

***CAMERON PUBLIC LIBRARY***

***312 North Chestnut***

***Cameron, MO 64429***

***BY-LAWS OF THE***

***CAMERON PUBLIC LIBRARY  
BOARD OF TRUSTEES***

***AND***

***POLICIES AND PROCEDURES  
OF THE  
CAMERON PUBLIC LIBRARY***

***ADOPTED: JUNE 15, 1994***

***REVISED: August 21, 2014***

**CAMERON PUBLIC LIBRARY**

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\* designates a form

## ***CAMERON PUBLIC LIBRARY***

### **BY-LAWS OF THE**

### **CAMERON PUBLIC LIBRARY BOARD OF TRUSTEES**

Realizing the need for policies by which to operate the library; the current board of trustees of the Cameron Public Library has instituted the following by-laws and policies based on prior by-laws and policies, but up-dated with common practice and needs of the current operation.

#### **ARTICLE 1. - Name**

The name of the library shall be the Cameron Public Library.

#### **ARTICLE 2. - Objectives**

1. To provide a means for the educational and cultural advancement of the citizens of the community.
2. To supplement the library facilities of the Cameron Public Schools.

#### **ARTICLE 3. - Organization**

The Board of Trustees of the Cameron Public Library was created to oversee the organization and direction of the Cameron Public Library. The Cameron Public Library serves the district represented by the city limits of Cameron with further extension of library privileges to anyone in the surrounding area upon payment of the appropriate fee.

#### **ARTICLE 4. - Board Membership**

The board of directors shall consist of nine (9) members each appointed for three (3) years on a rotating basis so three (3) members are appointed each year. New board members are selected by existing members from library patrons identified as being library supporters and shall fulfill duties of board members as necessary, including meeting attendance. Members may continue to serve for three (3) consecutive terms. Non-attendance of four (4) or more consecutive meetings serves notice of voluntary resignation by said member. Written or verbal notice at a regular meeting may also serve as resignation. Lastly by a vote of two-thirds (2/3) of the total membership of the board, a member may be removed from the board.

## **CAMERON PUBLIC LIBRARY**

Members shall serve without pay for the term of office. Special expenses to members may be reimbursed provided they are reasonable and have been generally approved in advance.

### **ARTICLE 5. - Officers**

Officers of the board shall be elected yearly by the members. The officers will be president, vice-president, secretary and treasurer. The power to conduct meetings will succeed in that order in the absence of the superior officer. In the event of a permanent or temporary absence of an officer, the acting president may appoint a member to temporarily fill that position. If the office is vacant due to permanent absence of the member, another election for that position must be held at the first meeting at which a quorum is present.

The board president shall schedule special meetings, conduct meetings, and appoint temporary committees. In addition the president should have frequent contact with the head librarian/director to discuss problems which should be brought before the board.

The vice-president shall assume the duties of the president in the absence of the president. In addition he shall communicate with the news media on a monthly basis providing information on board actions, policy changes, and changes in library activities to the media.

The secretary shall take minutes of meetings, be responsible for board correspondence, and provide member notification of the meetings.

The treasurer shall provide a financial report at each meeting and each month review financial transactions taken on behalf of the library.

### **ARTICLE 6. - Meetings**

Meetings will be scheduled in January, April, June, August and October on the third Thursday of each month at 6:30 P.M. This time may be altered at any prior regular meeting by a vote of the members in attendance or even at the discretion of the acting president for an individual meeting. Special meetings may be requested by the acting president on short notice and the meeting becomes official and may replace the regular meeting of the period should a quorum be in attendance. Meetings should be scheduled

sufficiently in advance to give all members at least seven (7) days advance notice of the meeting.

In an emergency the president may take action on the authority of a signature vote of a quorum of board members without prior meeting notice or even having board members come together to a single meeting place. The President must provide to members voting, a written description of the proposed actions and receive a written vote and signature of the voting board member. These records shall be provided to the board secretary and maintained by that secretary in his/her records.

Quorum at meetings shall consist of 1/2 (one-half) of the total board members. Official binding actions of the board shall be only made in response to a quorum vote. This shall include fiscal and legal obligations, creating and staffing standing committees, and changes in by-laws. General actions by the board shall require only a simple majority of those present at the meeting.

#### **ARTICLE 7. - Committees**

Members and chairmen of the committees shall be appointed at the discretion of the acting president. These committees shall have a maximum tenure of only three months. Non-board members may be recruited to act as advisors for committees as needed. These advisors shall act without pay or committee vote. Committee chairmen shall report to the board on committee action at each official meeting during committee tenure.

Standing committees are to be created only on the action of a quorum of the board. Likewise the membership of standing committees shall be elected by a quorum board action.

No committee, standing or temporary, shall have power to take action on behalf of the board. Nor shall they take any action previously reserved to those requiring a quorum vote. No committee quorum is defined.

#### **ARTICLE 8 - Parliamentary Authority**

All business in board or committee meetings shall be conducted according to "Robert's Rules of Order".

## **CAMERON PUBLIC LIBRARY**

### **ARTICLE 9 - By-Law Amendment**

By-law amendment may be done by first proposing the appropriate changes at any official meeting. At the next meeting which is at least 21 days later, those motions passed by a quorum vote shall replace or modify the existing by-laws as designated.

#### **STATEMENT OF INTELLECTUAL FREEDOM**

- A. The library has the responsibility of keeping on its shelves a representative selection of books on all subjects of interest to its readers, including books representing differing sides of controversial issues.
- B. The library does not endorse any idea or presentation contained in books and materials made available.
- C. It does believe in the right of each individual to decide for himself what he does or does not wish to read from a variety of offerings - not all may be universally popular.
- D. Responsibility for the reading of children rests with their parents and/or legal guardians. Selection will not be inhibited by the chance that books may inadvertently come into the possession of children.
- E. Members of the library staff will use their best judgment in the selection of materials, using available publications to aid in the selection.
- F. No book or material shall be judged solely on a single passage taken out of context.
- G. Objections to, or criticism of books, or materials in the library shall be presented to the librarian in writing. Printed forms provided by the library are to be completed in full. The complainant must be a registered borrower of the Cameron Public Library.
- H. The Cameron Public Library Board will review the complaint if the librarian has been unable to satisfy the complainant about the item's inclusion in the collection. The person making the complaint will be notified when the library board will meet to consider the item and should attend the meeting. Each item in question will be reviewed one time.

## **CAMERON PUBLIC LIBRARY**

### **GENERAL POLICIES**

#### **MISSION STATEMENT**

The Cameron Public Library will be a reliable resource center for the community providing free and equal access to information, materials, services, and programs; and, an advocate of intellectual freedom. It will acquire, organize and circulate books, non-print materials and services that help educate, enrich, entertain and inform individuals of all ages. It will promote and encourage the maximum use of its services and materials by the greatest number of people in its service area.

In fulfilling this mission the library will emphasize:

- (1) the pre-school child;
- (2) general fiction and non-fiction for non-curriculum related needs and interests,
- (3) information for individuals pursuing a program of non-curriculum related independent learning, current, high-demand, high-interest materials and information will be featured.

#### **PRIMARY ROLES OF THE LIBRARY**

1. Children's door to learning: The library encourages young children to develop an interest in reading and learning through services for children, and for **parents** and children together.
  - a. Present story hours for preschoolers.
  - b. Organize summer reading programs for school age children.
  - c. Develop a collection of materials to support the programs.
2. Popular materials library: The library features current, high demand, high interest materials in a variety of formats for persons of all ages.
  - a. Has a collection of high interest materials.
  - b. Provides popular materials.
  - c. Includes recreational materials in collection.

## **CAMERON PUBLIC LIBRARY**

- d. Provides audio, video cassettes and compact disks in collection.
  - e. Uses merchandising techniques.
  - f. Services all age groups.
  - g. Provides public access computers.
3. Independent learning center: The library supports individuals of all ages pursuing a sustained program of learning on an independent basis.
- a. Serves people of all ages.
  - b. Supports independent learning projects.
  - c. Has a strong non-fiction collection.
  - d. Provides materials in a variety of formats.
  - e. Makes self-help research guides available.
  - f. Provides access to materials through interlibrary loan.
4. As supplemental services the library also will offer:
- a. A local history and genealogy collection.
  - b. Cooperate with other organizations in programming.
  - c. Provide instruction in the use of the library.
  - d. When possible supplement - rather than duplicate - informational resources available in the community.
  - e. Include indexes to periodical literature in the collection.

## **ORGANIZATIONAL STRUCTURE**

The Cameron Public library is an integral part of the City government. Specific services are provided through the library. The library will continue to develop its collections, staff and facilities to meet American Library Association Standards for public libraries.

## **HOURS OF OPERATION**

The Cameron Public Library is open 41 hours per week. Hours may be changed as becomes necessary.

## ***CAMERON PUBLIC LIBRARY***

### **COOPERATION WITH OTHER LIBRARIES**

It is the plan of the Cameron Public Library to continue cooperation with other libraries, information services, networks and systems on all bases -- local, state, regional and national.

### **COOPERATION WITH OTHER AGENCIES**

The Cameron Public Library will work with educational institutions and community agencies to provide more complete service.

### **LIMITS OF SERVICE**

Information service does not include providing information that is judgmental in nature. The librarian will direct the patron to sources of information. Falling into the category of judgmental are requests for advice on medicine, law and consumerism.

### **CONTINUING EDUCATION FOR PERSONNEL**

Continuing education is a necessity for library staff members. This important aspect of growth will be encouraged by allowing attendance at seminars, conferences and workshops, and sponsoring continuing education programs.

### **CLOSING OF FACILITY**

The Cameron Public Library will be closed for holidays, emergencies, etc. when deemed necessary by the library director. The library board may make recommendations concerning special opening/closing of the library. Notice will be posted.

***CAMERON PUBLIC LIBRARY***

***CHILDREN'S USE OF THE LIBRARY***

Service to children is a major focus of the library's mission. As long as children act responsibly, they may use the library at any time it is open. The library does not have a specific responsibility to care for, or to watch out for children left unattended in its facilities. If an unattended child behaves in a disruptive manner, the child may be warned, and if behavior continues, asked to leave the library. If younger unattended children are left at library closing time, the police will be called.

Parents are responsible for the behavior of their children; teachers are responsible for the conduct of their students while they are in the library for a class visit or tour. If parents and teachers do not discipline children when they are being disruptive, library personnel will assume the responsibility.

The library does not allow loitering. Library personnel reserve the right to ask anyone loitering or otherwise conducting themselves in a suspicious manner in the children's area to leave the library.

## **CAMERON PUBLIC LIBRARY**

### ***RESOLUTION***

**RESOLUTION:** The Cameron Public Library Board unanimously voted to allow the Missouri State Library to electronically deposit all future State Aid Checks to Cameron Public Library's bank account. This action being taken at the request of the Missouri State Library to alleviate problems they are experiencing with paper transfers.

### ***EMERGENCY SITUATIONS***

An emergency situation is defined as any situation in which a patron's actions present an imminent danger to the life or safety of him or others. Such incidents include assault or other crimes of violence, or the threat or attempt to commit such crimes. Any staff member or guard who observes or receives notice of such behavior should call the police immediately and notify the facility supervisor.

### ***THEFT OR ATTEMPTED THEFT***

All library materials must be properly checked out in accordance with established library policy. Intentional concealment of any library materials or any attempt to remove materials intentionally by circumventing established checkout or security procedures is a violation of library policy. Any staff member or guard who observes or receives notice of such behavior should call the police immediately and notify the person in charge of the facility.

## **CAMERON PUBLIC LIBRARY**

### ***PATRON SECURITY***

All information contained in the library's files and computer files concerning patron transactions, addresses; telephone numbers are considered confidential information. The library staff cannot give this information to anyone except the person named on the account (library card). If the person is on the telephone, they will be asked for the card number; so staff can determine that it is the card owner and not someone else. Without a card number patron will be told how many books are checked out and when they are due, but not what; we will renew and give patron a new due date. If it is a parent, they can supply a card number; or come in with personal ID; but not otherwise.

Under no circumstances will anyone be told who has a certain book checked out. That is confidential information. Staff will supply information about when the book is expected back in the library.

## **CAMERON PUBLIC LIBRARY**

### **STORYTIME POLICY**

#### **LITTLE ONES**

- 1.** CAMERON PUBLIC LIBRARY will offer story time on a day and time determined most suitable for the children by the story time coordinator and library director. The class has space for up to 10 children. We will add additional classes as deemed necessary to accommodate space and best services. Times will be set and advertised before fall classes begin. Class will begin on the week following Labor Day in September and end prior to the last day of school for Cameron R-1 District the following spring.
- 2.** Story time is available for children ages 4-5 (pre-kindergarten). Children who turn 6 during the reading program are eligible to continue the reading program until the start of their kindergarten year.
- 3.** The library reserves the right to request that a child either be accompanied by a responsible adult or withdrawn from story time.
- 4.** If Cameron Schools is cancelled because of inclement weather, etc. (snow days) there will be no story time. Otherwise story time will follow the holiday calendar used by the library.
- 5.** Any special story times or programs will follow the same story time policy.

## **CAMERON PUBLIC LIBRARY**

### **STORYTIME POLICY**

#### **WEE ONES**

1. CAMERON PUBLIC LIBRARY offers story time for 2 -3 year old children on a day and time determined most suitable for the children by the story time coordinator and library director. The class is limited to 10 children. Additional classes will be added as deemed necessary to serve these patrons. Times will be set and advertised before fall classes begin. Class will begin during the week following Labor Day in September and end prior to the last day of school for Cameron R-1 District the following spring.
2. Wee Ones story time is available for children age 2-3. Parents or responsible adult caregiver are required to remain with the child. Children left downstairs in the library will need adult supervision, if under age 10.
3. The library reserves the right to request that a child either be accompanied by a responsible adult or withdrawn from story time.
4. If Cameron Schools is cancelled because of inclement weather, etc. (snow days) there will be no story time. Otherwise story time will follow the holiday calendar used by the library.

## **CAMERON PUBLIC LIBRARY**

### **CIRCULATION POLICY**

#### **BORROWER'S CARD REGISTRATION**

1. New cards -- Adult (16 years and over) are eligible for a library card if they are a resident of the City of Cameron or a property owner in the City of Cameron. The applicant must present proof of identity (picture ID) and residency or ownership of property and fill out an application card. The most common types of proof are a driver's license, voter's registration, tax receipt, or a utility bill, but other proof is acceptable. Proof must be an official document, personal letters are not acceptable.
2. New cards -- Children (16 years and under) signature of parent or legal guardian is required for persons who are 16 years of age or younger. The parent must meet the requirements of an adult card.
3. Temporary cards -- A temporary borrower's card is valid for three (3) months and may be obtained by persons temporarily residing in the City of Cameron. (does not include surrounding area). There will be a deposit of \$20.00 (returnable at time of card cancellation) and a limit of two books borrowed at a time. Temporary membership shall include use of the public computers. If books are not returned or fines not paid, deposit will be forfeited.
4. Non-residents of the City of Cameron -- Non-residents may borrow materials from the library for a \$25.00 annual fee. Two cards for the household are provided free of charge. Additional family member cards may be purchased for \$2.00 each. Family members must reside at the same residence to use the membership. The card expires one year from the date of issue and is renewal. Picture ID is required when applying for a card; however, Proof of residence is not required.

5. Agency/Business -- An agency or business owning property within the city Limits of Cameron may have a company library card to be used by clients (nursing homes or churches) or employees for business research. A responsible person of the **agency** or business will be the one to apply for the card (the owner or director). This card is not for the personal use of employees, employee's families or other non-resident persons.
6. Family Card -- Families with more than one card that continue to have problems with lost books, overdues and fines; may want to choose this card. The library staff can produce a card for each family member (for a cost of \$2.00 each). All cards will have the same number and be shown on a "family" account. This account will allow only 10 books and shall operate by same rules as regular account, but will be held as one (1) account instead of multiple accounts.
7. Cameron School Student Card --These cards are offered to Cameron school students both in and outside the library district (Cameron city limits) free of charge. To apply the student must bring a photo ID (driver's license -- if not applicable, the parent will need to come with their ID) AND their Cameron school ID, lunch ticket or something that shows they are a student that year. The card will be valid until September 1 after the current school year. At that time they can renew the card for another year by showing us their current school ID. When they graduate the card will no longer be valid. This is available for all Cameron School students K -- 12. All other library policies apply.
8. When a household has one or more cards with overdue books, fines etc. totaling \$25.00 or more; library use by all members of the household shall be suspended until such time as the charges on all cards in the household have been paid. No application for new cards to other members of the same household will be accepted until charges against other cards have been cleared. Use of another person's card to avoid payment of fines, lost books or non-resident membership is not an acceptable practice. This rule applies to all types of cards, whether temporary, individual, business or family.
9. No person may have more than one card in his/her name.

Cameron Public Library will issue to each card holder, a laminated ID card, to be used by the card holder only, and take the patron's picture. The ID card must be shown each time the card holder checks out items from the library. If patron has misplaced or forgotten his/her library card, and we have a picture on file at the library, they are able to check out books as always. They also can temporarily use a photo ID or driver's license. We will encourage them to get a replacement card as soon as possible. Residents will be allowed a free replacement card and non-residents will be asked to pay a \$2.00 replacement fee.

Each household is allowed 2 library cards. Additional cards will be available for \$2.00 each to other members of the same household. Lost or stolen cards should be reported to the library immediately, so they can be canceled or replaced. Cards should be used by the card holder only, (exception being members of the same household). Allowing non-household members to use the card; may result in cancellation of the card.

Patrons will receive their card number that same day they apply. There will be a limit of 3 items checked out at one time for up to 30 days to allow us to verify the patron address information. Following the 30 day probationary period, the standard account parameters will apply.

The librarian may deny service to any person for failure to return borrowed items, for refusal to pay fines, for destruction of library property, or for objectionable conduct in the library. In any of these cases, the librarian's decision will be final unless the Library Board, in reviewing a case, reverses the decision.

### **CIRCULATION OF MATERIALS**

There is a limit of a total of ten (10) items per card, if the member is in good standing. There is a limit of two (2) videos (VHS or DVD) per card. Books, magazines, audios and videos circulate for two (2) weeks.

Renewal of any item is allowed if there are no reserves on the materials. Materials may be renewed online or by telephone. All renewals are limited to one time.

Patrons requesting information about status of card must have the card with them or if requesting by phone must furnish the card number. Personal information contained on the patron's account will not be given to anyone other than the card holder. Information by telephone will be only number of books checked out, date due and we will renew them. Patrons with minor children must comply with this rule for their children's card(s). The parent may obtain information about a minor child's card (because they are legally responsible); but only if they request in person and have the child's library card in their possession.

Inter-library loans are available through the Cameron Public Library. To request books or materials from another library, borrower must be a registered member of the Cameron Public Library and in good standing. Member is also responsible for paying any charges made by the lending library. Materials are returnable to library as designated by the individual lending libraries. There is a limit of five (5) items per month per patron.

### **FINES/OVERDUE CHARGES**

Materials become overdue at the opening of the library the day following the due date on the book, a fine of \$.05 per item per day is charged on all materials. There is a two day grace period for returning the book without a fine. IF the book is not returned during that period, the fine will accrue and beginning fine will be \$.15. Maximum fine is \$5.00 per item. The library will have an amnesty day, once a month where patrons can return the books and have their fines waived. Currently this day is the third Wednesday of each month. Books returned from the Tuesday evening after 5:00 until Thursday morning, before 9:00 am will receive the amnesty benefit. Notification letters will be sent out to patrons with outstanding fines one week prior to notify and encourage patrons to return their outstanding books at that time.

### **DAMAGED OR LOST MATERIALS**

A patron may be required to pay the replacement cost of materials which they had checked out under their library card and that are identified as lost or damaged beyond repair (excepting normal use). Charges will be based on current book price and all replacement expenses. Reference source for costs will be price listed on computer, plus \$5.00 for processing. Any out of print adult item will be \$15.00 plus \$5.00 for processing and out of print child items will be \$10.00 plus \$5.00 for processing.

Anyone violating the regulations of the library may, at the discretion of the library staff, be asked to leave the premises and forfeit their library card.

## CAMERON PUBLIC LIBRARY

### A.V. EQUIPMENT REQUEST

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

PATRON CARD NUMBER: \_\_\_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

DATE AND TIME TO RETURN: \_\_\_\_\_

I hereby acknowledge the provision of the Cameron Public Library's policy regarding the use of audio visual equipment and hereby accept responsibility for any and all damages to the equipment which may result from its use.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_ \$2.00 fee  
\_\_\_\_\_ Deposit received  
\_\_\_\_\_ Deposit refunded

## **CAMERON PUBLIC LIBRARY**

### **VIDEO/AUDIO GENERAL POLICY**

1. By law, these audio and video recordings may NOT be duplicated in part or completely.
2. By law, these audio and video recordings may NOT be used for commercial or theatrical distribution and cannot be broadcast or cablecast.
3. By law, these audio and video recordings may NOT be shown in a public place unless in accordance with a purchased umbrella license. According to copyright law, a public performance is one that takes place outside the home or where a substantial number of persons outside the normal circle of family and its social acquaintances is gathered.
4. The borrower, whether a library or a patron, is responsible whenever a producer or distributor brings about legal action for copyright infringement.
5. The borrower, whether a library or a patron, takes responsibility for the care of any audio and video recording borrowed and for determining the appropriate audiences for the content.
6. Cameron Public Library is NOT responsible for damage caused to a borrower's equipment by playing the audio and video recording.
7. The Cameron Public Library is not responsible for any changes made in the content of the audio and video recording (such as inserted graffiti).
8. The borrower is responsible for damaged audio and video recording, (whether broken, magnetized, recorded over, etc.), if permanently damaged the audio or video recording must be paid for in accordance with rule "Damaged or Lost Materials" in this policy.

## **CAMERON PUBLIC LIBRARY**

### **GIFT POLICY**

Due to the size, nature, and staffing of the Cameron Public Library, the Library should not, and cannot, act as a museum or research facility. The library does accept gifts of books, pamphlets, periodicals, and other materials with the understanding that they will be added to the library collection when and if needed; and if not needed will be added to the Friends of the Library sale.

1. Cameron Public Library Board shall have the right to accept or refuse all donations to the library. The library director would accept books, periodicals, recordings, etc. The library board would evaluate more special or unusual items (furnishings, paintings and personal collections.)
2. Materials received will become the property of the Cameron Public Library.
3. All books and materials are accepted with the understanding that the library reserves the right to make such disposition as is fitting of duplicates and titles not needed by the library.
4. It is the policy of the library not to accept special collections on the condition that they be kept together as a separate physical entity. Material will be accepted only with the understanding that it may be integrated into the general collection.
5. When the library receives a cash gift for the purchase of materials, selection will be based primarily on the needs of the library
6. Donors wishing a receipt for donated items are to prepare their own lists. No estimate of value or record of items will be furnished by the library. A donor of a rare item or one of unusual value should employ an appraiser for tax purposes.
7. The library reserves the right to decide the conditions of display, housing and access to the materials.
8. When gift materials are deemed no longer useful, the library will dispose of them on the same basis it disposes of other materials.

## CAMERON PUBLIC LIBRARY

### GIFT RECEIPT FORM

Gifts of materials are accepted by the library with the understanding that they may or may not be added to the Library's collection. The decision to include gift materials will be based on the following considerations: The material meets the Library's standards for material selection; the physical condition is satisfactory; and the library needs the title, or added copies of the title.

Please understand that the library cannot make a dollar evaluation of gifts. If you need a list of titles given, it should be made before donation of the materials and the list will be certified at the time of donation.

A bookplate giving your name as donor can be placed in each book selected. Bookplates are not used for magazines. Please indicate your preference.

\_\_\_\_\_Bookplate  
(sign name below as you would like it to appear)

\_\_\_\_\_No bookplate

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, zip code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Staff received  
Signature & Date

## **CAMERON PUBLIC LIBRARY**

### **MATERIALS SELECTION POLICY**

#### **PURPOSE**

1. To guide the staff in the selection of materials.
2. To inform the public about selection principles.

#### **RESPONSIBILITY FOR SELECTION**

The staff of the library will be responsible for material selection, using their knowledge of the collection, the needs of the community, and their critical judgment of the materials available.

#### **CRITERIA FOR SELECTION**

1. Acquisitions are considered in terms of the following standards:
  - a. Contemporary significance or permanent value.
  - b. Accuracy.
  - c. Authority of author in the field.
  - d. Relation of the work to the existing collection.
  - e. Price, format.
2. Evaluation of works of information and opinion:
  - a. Authority of the author.
  - b. Comprehensiveness and depth of treatment.
  - c. Objectivity of approach.
  - d. Accuracy of information.
  - e. Clarity and logic of presentation.
  - f. Represents varying points of view.

## CAMERON PUBLIC LIBRARY

### 3. Evaluation of works of imagination:

- a. Represents important movements, genre, trends of national cultures.
- b. Vitality and originality.
- c. Artistic presentation and experimentation.
- d. Sustained interest.
- e. Effective characterization.
- f. Authenticity of historical or social setting.

### 4. In compliance with collection development policy; as follows and made a part of this document:

## COLLECTION DEVELOPMENT

1. Selection of library materials will be made based on Collection Development Policy.
2. Library staff and patrons may recommend materials for purchase.
3. The Library Director makes the final selection, based on availability, need, choice of material and available funds.
4. Check the card catalog to make sure the library does not already have the item.
5. Purchases not to exceed amount allowed by current budget.
6. Amounts to be used in each area, shall be figured by using the Department Supply Fund from the general budget and dividing it, according to the following percentages:

The following percentages are based on circulation statistics taken from the library's computer.

**CAMERON PUBLIC LIBRARY**  
**COLLECTION DISTRIBUTION**

Distribution of contractual obligations (208):

Used for purchase of support, etc – 100%

Distribution of Department Supply Budget (223):

Used for purchase of office and library supplies – 100 %

Distribution of Books purchased (230):

Bindery	2% of total
Children Non-fiction	6%
Children fiction	28%
Adult Non-fiction	17%
Adult Fiction	47%

Distribution of periodicals (235):

Used for purchase of magazines, newspapers, etc - 100%

Distribution of Audiovisuals (240):

Audio materials (audio books on CD and e-books) – 70%  
Video materials (DVD) – 30%

## **CAMERON PUBLIC LIBRARY**

### **PATRON'S REQUESTS**

Suggestions for inclusion of materials that have not yet been added are welcomed.

### **USE OF BOOK SELECTION AIDS**

Ideally all materials added to the library should be read or viewed before purchase. The reality of the numbers of items annually available and purchased makes this impossible. The staff will be aided in their selection by various publications: basic general lists, current general lists, special bibliographies for reference books and particular subject materials, book reviewing journals and newspapers. While book reviews are a major source of information about new books, they are not to be followed blindly. No one publication is relied upon exclusively. The critical opinions of reviewers should be checked against each other where feasible.

The library recognizes that many materials (books, videos, records, etc.) are controversial and that any given item may offend some patrons. Responsibility for the reading and viewing of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that the materials may inadvertently come into possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interests of the community.

### **MAINTENANCE OF THE COLLECTION**

The collection will be periodically examined and weeded to maintain a balanced, timely, and attractive book stock.

## CAMERON PUBLIC LIBRARY

### SUGGESTED FOR PURCHASE

I suggest the Cameron Public library Purchase the following item:

\*TITLE \_\_\_\_\_

\*AUTHOR \_\_\_\_\_

PUBLISHER \_\_\_\_\_

YEAR PUBLISHED \_\_\_\_\_

\*Where did you hear about this title?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give as much information as possible. All items starred (\*) **MUST** be completed before the library can consider your suggestion. Thank you.

**CAMERON PUBLIC LIBRARY**

**CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL**

**Date:** \_\_\_\_\_

Material questioned:

Book: Author \_\_\_\_\_  
Title \_\_\_\_\_

Other Media: Type \_\_\_\_\_  
Title \_\_\_\_\_

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

Do you represent: Yourself \_\_\_\_\_  
An organization (name) \_\_\_\_\_  
Other group (name) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a registered borrower of the Cameron Public Library?

\_\_\_\_\_yes \_\_\_\_\_no Card number \_\_\_\_\_

Have you read, seen or heard this material in its entirety?

\_\_\_\_\_yes \_\_\_\_\_no If no, what parts did you read, see or hear?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what do you object? (Please be specific, site pages. use back if necessary)

\_\_\_\_\_  
\_\_\_\_\_

## **CAMERON PUBLIC LIBRARY**

### **GENEALOGY ROOM POLICY**

All visitors to the Library's genealogy department will be required to sign the "guest register" located at the circulation desk. Sign-in includes: name, address, phone number and date. There will be no exceptions, even if a person is with someone else, if that person plans to be in the genealogy room, they must both sign-in.

Persons using this room may NOT take personal items, such as large purses or bags, folders, etc. into the room. The only articles permitted will be a pad of paper and pencil. All other articles should be locked in person's personal vehicle. The Library Staff is not responsible for storing or caring for personal items.

Children under 18 will not be permitted in the genealogy room. Students needing information will be assisted by library staff. Parents should make arrangements for the supervision of young children, while they are in the genealogy room. The library does not provide baby-sitting services.

The Library welcomes all donations of genealogy or local history materials. All such materials donated to the library, becomes the property of the library, to be handled in such manner as the library staff/board shall deem appropriate.

It shall be understood by the donors that the material will be accessible to the public. This facility is a library not a museum and any inappropriate materials will be refused or given to the Cameron Historical Society.

## **CAMERON PUBLIC LIBRARY**

### **COMPUTER / INTERNET USE POLICY**

The mission of the Cameron Public Library is to provide for the people of Cameron an easily available local collection of and global access to the universal record of human thought, wisdom, ideals, information, experiences, and artistic expressions.

#### **INTERNET ACCESS:**

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.

However, the internet is an unregulated medium. It also 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 user's access to other internet resources.

#### **RESPONSIBILITIES OF LIBRARY STAFF AND USERS:**

Library staff will not monitor a user's internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or the parent of a minor, is responsible for his or her internet session at all times.

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.

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 children under the age of 17 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 requested to monitor their children's internet use.

#### **DISCLAIMERS:**

While the library endeavors to provide access to information of the highest quality, the library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

## CAMERON PUBLIC LIBRARY

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.

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.

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.

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. *Uses that violate the law or encourage others to violate the law.* Transmitting of offensive or harassing messages; 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.
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.
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.
4. *Uses that compromise the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications:* Minors under age 17; Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has 'met' on the computer network or internet without a parent's permission.

5. *Uses that Violate Confidentiality of Information:* The New Jersey Confidentiality of Library Records Law (NJSA 18A:73-43.2) prohibits unauthorized disclosure, use, or dissemination of information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law.

The library, either by itself or in combination with its internet access provider, will install filtering software or other technologies on all library computers with 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 (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 to 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.

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

If you do not find what you need, please do not hesitate to ask a librarian 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 17 and older.

The user’s access the library’s computer network and internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and internet. Failure to comply with this policy and its procedures will result in the forfeiture of the user’s right to access these computers.

## CAMERON PUBLIC LIBRARY

### **PROCEDURES:**

1. Library patron must have his/her identification (library card or driver's license) to use the computer and must log into the time and print management system on a computer. A patron needs a valid Cameron Public Library card and a signed computer/internet agreement. Patron will be given access to a terminal for up to two (2) hours
2. Patrons may use the computer for up to 2 hours per day.
3. The library does not make reservations in advance. The Internet Access computer(s) are normally available, subject to periodic maintenance during regular library hours.
4. No more than two people may sit at the computer at one time. Both must have a responsibility statement on file. If there is excessive noise or disruptive behavior, the computer session will be canceled.
5. Patrons using the computer who are disrupting the library may be asked to leave. Patrons bringing young children to the library during their computer session are responsible for the behavior of those children. If the children misbehave or disrupt others, parents will be asked to end their computer session to supervise their children.
6. Use of the computer is limited to normal library hours.
7. Computer equipment may NOT be checked out of the library.
8. Patrons misusing the equipment may lose their computer privileges. Patrons are responsible for paying damages if they abuse the library's computer equipment or software.
9. Guests 18 years or older may use the computers for a charge of \$1 per hour, maximum of 2 hours. Guests must show photo ID and sign an internet agreement to receive a guest account login.
10. If the computer is not operating for any reason, the patron's time will be canceled, if no other computer is available.
11. Patron must have their own personal data storage device (ie thumb drive) to save data. The library will not furnish these. All personal files are deleted nightly when computers are turned off for the evening.
12. Cameron Public Library has the right to check all patron disks for computer virus before they are used on library computer(s).

## **CAMERON PUBLIC LIBRARY**

13. Hard copies printed by the printer will be charged at .25 (twenty-five cents) per sheet and is payable at the circulation desk. Patrons furnishing their own paper will be charged.20 (twenty cents) per sheet. Using personal stationary does not eliminate the cost of printing.

14. Cameron Public Library computer user agrees to take proper care of equipment, diskettes, manuals, magazines, books and other equipment that is the property of the Cameron Public Library. When there is a fault with any equipment or materials, the user will immediately report any difficulty or problem to the library staff.

15. Patron agrees to observe all copyright laws. User agrees not to duplicate any computer program or documentation provided by the library that is not in the public domain.

16. The Cameron Public Library makes no guarantees, either expressed or implied about any equipment, programs, or other library materials, their quality, performance, or fitness for any particular purpose. All materials and equipment are of a “demonstration” nature, and are given for use “as is”. In no event shall the Cameron Public Library, be liable for actual, incidental or consequential damages arising from the use of any equipment, program, or other library materials.

17. Internet resources accessible through the library are provided equally to all library users. Parents or guardians, not the library or its staff, are responsible for the internet information selected and/or accessed by their children. Approval must be provided by a parent or guardian before a child who is 16 years or under will be allowed to use the library’s public computers. Children twelve (12) years of age and under will be required to have a parent with them for using all public computers; with the exception of the on-line public catalog computers. **PARENTS ARE ADVISED TO SUPERVISE THEIR CHILDREN’S INTERNET SESSIONS.**

18. All internet users must sign a copy of this policy which explains behavior considered appropriate. A parent or guardian must sign the computer/internet agreement for children who are age 16 or younger. All Children age twelve (12) or under must be accompanied by a parent or guardian while they are using the computer.

19. All children aged 16 or younger who need a parent to sign the computer/internet usage agreements CANNOT take the agreements home to have a parent sign. The parent(s) will be required to come in the library to sign, so that library staff can verify that the parent(s) have read and signed the agreement forms; and understand that they are responsible for any damage or problems caused by the child and will be required to pay for any needed repairs.

## **CAMERON PUBLIC LIBRARY**

20. We will be glad to assist you in accessing the Internet and we will provide you with any reference materials we have available to aid you in your search. The library staff cannot provide in-depth training concerning internet computer jargon, search strategies or personal computer use. Because of library scheduling, internet-trained staff may not always be available.

21. The library does not furnish e-mail service; you must use what is available through internet resources.

22. You may NOT use your own software programs on the computer.

23. You may not be able to always go to the places on the internet you want to visit. There are many reasons; the responsibility for this is not with the library.

This policy replaces prior policy and patrons will be required to sign new agreement.

## CAMERON PUBLIC LIBRARY

### *INTERNET USER AGREEMENT*

I have read and agree to comply with the Cameron Public Library's Internet policy. In addition I agree to the following principles which are common to all Internet users:

1. **RESPECT FOR THE PROPERTY OF OTHERS.** It is not acceptable to attempt to modify or gain access to files, passwords, or data belonging to others; to seek unauthorized access to any computer system; or to damage or alter software components or equipment of any network or database by the propagation of computer worms and viruses and any other means.

2. **RESPECT FOR THE LEGAL RIGHTS OF OTHERS.** It is not acceptable to use the internet access for any purposes which violate U.S. or state laws, including the license and copyright laws governing software programs or data.

3. **RESPECT FOR THE PRIVACY OF OTHERS.** It is not acceptable to misrepresent oneself as another user; to use the Internet access to transmit threatening, obscene or harassing materials; or to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising; and sending, receiving or displaying text or graphics which may reasonably be construed as obscene

I understand that failure to comply with the Internet Access Policy of the Cameron Public Library or the Internet principles will result in a loss of my computer privileges.

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

---

Print name legibly \_\_\_\_\_

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Parent's Signature (if 16 or under) \_\_\_\_\_ Date \_\_\_\_\_  
Parent's signature is required if the applicant is aged 16 or under.

**CAMERON PUBLIC LIBRARY**

### ***INAPPROPRIATE CUSTOMER BEHAVIOR***

The Cameron Public Library shall make rules necessary to ensure that customer behavior does not infringe on the rights of others.

1. Patrons must respect the rights of others and may not engage in any behavior that disturbs other patrons.
2. Patrons may NOT bring food or drink into the library.
3. Smoking and other tobacco products are NOT permitted in the library.
4. Sleeping is NOT permitted in the library
5. Personal audio equipment, cell phones and beepers are NOT to be used in the library.
6. Patrons may NOT rearrange or abuse the library's furniture.
7. The library reserves the right to limit the amount of time any one patron may use a computer terminal (1 hour) or the microfilm readers (if others are waiting).
8. Computer displays or printers may not be used for the public display of offensive materials from the Internet. No public display of explicit sexual material or child pornography as outlined in Missouri State Statute, Chapter 573, Pornography and Related Offenses, Section 573.060 will be permitted.
9. Groups sitting at tables or the reading lounge will use those areas for reading, not for social gathering.
10. Patrons will be asked one time to reduce the noise level. After that, the patron will be asked to leave.
11. If there is a behavior problem, patrons may be asked to leave, parents of children may be notified, and depending on the individual circumstances police may be called.
12. Children of elementary school age or younger should be accompanied by a responsible older person. The library cannot be responsible for the care of unaccompanied children. Parents are responsible for their children's behavior in the library.
13. Gambling, card playing and other games are not permitted in the library.
14. Patrons may NOT use the library's phones. A pay phone is located in front of the building on the outside.
15. Patrons may NOT use the library facilities for other than their intended purpose, including but not limited to use of the facilities for day-care or drop-in activities, loitering, sleeping, bathing, personal grooming, etc.
16. Patrons wearing any attire or combination thereof, which does not include shoes and garments covering the upper and lower torso, worn by customers over the age of 12, shall NOT be permitted in the library.
17. The uninvited introduction of any animals except service animals, such as seeing-eye dogs and other assistive animals shall NOT be permitted.
18. Patrons are restricted to the public areas of the library. Entry into any staff work areas not open to the public is NOT permitted.

### **CAMERON PUBLIC LIBRARY**

- 19 Skateboarding, roller-blading, bicycling or transportation on any other human-powered wheeled conveyance on Library property is NOT permitted.
20. Patrons shall NOT interfere with use of the Library by other customers, or with Library staff's performance of their duties.
- 21 Patrons personal belongings must be kept with patrons at all times, and must not take up excess space or impede access to services and materials. The library is not responsible for personal belongings. Unattended personal belongings will be collected and an effort will be made to identify and contact the owner. If not claimed within a reasonable amount of time, items will be discarded.
22. Offensive gestures or language including but not limited to hateful speech, racial slurs or profanities will NOT be permitted.
- 23 Sexual misconduct, including but not limited to acts of exposure, public masturbation, sexual harassment, offensive touching, sexual solicitation, are NOT permitted.
24. No soliciting on Library property.
  
- 25 Patrons exhibiting signs and symptoms of being under the influence of alcohol or drugs will NOT be permitted in the library.

The Library Board and Library staff have the right and responsibility to protect the safety of all Library customers and materials and to maintain order on Library property.

Persons failing to observe any of the above rules will be asked once to comply. The person will be asked to leave if the behavior remains unchanged.

A person may be denied entrance to the library building permanently or for a set length of time if he or she repeatedly or seriously disregards library policy.

The library should be a pleasant community resource for all citizens. Please report any infractions of the above rules to the library staff so that it remains so. Thank you.

## **CAMERON PUBLIC LIBRARY**

## General Use of Library Meeting Rooms

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The purpose of this policy is to insure an orderly, peaceful, and efficient use of Library Meeting Rooms so as to accommodate and provide equal access to library customers.

Personal events, including but not limited to birthday parties, play groups, wedding receptions, and reunions are not considered appropriate use of Library Meeting Rooms.

The Library reserves the right to adjust room assignments based on scheduling needs. Library sponsored programs shall receive priority in the event of a scheduling conflict.

1. Purposes, objectives, or views of customers reserving Library Meeting Rooms shall in no way be announced, advertised, or displayed so as to suggest that the organization, its mission, beliefs, or purposes are endorsed by the Library or its partnering agencies.
2. Customers shall be responsible for vacating the Meeting Rooms within the timeframe indicated in their room reservation.
3. Use of Meeting Rooms must be concluded in time to vacate the room in advance of the regularly scheduled facility closing time; typically fifteen (15) minutes before the close of the facility.
4. Meetings must be conducted in a quiet, orderly manner.
5. In accordance with Library Policy, customers reserving the meeting room will insure that meeting attendees respect the common use areas of the library.
6. In accordance with Library Policy, parents may not leave children unattended while using the meeting room facilities.
7. All Library facilities are smoke-free and the use of tobacco products is prohibited.
8. Light, non-alcoholic drinks and refreshments may be served, so long as the premises are left clean and orderly.
9. Customers using the Meeting Rooms shall be assessed for damage to, and excessive cleaning of, Meeting Rooms. The use of tack pins and permanent tape is prohibited.
10. No materials, equipment or furniture belonging to library customers may be stored on library premises. The Library will not assume responsibility if materials, etc. are left on the premises.
11. Customers using the meeting facilities will hold harmless the Library for injuries and accidents as a result of carelessness.
12. Due to the public nature of Meeting Rooms, reservation requests shall not be protected as Library User Records, as described in Library Policy, but treated as public documents.

13. Library staff reserves the right to enter all meetings held in Library facilities.
14. Unless specifically outlined above, **All Library Policies shall apply to the use of the Meeting Rooms.**

When conflicts arise between the proposed use of the Library's Meeting Rooms and regulations presented in this policy, the Director of the Cameron Public Library shall have the final authority in granting or refusing permission for use of the rooms.

**Meeting Room Fees:**

1. A fee of \$50.00 per room is required for Commercial/Corporate/Legal groups.
2. The \$50.00 fee will apply if the rooms (s) are used for a training session or classroom session where the participants will be charged a fee to attend.
3. Nonprofit or community organizations may use the room free of charge

All fees are due five working days prior to the meeting or event. All monies paid are refunded if the applicant cancels the event 24 hours prior of the event.

The Library Board, the Library Director or the designee may waive a fee for the room when it is deemed in the best interest of the Library. Waivers may be documented and reported to the Library Board of Trustees.

**AGREEMENT FOR CAMERON LIBRARY MEETING ROOM**

**We agree to pay \$50 per day rental fee. We are responsible for setting up, taking down and cleaning of all tables and chairs used.**

**We agree to vacate the premises at least 15 minutes prior to library closing time. In case of emergency, we will contact library staff.**

**We agree to serve only light refreshments. We will not allow cooking, hot foods, alcoholic beverages, or smoking.**

**Date of Event** \_\_\_\_\_

**Approximate Time** \_\_\_\_\_

**Rental Check #** \_\_\_\_\_ **Amount\$** \_\_\_\_\_

**Request for projector** \_\_\_\_\_ **(Yes/No)**

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Telephone**

\_\_\_\_\_

- 1. Neither the Cameron Public Library Board of Trustees nor its staff shall be held responsible for injury to persons or property that may occur while a meeting room is being used. \_\_\_\_ (initials)**
- 2. The Library cannot be held responsible for materials, supplies or equipment owned by the group and used by them in the Library. \_\_\_\_ (initials)**

The preceding document consisting of forty two (42) pages including the title page and table of contents is the policies of the Cameron Public Library, 312 N. Chestnut, Cameron, MO 64429, originally adopted at the regular meeting of Cameron Public Library Board of Trustees held on March 15, 2001 at 7:30 P.M. Updated at regular meeting of the Board of Trustees on June 20, 2006. Second revision of Library policy was passed at regular meeting of the Library Board of Trustees on June 18, 2009. Story Time policy revised at regular meeting of the Library Board of Trustees on October 27, 2011. Policy updates on Story Time, out of town card applications, board meeting schedules and the addition of a meeting room policy accepted at the regular meeting of the Library Board of Trustees on October 17, 2013. Revisions to security gate, issuing cards and computer usage were made at the regular board meeting August 21, 2014