer virus is detected on a computer (or activity that causes you to suspect one occurs), follow the following steps and always immediately document what happened, including any error messages. Immediately call the Library Director.

12.5.1.1..Be as specific as possible. If error messages come up, write them down. If random messages are displayed, write them down. Note any apparent sequences of events.

12.5.1.2. Write down how you became aware of the problem (i.e., when booting, after loading a particular application, while reading e-mail, etc.)

12.5.1.3. If any floppies or other removable media are in use, isolate them for inspection. Do not use them until cleared.

12.5.1.4. Power off the workstation by hitting the OFF button and holding for several seconds. Do not attempt a normal shutdown procedure.

12.5.1.5. Do not log onto the network until the problem is corrected. Viruses can spread through a network very quickly and cause many more problems.

12.5.1.6. Notify the Library Director as soon as possible. If he or she is unavailable, leave the computer off until it has been cleared for action.

MISCELLANEOUS POLICIES

13.1. LIBRARY TECHNOLOGY

13.1.1. Mission Statement

The St. Clair County Library Board of Trustees and staff recognize the impact of technology, specifically electronic communication and information, upon the lives of the St. Clair County community. The Library strives to provide access to, to provide instruction in the use of, to identify, to retrieve, and to organize technology in its various formats. In fulfilling its mission, the St. Clair County Library fully supports the principle of freedom of expression and the public's right to know. The Library will foster an atmosphere of free inquiry and provide information without bias or discrimination.

13.1.2. Background Statement

In the mid-1980s, the Library was totally print-oriented, and the only automated process was a computer link to the regional interlibrary loan network. Now virtually all library processes are fully automated, the Library has a website with access to the catalog, and the Library provides Internet access to the public. The Library's automation system provides an integrated program for managing circulation, cataloging, acquisitions, serials control, and the public catalog. Most workstations in the building are connected to the Local Area Network. Administrative functions are managed with Microsoft Office.

13.1.3. Technology Plan

In order to provide a high standard of public service, the St. Clair County Library must offer a wide range of electronic services to supplement traditional print and non-print services. The Library will: use technology to provide the most appropriate information delivery system and to control costs and improve the efficiency of library operations; maintain flexibility to adopt new and changing technology to meet the public's needs; evaluate emerging technology for effective responsiveness to the public's needs; and train staff and educate the public on how to use technology to retrieve the information needed.

13.1.3.1. Goal for Public Service: The Library will be the most comprehensive source of information for the community.

13.1.3.2 Goals for Technical Service and Systems Support:

13.1.3.2.1. The Library will improve electronic access to all its collections.

13.1.3.2.2. The Library will search for, evaluate, and invest in new technology and technological improvements to existing systems.

13.1.3.2.3. Goal for Administration and Management: The Library will use technology to manage operations effectively, efficiently, and in the most cost-beneficial manner possible.

13.1.4. Training

13.1.4.1. Training in library technology is of critical importance to the Board and to the Library staff. While it is standard practice for Library administrative staff and department heads to attend conferences, seminars, and workshops offering technological training, the Library has made a concerted effort to offer training, both in-house and off-site, to all library staff. The only limitations to training opportunities for all staff are financial, but by creative use of in-house expertise, video conferences, and other low-cost options, the Library stretches its training budget to the utmost.

13.1.4.2. All staff are trained in the use of the library automation software. In addition to their introductory training, which includes the basics of data entry and searching, all other staff receive intensive training in the module(s) with which they work every day. All staff members affected by software changes receive training in software enhancements following each new release.

13.1.5. Maintenance Contracts

13.1.5.1. The Library budgets annually for comprehensive maintenance contracts with the automation vendor for both the software and the central system hardware.

13.1.5.2. The Library budgets for the MOREnet connection, which includes the cost of the dedicated line.

13.1.5.3. Computer and peripheral maintenance is not a contractual line item but is budgeted under a separate repair and maintenance line item.

13.2. ACCESSIBILITY

13.2.1. The St. Clair County Library adheres to the Americans with Disabilities Act of 1990 that assures equal access to employment opportunities and access to all Library facilities, services, activities, and programs. The Library has completed a self-evaluation study and a compliance plan. Every attempt is made to accommodate the needs of persons with disabilities, and the Library welcomes input from persons with disabilities about ways the Library can more completely serve them. Questions about ADA compliance and complaints or suggestions about accessibility of Library facilities or programs should be addressed to the Library Director.

13.2.2. The Library provides forms for contacting the Wolfner Library, the Missouri State Library for the Blind and Handicapped. The Wolfner Library's collections are extensive; this federally-funded service is free to all handicapped Missouri Residents.

13.3. LITERACY

The St. Clair County Library supports area agencies and organizations that provide literacy training and adult basic education, including continuing education, life state/role training, career choice/planning, ESL and other adult education programs. The Library may assist in identifying resources useful in developing or implementing literacy activities and will cooperate with other agencies on a state or local level that are concerned with literacy and basic skills activities. The Library will not compete with other agencies for the limited funding directed specifically toward literacy programs.

13.4. FIREARMS AND OTHER WEAPONS IN THE BUILDING

- 13.4.1 Firearms and other weapons are not allowed in the Library building except by law enforcement personnel.*
- 13.4.2. No person who has been issued a concealed carry endorsement by the Missouri director of revenue under Section 571.094 RSMo or who has been issued a valid permit or endorsement to carry concealed firearms issued by another state or political subdivision of another state, shall, by authority of that endorsement or permit, be allowed to carry a concealed firearm or to openly carry a firearm in the Library building.*
- 13.4.3. Copies of this policy or signs shall be posted at each entrance of the Library building stating that carrying of firearms is prohibited.*
- 13.4.4. Any person violating this section may be denied entrance to the building or ordered to leave the building. Any Library employee violating this section may be disciplined. No other penalty shall be imposed for a violation of this section.*

13.5. VIOLENCE IN THE WORKPLACE

Threats, intimidation, harassment, assaults or acts of violence in the Library are inappropriate and unacceptable and will not be tolerated. Compliance with this policy is mandatory.

13.6. LIBRARY PROGRAMS

The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces customers and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Library Director manages programs with the assistance of the Library Programming Coordinator and designated staff.

The St. Clair County Library utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library agency, or off site. Any sales of products at Library programs must be approved by the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library Director.

The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit the *Request for Consideration Form*. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's *Collection Development Policy*.

APPENDIX A: COMMENT ON LIBRARY MATERIALS

St. Clair County Library District Request for Reconsideration of Materials

St. Clair County Library (SCCL) values the opinions of its community of users. SCCL card holders are free to express opinions or concerns about specific library materials, programs, and events. Please note that the presence of materials, programs, or events in the library collection does not indicate that SCCL endorses the content of the items, programs, or events. Materials are purchased and programs and events are vetted and implemented using standard evaluation methods.

The choice of library materials accessed by a library user is an individual matter. While a user may reject materials for personal use, one may not restrict access to those materials, or attendance to programs and events by other library users. Responsibility for library materials selected and accessed or programs and events attended by children and adolescents rests with their parents or legal guardians.

Procedures have been developed by SCCL to assure that requests for review of the presence or placement of materials, programs, or events in the SCCL collection are handled in an attentive, consistent, and timely manner. If you wish to request reconsideration of library materials or resources, please complete and return this form to Library Director, St. Clair County Library, 115 Chestnut Street, Osceola, MO 64776. Once a decision has been made, the requester will be notified in writing.

Confirm: are you a resident of the St. Clair County Library District? ☐ yes ☐ no

Date _____

Library Branch _____

Requester's Full Name _____

Requester's Library Card Number _____

Requester's Address _____

Street

City

Zip

Requester's Phone Number or Email Address _____

Material:

Book _____ Audiobook _____ Magazine _____ Newspaper _____
Music _____ Video _____ Program/Event _____ Display _____

Author/Program Presenter/Branch where display was created [please include the area of the library where the display is located]

Title of Item/Program or subject of display

Publisher (if applicable)

Date item was published, date when the Program took place, or date display was noted

St. Clair County Library

Have you read/viewed/listened to the entire item or program/event? Yes No Why or why not?

Why do you object to this item or program/event? (Please be specific and indicate page numbers for books, if applicable)

What action would you suggest be taken regarding the item or program/event/display in question?

Signature_____ Date_____

SCCL Policy:

Request for Reconsideration of Library Materials: The Library District selects and acquires a wide variety of materials for access by library patrons. The Library District seeks to provide information on all sides of every issue, including controversial issues. The Library District values opinions of patrons. If a patron objects, the patron may complete the Request for Reconsideration of Library Materials form, outlining concerns as concisely as possible. The Director will respond to the inquiry. If a patron is unsatisfied with the Director's response, the patron may appeal in writing to the Board of Trustees.

(We also have a collection development policy about how we select and remove books.)

Regarding children's access to materials, the library respects the right of parents and legal guardians to determine what is or is not appropriate for their own child. Parents and legal guardians are therefore responsible for monitoring card use and applying any restrictions they deem appropriate on their own child's access to library materials.

APPENDIX B: APPLICATION FOR MEETING ROOM

The Library meeting room is available for booking by organizations or groups in the St. Clair County Library service area. The meeting room is available at those times that the Library is open for service. The meeting room is available free of charge to individuals or non-profit organizations. The meeting room is available for a fee to commercial entities. The meeting room is not available for money raising or commercial purposes of selling or promoting items or services. For further details, please see the meeting room policy. Please do not plan to receive phone calls at the Library phone number during the meeting. There is no paging system in the Library. Smoking is prohibited by law in public meeting rooms. Any group that publicizes their event that will be held within the Library's meeting space must also affix age-appropriate designation on any publication, website, or advertisement for such event or presentation. This is also the policy for all Library sponsored events. This policy is required by 15 CSR 30-200.015.

APPLICATION FORM

(Must be filled out prior to day of meeting)

Date and Time of Application: _____

Name of Organization/Group: _____

Contact Person: _____ Phone: _____

Date and Hour of Meeting: _____

Probable Length: _____ Probable Attendance: _____

Nature of Meeting: _____

Purpose and Function of the Organization/Group: _____

I am applying for the use of the meeting room. I have noted the provisions for the use of the meeting room and agree to comply with them.

Signature of Applicant: _____

Address: _____ Phone: _____

Library Use Only

Application approved by: _____

Date: _____

APPENDIX C: CIRCULATION LIMITS

A. Circulation Periods (Revised November 14, 2006)

1. Books, audio books, and CDs: 14 days
2. VHSs and DVDs: 7 days.
3. Current magazines: in-house use only. Back issue: 7 days.

B. Limits on Circulation

1. No more than four items on a patron's initial use of a new card.
2. The following limitations apply to all subsequent card use:
 - a. No more than 4 DVD/VHSs per card.
 - b. No more than 40 items checked out total.
 - c. An item may be renewed no more than 3 times.

C. Block Status-No Items Checked Out or Renewed (Revised November 14, 2006)

1. Accounts with total overdue fines \$5.00 or higher will be blocked from all activity (e.g. borrowing items, downloading ebooks, public computer access).
2. Long over dues.
3. If responsible party or any minor under said responsible party are blocked; then all minors under responsible party along with the responsible party are blocked.
4. Any unpaid cost for damaged or lost item or items.

APPENDIX D: OVERDUE CHARGES AND FINES

A. Overdue Charges

Overdue notices will be sent by mail according to the following schedule:

1. First notice on the thirteenth day after the due date, except for videos, for which the first notice is sent on the sixth day after the due date.
2. Second notice one week after the first notice.
3. Notice of intent to submit for collection one week after the second notice.
4. Notice of unresolved charges (billing notice) is sent 51 days after the due date. When this notice is sent, the status of the item is changed to "Lost."
5. Patrons who do not resolve overdue materials within ten days of sending a notice of intent to submit for collection will be turned over to the prosecuting attorney.

B. Fine Schedule (Revised 7-8-2014)

The fine schedule is as follows:

1. A fine of \$0.10 per day is assessed on all overdue Library materials checked out on a library card, except in the case of VHSs, DVDs and Blu-rays, which will be charged \$0.50 per day.
2. A fine of up to \$1.00 per day is assessed on overdue interlibrary loan items.
3. Overdue items returned in the book drop after hours but before 8:00 a.m. will be assessed a fine based on the last operating day.
4. The replacement cost for lost items is \$10.00 or the cost of the item, which ever is higher.

APPENDIX E: ITEM COST

A. *Certified Mail (Revised 7-8-2014)*

A fee of \$7.50 will be charged for certified letter notification of patron's overdue account.

B. *Copying & Printing (Revised 7-8-2014)*

1. Cost for printing is \$0.20 per sheet for black and white, \$0.30 per sheet for color.
2. Copy cost if supplying your own paper is \$0.07 less than normal copy price.
3. Cost for non-profit organizations is \$0.05 less than normal copy price.
4. Cost for color copying is \$0.75 per sheet.

C. *Damaged, Lost or Stolen Items (Revised November 14, 2006)*

1. Cost of lost, damaged or stolen items will be the cost of the item plus an additional \$5.00 processing fee. *If patron's account is turned over to the Prosecuting Attorney then the cost of certified mail will also be charged, plus any court cost.*
2. CD, DVD or Audio Book cover replacement cost is \$10.00.

D. *Faxing (Revised 7-8-2014)*

1. It is free to send a fax to a local number and a toll free or '1-800' number.
2. The cost for sending a fax to a long distance number is \$2.00 for the first page and \$0.50 per page for every page after.
3. Cover sheets are available and not included in the cost, unless the cover sheet is the only sheet faxed.
4. The cost of receiving a fax is the current cost of a copy per page.
5. The cost to send a fax to another country is \$7.50 per page.

E. *Flyer Setup*

Flyer setup is provided for a \$10.00 per page fee.

F. *Genealogy Search (Revised November 14, 2006)*

The Library charges a \$10.00 fee per name or inquiry search.

G. *Interlibrary Loan*

The Patron is responsible for any lost, damaged, or overdue Interlibrary Loan items.
Cost is at discretion of loaning library, average of \$1.00 per day.

H. *New Library Card (Revised November 14, 2006)*

The Library will issue replacement library cards for \$1.00 each.

I. *Disk Cleaning & Resurfacing (Revised November 14, 2006)*

1. Simple cleaning: \$3.00 per disc.
2. Resurfacing: \$8.00 per disc.

APPENDIX F: VOLUNTEER SERVICE AGREEMENT

St. Clair County Library Volunteer Service Agreement

This agreement, made and entered into this _____ day of _____, 20__, by and between _____ hereinafter referred to as “Volunteer”, and, the St. Clair County Library, Osceola, Missouri, a County Library, hereinafter referred to as the “Library”.

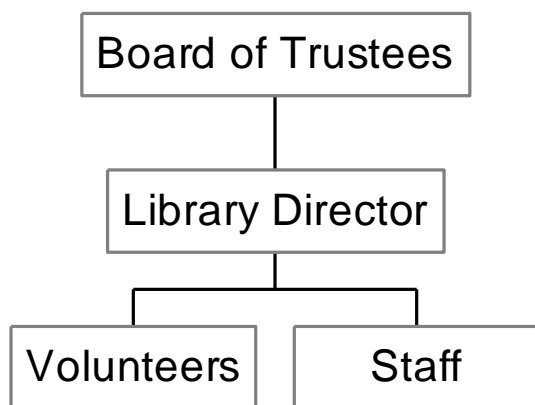
WHEREAS, the Volunteer desires to provide certain services, and obtain certain job experiences, as a result of service to the Library.

THEREFORE, in exchange for no consideration except for the opportunity to satisfactorily complete job assignments for personal achievement and betterment, the Volunteer and the Library agree as follows:

1. Volunteer hereby waives any rights he/she may have to compensation for the work performed and any other compensation or remuneration from Library such as insurance, vacation, deferred compensation, or overtime.
2. Volunteer acknowledges that the Volunteer does reap substantial benefit from non-paid status with the Library in that the Volunteer will be able to receive valuable on-the-job experience and in certain instances, community service credit for tasks performed.
3. Volunteer acknowledges that the opportunity is sufficient consideration for all such Volunteer service provided to the Library and that the primary benefit of said Volunteer’s service is to the Volunteer and not to the Library.

Volunteer shall comply with all lawful directions from his/her supervisor, and shall be required to follow all employment policies of the Library, and acknowledges that each party may terminate the relationship, without cause, at any time.

APPENDIX G: LIBRARY ORGANIZATION CHART



b.The public viewing, creation or transmission of materials that may be considered obscene or objectionable is a violation of current Missouri Laws. (RS MO 573.010,

APPENDIX H: INTERNET & WIRELESS USE AGREEMENT

St. Clair County Internet Use Agreement

Please read carefully before signing this legally binding document.

Internet access is available to patrons of the St. Clair County Library (SCCL) under the following conditions of use and access:

1. *Conditions of Access:*

- a. Internet access is a privilege, not a right, and inappropriate use will result in cancellation of the offending patron's Internet and computer privileges.
- b. Internet access is coordinated through a complex association of government agencies and regional and state networks. In the event of serious or repeated violations of law, ethics, or guidelines, SCCL could lose its entire Internet connection.
- c. Illegal activities involving the Internet can lead to prosecution in a court of law as well as cancellation of Internet privileges.

2. *Prohibited Actions:*

- a. Transmission of any material in violation of any US or State regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
575.060)
- c. The uploading or creation of computer viruses, or other acts of vandalism or electronic trespass are prohibited.

3. *Local Policy:*

- a. Users must log onto public workstations using their patron ID number and password or with a guest account.
- b. Users are restricted to thirty minutes per session. As long as no one is on the waiting list to use a computer, time extensions will be automatically granted.
- c. Users are free to use web-based e-mail.
- d. The downloading and/or installation of programs to Library computers is prohibited.
- e. Due to network security and authentication purposes, patrons may only connect their personal laptop computers and devices to the Library's internet via the Library's wireless network. Patrons are not allowed to disconnect Ethernet cables from the Library's devices in order to connect their personal devices to the Library's network. In order to assure that the Library's devices are not damaged, patrons are not allowed to move any of the Library's devices.
- f. Administrators and Library Staff have the right to view subject matter that any patron may be viewing and request inappropriate material not be viewed in the Library. The staff and administration reserves the right to monitor what patrons are viewing both directly and remotely. The decision of the administrator as to what is or is not appropriate is final.
- g. Patrons must deposit money in their account to be able to print. The cost of printing will be automatically calculated and deducted from this balance once the patron prints.

- h. Parents and guardians should be aware that they will be held responsible in the event that damage is caused to Library equipment or premises by the actions of their minor children.
- i. When a minor wishes to use the St. Clair County Library's WiFi services they must present their Library Card in order for staff members to verify that they have parental consent for Internet and Wireless Usage.

4. Hold Harmless:

- a. SCCL will not be responsible for any damages incurred by our patrons through Internet use, unavailability of Internet access, or unreliable performance of any Internet service, however caused.
- b. Parents and guardians should be aware that questionable material is easily available to everyone and the Library cannot guarantee that no objectionable sites will be reached by young patrons.
- c. As with other library materials, it is the parent or legal guardian of minor children who assumes responsibility for supervising access to Internet resources in the library, including but not limited to: social networking sites, databases, and/or websites. Parents are responsible for setting standards, establishing guidelines, and overseeing the use of these electronic resources.

5. Security:

- a. Only system administrators may log onto or off the system.
- b. Known offensive web sites will be excluded from access.
- c. System security, especially in view of our large number of users, will receive high priority.

6. Exception of Terms and Conditions:

- a. All terms and conditions as stated in this document are applicable to the SCCL.
- b. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.
- c. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri and the United States of America.
- d. Your signature on this contract indicates that you have read and understand the terms and conditions.
- e. Any St. Clair County Library patron may apply for Internet & WiFi usage. To do so, you must sign below. A copy of this contract can be provided for your files.

Name (please print)

Date

Phone

Phone

Address

Signature

Parental Signature (if under 18)

APPENDIX I: BOMB THREAT

BOMB THREAT CARD

Questions To Ask:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact **Wording** **of**
Threat: _____

REPORT CALL IMMEDIATELY TO:

St. Clair Co. Sheriff 646-2522 or 911

Call **Reported**

To: _____

Name: _____

Position: _____

Time/Date: _____

Phone #: _____

a) Caller's Voice

___ Calm	___ Nasal	___ Rapid
___ Angry	___ Stutter	___ Deep
___ Excited	___ Lisp	___ Soft
___ Slow	___ Normal	___
___ Ragged	___ Loud	Whispered
___	___ Accent	___ Laughter
		___ Crying

Disguised			
___ Slurred	___	Deep	___ Familiar/
	Breathing		
___ Distinct	___	Clearing	How? ___
	Throat		
___ Raspy	___	Cracking	___
	Voice		

b) Background Sounds			
___ House Noises	___ TV/Radio	___	
		Motor	
___ Long Distance	___ Voices	___	
		Music	
___	Factory	___	Street
Machinery	Noise	___	Clear
___ Animal Noises	___ Booth	___	Static
___	Office	___ PA System	___ Other
Machinery			

c) Threat Language	
___ Well Spoken	___ Incoherent
___ Foul	___ Taped
___ Irrational	___ Message read by threat maker

Remarks: _____

Write Down Exact Wording of Threat

APPENDIX J MEMORIAL DONATION FORM

In Memory of:

Date:

Small Statement:

Amount of Memorial Funds

Or

Title and Type of
Memorial Gift

Area where funds are to be spent:

Family or Friend Contact Info:

All funds will be spent at discretion of Collection Development Policy and all Materials and Items will also be held according to Collection Development Policy.

APPENDIX K: SELF INSURE POLICY

Approving the “H” Plan from the Missouri Consolidated Health Care Plan has lessened employee insurance benefits as of January, 2007. To maintain the same level of coverage the Library will self-insure the difference in the deductible and out of pocket expense from the Premium plan and plan “H” to its full time employees enrolled in MCHCP up to \$3,000.00 per year, per employee.

The Library will maintain a reserve of Library funds of \$6,000.00 for such purposes. These funds will be added to as needed by approval of the board. Upon dissolution of the Self Insure Policy all unused moneys will return to general Library holdings.

Any co-pay does not go toward the deductible therefore will not be reimbursed.

Reimbursement request must be within a reasonable time of proper billing by medical and pharmaceutical companies. Receipt and Reimbursement Request Form must accompany request for reimbursement of any amount.

Reimbursements will be paid at the same time as last pay period of month, if request was turned in properly 48 hours before board meeting. If request are turned in late reimbursement will be the last pay period of the next month.

Self Insure Policy will only affects the employee not family member plans. If an employee adds a spouse or family to the plan they do so at the face value of the plan without self insure.

This plan may be canceled at any time that the Board of Trustees feels it is no longer cost effective for the library or employees.

Self Insure Reimbursement Form:

Date:

Name:

Service at:

Date of Service:

Amount on Deductible:

Amount on out of Pocket

APPENDIX L: SOCIAL MEDIA POLICY

*Employees shall represent the St. Clair County Library and St. Clair County in a positive, ethical manner as a library employee and citizen of the community.

*Employees using library e-mail, voice-mail, or other personal and/or library associated social media should keep in mind at all times that they are communicating within the context of a public forum. Good judgment and ethical conduct are essential. Common sense and common courtesy must guide all use of interactive and social networking tools.

*Employees should not misrepresent themselves—, by name, age, gender, or job responsibilities—nor should the SCCL policies, procedures or programs be misrepresented.

*The SCCL recognizes the First Amendment rights of the library employees to engage in personal expression outside of the workplace. However, whenever library employees make such comments, they need to show respect to their audience. Bear in mind that all comments and actions reflect upon the staff and board of the library, the patrons, and St. Clair County. Therefore, do not use ethnic slurs, discriminatory remarks, personal insults, obscenity, or engage in any similar conduct that would not be appropriate or acceptable.

*Show proper consideration for others' privacy and be aware of your association with the library and online social networks. If you identify yourself as an employee of SCCL, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and patrons.

Any employee who violates this policy, determined by the discretion of the Library Director, will be subject to discipline up to and including termination.

APPENDIX M: Public Forum Areas

Public libraries are classified as “limited public forums,” which essentially recognizes that libraries have the ability to place “time, place, and manner” restrictions on speech and speech-related activities occurring on their property as long as the restrictions are both reasonable in nature and viewpoint neutral. This policy does not pertain to any meeting that is subject to the Open Meetings and Records law, commonly known as the Sunshine Law, as written in RSMo sections 610.010-610.200. Restrictions for filming and photography of Open Meetings can be found in the Open Meetings & Open Records policy of the St. Clair County Library Board of Trustees Bylaws.

Photography and Audio/Video Recording

Photography and audio/video recording is allowed as described below only to the extent that it does not interfere with the delivery of Library services and is consistent with the Library's mission. All parties involved in photography and audio/video recording are expected to follow the Library's Patron Code of Conduct Policy.

Persons photographing and audio/video recording on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are audio/video recorded or photographed. The Library undertakes no responsibility for obtaining these releases. Presence in the Library is not consent on behalf of patrons for use of their image or likeness by any third party.

Failure to obtain releases and permissions from persons being audio/video recorded or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Patron Code of Conduct Policy.

Library staff shall terminate any photo or audio/video recording sessions that violate Library policies or appear to compromise public safety, patron confidentiality, or security. Termination may occur at any time that the activities become basically incompatible with the normal activity of the Library's use, safety, and function.

Library staff or designees may take photographs or audio/video recordings as part of Library services or activities.

News Media Photography and Audio/Video Recording

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources, and services. Advance authorization for such coverage must be obtained from the Library Director or designee.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; The Library disallows using Library facilities as interview venues for unrelated stories and disallows access to Library patrons for opinion polls or interviews within its facilities.

Documentary-Type Audio/Video Recording and Photography for Publication or Broadcast

The Library permits photography and audio/video recording of its premises and activities when the use of such involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position as a learning destination, or as part of a piece used to describe St. Clair County. Authorization must be obtained in advance from the Library Director or designee.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the Library.

Amateur Photography and Audio/Video Recording

Casual amateur photography and audio/video recording is permitted for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are photographed or audio/video recorded.

Photography for Groups and Non-Library Events in Meeting Rooms

Groups renting Library facilities may arrange for photographers and news media during their event. Audio/video recording and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library without advance authorization of the Library Director or designee.

APPENDIX N: Public Comment at Board Meetings

The public is welcome to attend all meetings of the St. Clair County Library Board except those designated as an executive (closed) session.

Members of the public are welcome to address comments to the Board as set forth below:

1. Public comment is allowed at regular meetings of the Board of Trustees unless otherwise noted on the agenda.
 - a. A “Public Comments” section will be included on the agenda and is an opportunity for the members of the public to speak.
 - b. All comments must be relevant to the operation of the St. Clair County Library.
2. Any visitor who wishes to address the Board is to notify the Library Director seven (7) days before the scheduled meeting.
 - a. Priority of comments is given to:
 - i. Library Cardholders
 - ii. Residents of the Library District
 - iii. Residents of St. Clair County
 - iv. All other individuals wishing to address the Board.
 - b. At no time will the Board hear personnel comments during the public comments portion of a business meeting because personnel matters are generally confidential. Please contact the Board in writing regarding personnel comments.
3. Each person may speak up to three (3) minutes.
 - a. The goal of this public comment time is not to exclude voices but to ensure an orderly meeting that respects the time of the volunteer Board members.
 - b. Each person desiring to be heard, when recognized by the Presiding Officer, shall first state his or her name and address before commenting.
 - c. The Presiding Officer will start the timer when the speaker begins and the speaker should conclude their remarks in the allotted amount of time.
 - d. The total time devoted to public comment shall not exceed 15 minutes.
 - e. At the discretion of the Presiding Officer, and if time allows, a speaker may be granted additional time to finish a presentation. If a large number of people are present to comment on the same topic, the Presiding Officer may ask or require them to select a spokesperson for the group. In addition, the Board may adjust the total time for comment and/or may reduce the time allotted for each speaker.
 - f. Each speaker may only speak once per meeting and may not yield or credit their time to another speaker.
4. Speakers are asked to be courteous in their presentation. The Presiding Officer shall rule “out of order” all comments which are irrelevant, repetitious, derogatory of persons, businesses, or organizations, or which include inappropriate language or are unlawful. The Presiding Officer may also rule “out of order” inappropriate behavior. Persons displaying disruptive behavior will be asked to leave or be removed from the meeting.
5. The Board of Trustees does not generally respond to public comments during the course of the meeting. The public comments portion of the meeting is intended as an opportunity for the public to make the Board members aware of public concerns and issues but is not intended for the Board to conduct a dialogue or debate with the public.

These rules may be suspended by motion and majority vote of the Board.