



*312 North Chestnut, Cameron, MO 64429*

***BY-LAWS OF THE  
BOARD OF TRUSTEES***

***AND***

***POLICIES***

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

***REVISED: June 2023***

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\* designates a form

# *Cameron Public Library*

## BY-LAWS OF THE CAMERON PUBLIC LIBRARY BOARD OF TRUSTEES

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

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

### **ARTICLE 2. - 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 3. - Board Membership**

**Section 1: Number & Qualifications:** The board of directors shall consist of nine members. Members are recommended by the Board of Trustees to the Mayor, who then appoints with the approval of the City Council. Appointees shall be residents of the City of Cameron. No person shall be appointed to the Library Board who is related either by blood or by marriage to any employee of the 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.

**Section 2: Term of Office -** The members shall serve terms of three years each, beginning on January 1<sup>st</sup>. Each Board member is eligible to serve for no more than three consecutive terms or 9 years. Board members are eligible for further appointments to the Board two years after their expiration of their last service.

**Section 3: Removal –** The Mayor, or other proper official, by and with the consent of the City Council, may remove any trustee for misconduct or neglect of duty. Failure of a trustee to attend half of the regular meetings through the year shall constitute a reason for replacement of said trustee.

**Section 4: Resignation -** Resignations may occur for personal reasons during his/her term of office. A member must resign upon the occasion that he/she is no longer a resident of the City of Cameron or if he/she becomes a member of the city Government.

**Section 5: Vacancies –** Vacancies in the Board, occasioned by removals, resignations or otherwise, shall be reported to the proper official and shall be filled in like manner as original appointments, except that if the vacancy is an unexpired term, the appointment shall be made for only the unexpired portion of that term.

## *Cameron Public Library*

### **Section 6: Duties of the Board of Trustees -**

1. Convene Regularly scheduled meetings, committee meetings, and any additional meetings that may prove necessary
2. Formulate, adopt, and amend By-Laws, policies and procedures under which the library operates.
3. Select and appoint the Library Director and have the power to remove the Library Director.
4. Oversee the preparation of the budget, approve and amend it, and ensure that adequate funds are provided to finance the approved budget
5. Advocate for the Library. Cooperate with other public officials and boards and maintain public relations.

### **Section 7: 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.

1. 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.
2. 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.
3. Secretary - shall take minutes of meetings, be responsible for board correspondence, and provide member notification of the meetings.
4. Treasurer - shall oversee financial reporting at each meeting and review and approve financial transactions taken on behalf of the library.

# *Cameron Public Library*

## **ARTICLE 4. - Meetings**

Section 1. 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.

Section 2. Special Meetings: 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 days advance notice of the meeting.

Section 3: Quorum: Quorum at meetings shall consist of over one-half of the total board members – more than 4. 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. Manner of voting will be a verbal yea or nay. If the outcome cannot be determined, a hand count will follow.

Section 4: Order of Business: At regular meetings, the following shall be the order of business:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. PUBLIC PARTICIPATION
5. LIBRARIAN REPORT
6. TREASURER REPORT
7. UNFINISHED BUSINESS:
8. NEW BUSINESS
9. MISCELLANEOUS
10. ADJOURNMENT:

Section 5: Notice of Meetings: a public notice will be posted at the library 7 days prior to the meeting date

# *Cameron Public Library*

## **ARTICLE 5. - 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 6. - Parliamentary Authority**

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

## **ARTICLE 7. - By-Law Amendment**

By-law amendment may be done by first proposing the appropriate changes in writing 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.

## *Cameron Public Library*

### **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*

## **MISSION STATEMENT**

The Cameron Public Library will champion  
Discovery, Creativity and Community Connection

## **VISION**

Offer materials to inspire creativity  
Provide resources to encourage discovery  
Promote community connections

## **Objective**

1. Door to learning: The library encourages families to develop and grow an interest in reading and learning through our services
  - a. Offer programming relevant to needs of the community
  - b. Organize activities that encourage diversity in learning.
  - c. Develop a collection of materials to support the programs and the interests of the community.
2. Community Activities Center: The Cameron Public Library strives to be a resource for community activities, meetings and services. By working closely with area agencies and organizations, we can assist others in organizing services to meet local needs.
3. Community Information Center: we will offer and maintain a local history and genealogical collection for research and general reference purposes.
4. Educational Support Center: The library will feature current, high demand and high interest materials in a variety of formats for persons of all ages which will include:
  - a. Early Literacy programming
  - b. Children and Teen events
  - c. Independent learning facilities
  - d. Strong collection support
  - e. Diverse collection formats, including electronic, hard copy, audio and visual resources
5. Reference Resource Center: provide competent staff to act as a resource for finding information pertinent to individual needs.
6. Internet access site through both Public Access Computers and Wireless Internet Access



# *Cameron Public Library*

## **GENERAL POLICIES**

### **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.

# *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.

## **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*

## **CIRCULATION POLICY**

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

1. New cards -- Adult (18 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 (17 years and under) signature of parent or legal guardian is required for persons who are 17 years of age or younger. The parent must meet the requirements of an adult card.
3. Non-residents of the City of Cameron -- Non-residents may borrow materials and use other resources from the library for a \$25.00 annual fee. Each non-resident household is allowed 2 library cards. Additional cards will be available for \$2.00 each to other members of the same household. Family members must reside at the same residence to use the membership. The card expires one year from the date of issue and is renewable. Picture ID is required when applying for a card; however, Proof of residence is not required.
4. Agency/Business -- An agency or business owning property within the city Limits of Cameron may have a company library card to be used for clients (nursing homes, daycares or churches) or employees for business purposes. A responsible person of the **agency** or business will be the one to apply for the card (the owner or director) and will be responsible for any debt incurred on the card. This card is not for the personal use of employees, employee's families or other non-resident persons.
5. School Student Card -- These cards are offered to school aged (5-18) students both in and outside the library district (Cameron city limits) free of charge. To apply the student or parent must bring a photo ID and proof of payment of Cameron School District taxes. The card will be valid for two years from the time they are registered. At that time they can renew the card for another two years, as long as they update their personal information. When they graduate the card will no longer be valid. All other library policies apply.

## *Cameron Public Library*

6. 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 could 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.
7. No person may have more than one card in his/her name.

Cameron Public Library will issue to each card holder, an ID card, to be used by the card holder only. 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 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.

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.

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.

## *Cameron Public Library*

### **CIRCULATION OF MATERIALS**

Materials can be checked out for a period of three (3) weeks. 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 four (4) DVDs per card.

Renewal of any item is allowed if there are no holds on the materials. Materials may be renewed in person, online or by telephone. All renewals are limited to four times.

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.

### **FINES/OVERDUE CHARGES**

The library does not charge overdue fees. The library does charge for lost or damaged items and the cost varies, based on cost of the item. Fees and assessments are charged to encourage prompt and safe return of materials. Attempts will be made to notify a patron when an item is overdue, but it is the patron's responsibility to return library material on time. Email reminders will go out to patrons requesting the items be returned when they are close to being overdue and when they are overdue. Items will move from overdue to lost 28 days following the last due date. At the 28 day mark, a letter will be sent to the patron informing them of the lost book fees and requesting the books get returned. Any fees associated with the item will be waived when the item is returned in good condition.

Borrowing privileges and computer privileges will be suspended if fees exceed \$10.00 until the books or the fees are reconciled.

If the items that was lost and paid for is returned without damage within one year of payment, the amount paid for the item will be refunded.

## *Cameron Public Library*

### **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.

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.

### **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 semi-annual book sale.

1. Cameron Public Library shall have the right to accept or refuse all donations to the library. The library director will 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.

---

Name

---

Address

---

City, State, zip code

---

Telephone

---

Date

---

Library Staff received  
Signature & Date

# *Cameron Public Library*

## **COLLECTION DEVELOPMENT POLICY Amended 6/15/2023 PURPOSE**

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

### **RESPONSIBILITY FOR SELECTION**

The library director, with input from library staff, 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.
3. Evaluation of works of imagination:
  - a. Represents important movements, genre, and 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:

# *Cameron Public Library*

## **COLLECTION DEVELOPMENT**

### **Authority and Responsibility for Collection Development**

The Library Director makes material selections based on availability, need, choice of material and available funds. Every effort will be made to build a relevant usable collection for the benefit of the diverse needs of the community.

Library staff and patrons may recommend materials for purchase. Patrons are asked to supply the title, author and or publishing date and relevance to the community and/or collection. See Suggested for Purchase Form on Page 21.

### **Criteria for Selection**

Availability, suitability and quality of each particular format of materials is considered along with subject matter, style and use by the intended audience.

## **USE OF BOOK SELECTION AIDS**

The director will be aided in the selection of materials by various publications: basic general lists, current general lists, special bibliographies for reference books and particular subject materials, book reviewing journals and reputable third party book review sources. No one publication is relied upon exclusively. The critical opinions of reviewers should be checked against each other where feasible.

## **AGE DESIGNATION**

The library recognizes that many materials (books, videos, recordings, etc.) could be considered controversial.. Responsibility for the reading and viewing of children rests with their parents and legal guardians, not with the library. 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.

Patrons are not limited by these age recommendations. All patrons are welcome to checkout any materials in our collections. Responsibility for a minor's reading must rest with the parent or guardian, not with the library.

Library staff does not supervise children. Library personnel do not know what you consider appropriate for your child and cannot be responsible for their selections. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

## *Cameron Public Library*

The library collections for patrons under age 18 are split into the “E” collection, which is intended for ages birth to 2<sup>nd</sup> grade, the “JUV” section which is intended for patrons 3<sup>rd</sup> grade through 6<sup>th</sup> grade, and the YA collection which is intended for patrons in 7<sup>th</sup> 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 2<sup>nd</sup> grade for “E” materials, 3<sup>rd</sup> through 6<sup>th</sup> grade for JUV materials, and 7<sup>th</sup> grade and above for YA materials; and/or the publisher’s suggested age range if available. This statement is required by Missouri Regulation 15 CSR 30-200.015

### **MAINTENANCE OF THE COLLECTION**

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

**RECONSIDERATION OF MATERIALS**

Patrons of the Cameron Public Library are welcome to provide their comments and criticism of the library's collection, If the patron wishes to ask the library to reconsider a piece, it can be done by completing a formal written reconsideration document. The Library Director will then discuss the reconsideration form with the patron. The patron will then present the form to the Library Board of Trustees at the next scheduled meeting. The material in question will be assessed against the collection development policy. The Library Board will then determine if the item aligns or contradicts the collection development policy to make a final decision on the material's status within the collection. See Citizen's Request for Reconsideration Form on Page 22 of this document.

*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) \_\_\_\_\_

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

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

Are you a registered patron **who resides within the legal service area 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)

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

**Limit one item per challenge form.**

**Form should be filled out in FULL by a registered patron who resides within the legal service area of the library or the legal guardian of minor children within the library district. Please allow three months before the same item can be challenged again.**

## *Cameron Public Library*

### **GENEALOGY ROOM POLICY**

All visitors to the Library's genealogy department will be asked to sign the guest register located in the genealogy room. Sign-in includes: name, address, phone number and date. This allows us to keep track of visits for reporting purposes. Anyone needing assistance will be assisted by library staff.

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. Because the library is best served as a research facility, rather than a museum, materials may be considered for the Cameron Historical Society.



# *Cameron Public Library*

## **COMPUTER / INTERNET USE POLICY**

### **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.

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.

## *Cameron Public Library*

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.

## *Cameron Public Library*

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

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 to 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*

## **Policy for Public Computer Usage**

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.
2. Patrons may use the computer for up to 2 hours per day.
3. 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. Desktop 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 for up to two hours,. Guests must show photo ID and sign an internet agreement to receive a guest account login.
10. Patron must have their own personal data storage device (ie thumb drive) to save data. All personal files are deleted nightly when computers are turned off for the evening.
11. Cameron Public Library has the right to check all patron storage devices for computer virus before they are used on library computer(s).
12. Hard copies printed by the printer will be charged at .25 (twenty-five cents) per sheet and is payable at the circulation desk.

## *Cameron Public Library*

13. Cameron Public Library computer user agrees to take proper care of 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.
14. Patron agrees to observe all copyright laws
15. 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.
16. 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 or guardian with them for using all public computers; with the exception of the on-line public catalog computers.
17. 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.
18. All children aged 17 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

## 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

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Print name legibly

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Parent's Signature (if under 18 years old)

Date

Parent's signature is required if the applicant is aged 18 or under.

**Patron Behavior Policy  
(amended April 2023)**

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. Food and/or drinks are not allowed around the computer terminals.
3. Smoking and other tobacco and other smoking products, including ecigarettes are NOT permitted in the library.
4. Weapons are prohibited on the library property (City of Cameron Code Ord. No. 5961, § 1, 12-5-16; Ord. No. 6201, § 4, 10-4-21)
5. Patrons may NOT abuse the library's furniture.
6. 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.
7. Gambling and alcoholic beverages are not permitted in the library.
8. Patrons will be asked one time to reduce the noise level. After that, the patron will be asked to leave.
9. 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.
10. Children of elementary school age or younger should be accompanied by a responsible older person. Parents are responsible for their children's behavior in the library. The library cannot be responsible for the care of unaccompanied children.
11. The teen and Children's areas of the library facilities are designed for children, teens, their families and caregivers. Use of these areas by adults who are not parents, guardians, teachers or caregivers may be restricted to ensure that children, teens and their families have adequate access to the resources provided specifically for them.
12. Patrons may use the library phone for local calls for short non disruptive phone calls
13. 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.
14. 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.
15. The uninvited introduction of any animals except service animals, such as seeing-eye dogs and other assistive animals shall NOT be permitted.

## *Cameron Public Library*

16. Patrons are restricted to the public areas of the library. Entry into any staff work areas not open to the public is NOT permitted.
17. Skateboarding, roller-blading, bicycling or transportation on any other human-powered wheeled conveyance on Library property is NOT permitted.
18. Patrons shall NOT interfere with use of the Library by other customers, or with Library staff's performance of their duties.
19. 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.
20. Offensive gestures or language including but not limited to hateful speech, racial slurs or profanities will NOT be permitted.
21. Sexual misconduct, including but not limited to acts of exposure, public masturbation, sexual harassment, offensive touching, sexual solicitation, are NOT permitted.
22. No soliciting on Library property.
23. 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. For any event in the meeting room, age assignments for the purpose of the meeting should be included on all posting and advertising as required by the 15-CSR 30-200.15 ruling. Failure to do so could result in the group being prohibited from using the space.
3. Customers shall be responsible for vacating the Meeting Rooms within the timeframe indicated in their room reservation.
4. 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.
5. Meetings must be conducted in a quiet, orderly manner.
6. In accordance with Library Policy, customers reserving the meeting room will insure that meeting attendees respect the common use areas of the library.
7. In accordance with Library Policy, parents may not leave children unattended while using the meeting room facilities.
8. All Library facilities are smoke-free and the use of tobacco products is prohibited.
9. Light, non-alcoholic drinks and refreshments may be served, so long as the premises are left clean and orderly.
10. 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.
11. 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.
12. Customers using the meeting facilities will hold harmless the Library for injuries and accidents as a result of carelessness.

## *Cameron Public Library*

13. 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.
14. Library staff reserves the right to enter all meetings held in Library facilities.
15. 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.

*Cameron Public Library*

**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.

**We agree to include age assignments for the meeting on all posting and advertising as required by the 15-CSR 30-200.15 ruling. Failure to do so could result in the group being prohibited from using the space.**

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)

## *Cameron Public Library*

### **HOTSPOT LENDING PROGRAM**

The COVID-19 pandemic has greatly exacerbated the digital divide in our community, which is why the Missouri Department of Economic Development and the Cameron Public Library have invested in a hotspot lending program. In partnership with T-Mobile, Verizon, and AT&T, we are able to offer hot spots for patron use. This is a one-year program. Continuation will be assessed by the Trustees at the end of the one-year contract.

#### **BORROWING GUIDELINES**

- Checkout period: 14 days
- Patron card must be ACTIVE and in good standing for 6 months
- Adult (18+) cardholders may checkout
- 1 hotspot per cardholder/household at a time
- A cardholder/household must wait 7 days upon returning a hotspot unit before checking one out again
- No renewals
- Borrower Agreement must be signed before hotspot is issued to a patron

#### **GENERAL GUIDELINES**

- Coverage depends on the data plan network so the location of the hotspot and congestion of the network may affect user experience.
- All components of the hotspot units must be returned together at the Circulation Desk. They may not be returned in any outside returns.
- Hotspots are deactivated if overdue or if excessive data is used
- Use of the hotspot is subject to the terms of the Library Internet Use Policy
- Hotspots are filtered, but it is also the user's responsibility to use the device in a responsible manner and not for any unauthorized, unethical, or illegal purposes
- Parents/guardians are responsible for the use of the hotspot by minors
- Any attempt to alter data or the configuration of the hotspot is strictly prohibited, and may be considered an act of vandalism and subject to full replacement cost value
- The library reserves the right to revoke checkout privileges if these guidelines are not met

#### **DISCLAIMER**

Cameron Public Library is not responsible for personal information shared over the internet or for information and websites accessed using this device, or any misuse, harm or any other result due to the use of the hotspot

#### **FEES**

Hotspots are free to borrow. Replacement charges will be incurred if the hotspot is lost, stolen or damaged: Hotspot \$75, Case \$15, Adapter \$10, USB cord \$5.

*Cameron Public Library*

**MOBILE HOTSPOT BORROWER AGREEMENT**

Use of a library hotspot is subject to the terms and conditions set forth in this Checkout Agreement, and by checking out the hotspot, you agree to the following:

1. I understand that the hotspot can only be checked out by a Cameron Public Library cardholder who is at least 18 years of age.
2. I understand that the hotspot can be checked out for 14 days. It must be returned to a staff member inside the Library by the due date, with all included cables and original packaging. The hotspot may NOT be returned to the outdoor book drop. If the hotspot has not been returned by its due date, data service will be terminated, and the hot spot will become unusable.
3. I understand that Cameron Public Library has no control over and cannot guarantee the availability of hotspot service or continuous service or speed of the connection.
4. Replacement fee for missing or damaged items are as follows: hotspot \$75, case \$15, adapter \$10, USB cord \$5.
5. I understand that I am responsible for monitoring what my children and other minors' access or view while using the hotspot.
6. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Cameron Public Library's Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.
7. I understand that wireless networks "Hotspots" are freely accessible and may be unsecure. I understand that the Service Provider, Cameron Public Library, and their officials and employees are not responsible for any files, data, confidential or personal information accessed, transmitted, lost or damaged as a result of using the hotspot.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If I do not abide by these terms and conditions, I acknowledge that my checkout privileges may be revoked.

---

Signature

Date

---

Printed Name

Library Card #

The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or for any unforeseen hardware or software failure. Library staff will make every effort to document any existing damage; however, if a borrower discovers any pre-existing damage, the borrower should notify library staff as soon as possible. Failure to notify the Library of existing damage limits the borrower's ability to dispute charges for damage discovered upon the device's return. The borrower acknowledges and agrees not to hold Lincoln County Library responsible for any personal injury, inconvenience, or expense incurred as a result of using library equipment.

## *Cameron Public Library*

### **LAPTOP LENDING PROGRAM**

The COVID-19 pandemic has greatly exacerbated the digital divide in our community, which is why the Missouri Department of Economic Development and the Cameron Public Library have invested in a device lending program. We are able to offer this device for patron use. This is a one-year program. Continuation will be assessed by the Trustees at the end of the one-year period.

#### **BORROWING GUIDELINES**

- Checkout period: 5 days
- Adult (18+) cardholders may checkout
- Patron card must be ACTIVE for 6 months
- 1 device per cardholder/household at a time
- A cardholder/household must wait 7 days upon returning a device before checking one out again
- No renewals
- Borrower Agreement must be signed before this device is issued to a patron

#### **GENERAL GUIDELINES**

- All components of the Laptop must be returned together at the Circulation Desk. They may not be returned in any outside returns.
- Use of the Laptop is subject to the terms of the Library Internet Use Policy
- It is the user's responsibility to use the device in a responsible manner and not for any unauthorized, unethical, or illegal purposes
- Parents/guardians are responsible for the use of the laptop by minors
- Any attempt to alter data or the configuration of the laptop is strictly prohibited, and may be considered an act of vandalism and subject to full replacement cost value
- The library reserves the right to revoke checkout privileges if these guidelines are not met

#### **DISCLAIMER**

Cameron Public Library is not responsible for personal information shared over the internet or for information and websites accessed using this device, or any misuse, harm or any other result due to the use of this laptop computer.

#### **FEES**

Devices are free to borrow. Replacement charges will be incurred if the device is lost, stolen or damaged: Laptop \$450, Case \$15, charging cord \$15, wireless mouse and/or toggle \$15

*Cameron Public Library*

**LAPTOP BORROWER AGREEMENT**

Use of a library laptop is subject to the terms and conditions set forth in this Checkout Agreement, and by checking out the laptop, you agree to the following:

1. I understand that the LAPTOP can only be checked out by a Cameron Public Library cardholder who is at least 18 years of age.
2. I understand that the LAPTOP can be checked out for 5 days. It must be returned to a staff member inside the Library by the due date, with all included cables and original packaging. The LAPTOP may NOT be returned to the outdoor book drop. If the LAPTOP has not been returned by its due date, THE PATRON will be charged for the Laptop and all related equipment.
3. I understand that Cameron Public Library has no control over and cannot guarantee the proper functioning of the device.
4. Replacement fee for missing or damaged items are as follows: HP Laptop Computer \$450, case \$15, charging cord \$15, wireless mouse and/or toggle \$15.
5. I understand that I am responsible for monitoring what my children and other minors' access or view while using the computer.
6. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Cameron Public Library's Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If I do not abide by these terms and conditions, I acknowledge that my checkout privileges may be revoked.

---

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

---

Printed Name \_\_\_\_\_ Library Card # \_\_\_\_\_

The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or for any unforeseen hardware or software failure. Library staff will make every effort to document any existing damage; however, if a borrower discovers any pre-existing damage, the borrower should notify library staff as soon as possible. Failure to notify the Library of existing damage limits the borrower's ability to dispute charges for damage discovered upon the device's return. The borrower acknowledges and agrees not to hold Cameron Public Library responsible for any personal injury, inconvenience, or expense incurred as a result of using library equipment.

## **TABLET LENDING PROGRAM (ADDED 6/23)**

The COVID-19 pandemic has greatly exacerbated the digital divide in our community, which is why the Missouri Department of Economic Development and the Cameron Public Library have invested in a device lending program. We are able to offer this device for patron use. This is a one-year program. Continuation will be assessed by the Trustees at the end of the one-year period.

### **BORROWING GUIDELINES**

- Checkout period: 5 days
- Adult (18+) cardholders may checkout
- Patron card must be ACTIVE for 6 months
- 1 device per cardholder/household at a time
- A cardholder/household must wait 7 days upon returning a device before checking one out again
- No renewals
- Borrower Agreement must be signed before this device is issued to a patron

### **GENERAL GUIDELINES**

- All components of the Laptop must be returned together at the Circulation Desk. They may not be returned in any outside returns.
- Use of the Laptop is subject to the terms of the Library Internet Use Policy
- It is the user's responsibility to use the device in a responsible manner and not for any unauthorized, unethical, or illegal purposes
- Parents/guardians are responsible for the use of the laptop by minors
- Any attempt to alter data or the configuration of the laptop is strictly prohibited, and may be considered an act of vandalism and subject to full replacement cost value
- The library reserves the right to revoke checkout privileges if these guidelines are not met

### **DISCLAIMER**

Cameron Public Library is not responsible for personal information shared over the internet or for information and websites accessed using this device, or any misuse, harm or any other result due to the use of this laptop computer.

### **FEES**

Devices are free to borrow. Replacement charges will be incurred if the device is lost, stolen or damaged: Laptop \$450, Case \$15, charging cord \$15, wireless mouse and/or toggle \$15



*Cameron Public Library*

**TABLET BORROWER AGREEMENT (ADDED 6/23)**

Use of a library laptop is subject to the terms and conditions set forth in this Checkout Agreement, and by checking out the laptop, you agree to the following:

7. I understand that the LAPTOP can only be checked out by a Cameron Public Library cardholder who is at least 18 years of age.
8. I understand that the LAPTOP can be checked out for 5 days. It must be returned to a staff member inside the Library by the due date, with all included cables and original packaging. The LAPTOP may NOT be returned to the outdoor book drop. If the LAPTOP has not been returned by its due date, THE PATRON will be charged for the Laptop and all related equipment.
9. I understand that Cameron Public Library has no control over and cannot guarantee the proper functioning of the device.
10. Replacement fee for missing or damaged items are as follows: HP Laptop Computer \$450, case \$15, charging cord \$15, wireless mouse and/or toggle \$15.
11. I understand that I am responsible for monitoring what my children and other minors' access or view while using the computer.
12. I understand that I must comply with the Service Providers Acceptable Use Policy, Privacy Policy and Terms of Use, as well as Cameron Public Library's Internet Use Policy. It is my responsibility to read and abide by these policies and to comply with all Federal and State Laws.

By signing below, I acknowledge that I have read the above terms and conditions and agree to abide by them. If I do not abide by these terms and conditions, I acknowledge that my checkout privileges may be revoked.

---

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

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Printed Name \_\_\_\_\_ Library Card # \_\_\_\_\_

The Library does its best to provide clean, secure, and fully functional equipment, but is not responsible for charging the device or for any unforeseen hardware or software failure. Library staff will make every effort to document any existing damage; however, if a borrower discovers any pre-existing damage, the borrower should notify library staff as soon as possible. Failure to notify the Library of existing damage limits the borrower's ability to dispute charges for damage discovered upon the device's return. The borrower acknowledges and agrees not to hold Cameron Public Library responsible for any personal injury, inconvenience, or expense incurred as a result of using library equipment.

## *Cameron Public Library*

### **Photography and Recording Policy**

It is the policy of the Board of Trustees of the Cameron Public Library to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library.

The Board of Trustees hereby authorizes filming and photography in the Cameron Public Library as follows:

1. Classes or events sponsored by the Cameron Public Library may be photographed or video recorded by library staff. Attendance at a Cameron Public Library sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Cameron Public Library.
2. Casual amateur photography, filming, and videotaping is permitted in the lobby, study and program areas of the library for patrons and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with the library operations or capture any identifiable likenesses of individuals without their permission. Any such persons who are filmed or photographed, except as otherwise permitted in paragraph 3 by the library, itself, in no circumstances may anyone take a photo or film a library patron without the consent of the patron, or their parent/guardian, if a minor.
3. No commercial or media photography or filming may occur in the Cameron Public Library without the prior permission and approval of the library director. For commercial/media requests, please call 816-632-2311 or email [info@cameronpubliclibrary.org](mailto:info@cameronpubliclibrary.org)

The Library may utilize photos and videos from public programs and events within the Cameron Public Library, or our website or Facebook page, and in the library publications. Photos, images, and videos submitted to the library by users for online galleries or contests may also be used by the library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information.

Any consent granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the Cameron Public Library

# *Cameron Public Library*

## **Sale of Surplus Property Policy**

The Cameron Public Library shall dispose of surplus property according to the following guidelines:

1. No employee or board member may purchase any surplus item prior to it being made available to the general public.
2. The Library Director shall be responsible for determining if an item is saleable. The Library Director may properly dispose of non-saleable and/or unusable items. The Library Director shall report all sales or disposal of surplus items to the Library Board.
3. Surplus property shall first be made available for use within the library district's primary supporter. (Friends of the Cameron Public Library). If property is not of use to any supporting organization, it shall be made available for sale according to the following:

<b>Per item Anticipated Value</b>	<b>Required Notification</b>	<b>Required Approval</b>	<b>Type of Sale</b>
Under \$250	Public Notice in library	Library Director	Priced to Sell
\$250 - \$999	Public notice in the library, web page, internet and/or local newspaper	Library Director	Open or closed bidding
Over \$1000	Public notice in the main library, library web page, internet and/or local newspaper	Library Board of Trustees	Open or closed bidding

4. The library district may, from time to time, hold mass sales of surplus items at a central location. Public notice shall be placed in the library, or on the library's web page, or on the internet through the library's social media and/or in local papers, as deemed appropriate.
5. Withdrawn supplies and unneeded materials may be sold by the library and offered to the Friends of the Cameron Public Library or other supporting group. Materials not wanted by the Friends group may be disposed of with the Director's approval.
6. This policy does not apply to sale or disposal of books and other library materials.
7. Disposal of computers or computer related hardware or software surplus items must be approved by the Director.
8. Revenue from the sale will be deposited into the general fund.
9. The value of items to be sold will be established by open market comparison (such as eBay, Craigslist, etc.) of similar or like items.
10. The Library Director will provide the Library Board of Trustees a once a year recap of all surplus items sold.

## *Cameron Public Library*

The preceding document consisting of thirty eight (38) 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. Addition of Photography and Surplus materials policy approved at the regular board meeting on January 19, 2023. Amendments to the patron behavior policy were made at the April 20<sup>th</sup>, 2023 meeting.

## **Appendix A. Library Bill of Rights:**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.

## **Appendix B: Freedom to Read Statement**

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *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.*
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.*
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.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
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.*

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

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