

Revised & Updated
2018

Haines Borough Public Library

Policies, Rules, and Regulations Manual



Approved by the Haines Borough Public Library Advisory Board

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I. MISSION STATEMENT AND GENERAL LIBRARY GOALS

The Haines Borough Public Library strives to be responsive to community needs by assembling, and providing access to materials, information, and technology. The Library offers an environment conducive to providing programs, sharing information, and stimulating ideas. HBPL is a community gathering place where all ages are welcome.

The general goals of the Haines Borough Public Library are:

To serve the community as a center of information, recognizing that within the Haines area there are groups and individuals with varied and diverse interests, backgrounds, cultural heritages, social values, and needs.

- A.** To provide a place where inquiring minds may encounter the original, sometimes unorthodox, and critical ideas so necessary in a society that depends for its survival on free competition in ideas.
- B.** To support educational, civic, social, and cultural activities of individuals, groups, and organizations.
- C.** To provide opportunity and encouragement for children, young people, and adults to educate themselves continuously.
- E.** To provide training opportunities to help young people and adults build employment skills.
- F.** To seek continually to identify community needs, to provide programs or services to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- G.** To provide opportunity for recreation through the use of literature, music, films, videos, board games, technology, and other art forms.
- H.** To organize the collection to be easily accessible to patrons.
- I.** To provide access to technology and training to use various hardware, software, and information systems.

II. PURPOSE OF POLICY MANUAL

The purposes of this manual are to:

- Communicate the plan for the continuing development of the Library's resources;
- Guide the staff in building the collections;
- Aid the Library Director and the Library Advisory Board in the allocation of budgeted funds for library materials.

These policies also help to delineate the role of this facility in cooperation with other libraries.

The policy manual is reviewed continually by the Library Board and Director.

III. SERVICES OF THE LIBRARY

A.

The Library will collect and organize for easy access those books and materials which best meet the needs of the community.

B.

The Library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print, electronic, and audio-visual resources.

C.

The Library will provide information and materials to help people:

- 1) Equip themselves for efficient activities in useful occupations and practical affairs.
- 2) Increase their competence to form sound judgments on public problems and to encourage them to express their opinions and act according to their judgment.
- 3) Increase their understanding and appreciation of literature, the arts, sciences, and the political and natural world.
- 4) Develop personal and social well-being as well as creative and spiritual capacities.
- 5) Promote literacy by providing appealing materials for all ages.
- 6) Promote technology literacy through training programs and access.
- 7) Entertain themselves.

D.

The Library will offer programs for user groups such as preschoolers, kindergarten students, and adult special interest groups as they meet the goals of the Library

E.

The Library will cooperate with other community agencies and organizations to:

- 1) Determine and meet the educational needs of the community.
- 2) Help them with their programs through services such as Lending them equipment and providing meeting room space.

F. The Library accepts a responsibility for securing information beyond its own resources by:

- 1) Providing access to referral resources of agencies, institutions, organizations, and individuals in and beyond the community.

2) Borrowing for patrons materials which are not owned by the Library and which cannot be purchased or materials for which demand does not justify purchase.

G.

The Library will lend to other libraries materials which are requested for their. Patrons of the Haines Library have priority in the use of materials.

H.

The Library will provide access to the Internet, via WiFi, desktop computers and laptops. The Haines Borough Public Library does not warrant the information attained to be accurate, authoritative, factual, timely, or useful for a patron's purposes. The availability of networked information does not constitute endorsement of the content of that information.

I.

The Library will endeavor to maintain a balance in its services to all ages and genders. The Public Library will cooperate with, but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs.

J.

Computers, laptops, and e-readers are available for patrons to use.

K.

Periodic review will be made of Library services to determine whether the needs of the community indicate that present services should be discontinued or other services added.

IV. Library Cards

New Library Cards: The Haines Borough Public Library offers a free library card to all area full-time residents and to all Haines Borough property owners. A library card grants borrowing privileges to the holder. Photo identification and a local mailing address are required to apply for a card.

Youth and Children Cards

Children, under the age of 16, must have a resident parent's or legal guardian's signature to obtain a library card.

Visitor Cards

Visitors to Haines may purchase a visitor card by paying a fee. A visitor card has restricted privileges and is good for one calendar year.

Reciprocal Cards

HBPL participates in the Alaska Library Reciprocal Borrowing Program. Patrons must complete a registration card, show a photo ID and their hometown library card. Privileges for reciprocal borrowers are restricted.

Joint Library Catalog Cardholders

The Haines Borough Public Library is a member of the Joint Library Catalog, a consortium of public, academic, school, and special libraries. Patrons, in good standing, will be able to use their home library card at any of the JLC member libraries.

V. Use of the Library

Use of the library, its services, or facilities may be denied, limited, or restricted for:

- 1) Conduct or activities, including but not limited to unreasonably loud noise, that directly or significantly interfere with patron or staff use, safety, or access to facilities.
- 2) Conduct or activities that could cause loss, damage or destruction of Library property.
- 3) Failure to return books or other library materials or to pay penalties or outstanding service charges.

VI. Library Theft

If a patron is found to have stolen a Library asset, the following steps may be taken:

- Parents or Guardians will be notified if patron is under the age of 16.
- Patron must return the stolen item or reimburse the Library for the value of the item plus a processing fee.
- Patron has no Library privileges until the fine is paid.
- Possible notification of police.

VII. LIBRARY MATERIALS

A. Form of Material

The Library will provide any materials which help meet its goals and objectives. These include print, audio visual materials in current formats, periodicals, and Internet access for all ages.

B. Criteria for Collection

The guidelines for selection of materials include:

- Educational, informational, and recreational value
- Representation of varying points of view
- Authority, effectiveness, and timeliness of presentation
- Availability of material elsewhere
- Funds and space
- Physical quality
- Frequency of interlibrary loan requests
- Number of patron requests.

The quality of any item will be judged on the whole content; isolated passages in and of themselves will not be used as criteria, but will be weighed against the function they serve in fulfilling the author's purpose and artistic endeavors.

Materials are selected without regard to the personal history of the author.

Materials for children on human physical development and sex are carefully selected as to scientific accuracy and simplicity and dignity of presentation.

Certain materials may be treated as "ephemeral" titles, meaning only the current issue is kept.

The actual selection of most materials is made by the staff on the basis of reviews and descriptions found in *Library Journal*, *Booklist*, and other sources. Standard lists of collections recommended for libraries will also be used, including the *HW Wilson Company's Public Library Catalog*, *Fiction Catalog*, *Children's Catalog*, and *Katz's Magazines for Public Libraries*. Suggestions from the public for purchases of materials will be given consideration.

C. Acquisitions

Materials are purchased from a variety of vendors including local, regional, major library suppliers and Internet companies.

Full cataloging and processing specifications include MARC records, barcodes, spine labels, and protective covers.

Most periodicals and newspapers are purchased through a subscription service. The Adopt-A-Magazine program also provides magazines that patrons pay for through a donation to the Friends of the Library. A schedule for periodical retention is in the periodical check-in folder.

D. Policy Regarding Intellectual Freedom

The Haines Borough Public Library Board believes in the importance of intellectual freedom. The Board supports the American Library Association's Library Bill of Rights, a copy of which is included in this manual.

"The choice of library materials by users is an individual matter. A person may reject certain items for himself/herself or for his/her family, but he/she does not have the right to restrict access to these materials by others.

Responsibility for materials used by children and adolescents rests with their parents or legal guardians. Library materials are not marked or identified to show approval or disapproval of their contents.

The same policy applies to materials and programs sponsored by the Haines Borough Public Library.

The Library takes no responsibility for copyright infringements and other illegal use of library materials by patrons." (Quoted wording taken from Video Policies and Procedures for Libraries by James C. Scholtz, adopted March 19th, 1992.)

E. Request for Reevaluation of library material

Should a request for reevaluation of a library material arise, the user's concerns or complaints should originally be directed to the Library Director. A "Request for Reevaluation of Library Material" form will be given to the patron for completion. When a form has been completed, the staff will be given copies and the staff will review the materials with the selection policy, the Library Bill of Rights, intellectual freedom, etc. as a guide. The patron will be informed of the staffs' decision by the Library. Board approval is required for removal of a material.

If the patron wishes to appeal the staff's decision, the Director will bring the complaint and supporting documentation to the Library Board at their next regularly scheduled board meeting. The complainant will be notified and asked to attend. A decision by the Board will be made in a timely manner using the selection policy, the Library Bill of Rights, and intellectual freedom, as guides. The patron will be notified of this final decision.

Further appeal must be referred to a court of competent jurisdiction.

E. Conservation of Materials

Repair of materials done on site by staff or volunteers may include scratch removal, reinforcing bindings, tightening hinges, repairing torn pages, over-sewing, re-sewing, re-backing, and replacing pages. Plastic covers will be applied to paperbacks when size permits. Binding will be the preferred choice when staff or volunteers cannot fix the item and long-term preservation is desired. If the item is still available for purchase, binding will be used only if the costs are considerably less than the replacement cost. An irreplaceable title of importance should be retained regardless of condition, and a decision for care of its appearance should be determined by the effect upon its usefulness.

F. Weeding

The discarding of library materials is selection in reverse. Resources are weeded for the following reasons: damage, obsolescence, insufficient use, and un-serviceability. The CREW method as delineated in Evaluation and Weeding Collections in Small and Medium Sized Public Libraries will be used as a guide. Discarded items can be sold at used book sales, given away, or disposed of at the staff's discretion.

G. Gifts

Within the provisions of the state laws, the Library Board accepts the following donation guidelines:

- 1) Books and other materials may be accepted if they meet the guidelines for selection.
- 2) Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Library Board and the Borough Assembly.
- 3) The Library will not accept for deposit materials which are not outright gifts.
- 4) Gift statement forms for tax purposes are available if the donor wishes to complete them.

H. Art Donations

The Haines Borough Public Library accepts art donations when appropriate, including recognition pieces. All items offered to the library are first reviewed by an art committee comprised of a member of the board, FOL, staff and two members of the public.

Each donor will be asked to complete an art donation form which will be forwarded to the art committee. Either photos of the artwork or the actual artwork must be available for committee review.

An ad-hoc art committee will take the following criteria into consideration:

- Compatibility with architecture
- Compatibility with other art
- Balance of art mediums
- Aesthetics

- Space to display artwork.

After review, the art committee will make a recommendation to the Library Board. The board will review the art donation information and the recommendation and make a final decision. The donor will be notified after the board decision.

VIII. TECHNOLOGY USE

A.

Computers are available for patrons to use for access to the Internet, Statewide Library Electronic Doorway (SLED), library multimedia CDs, the card catalog, and other computer programs the Library Board chooses to offer.

B.

Use of the VCR/DVD player is limited to groups or organizations that have reserved a meeting room for a scheduled and advertised program, meeting or event. Each film that is to be viewed must be approved by the Library Director or Acting Director to assure copyright compliance.

C. Laptop Circulation Policy

Laptops are circulated according to the following policy:

- Laptops may be checked out to any patron with a permanent Library card at the Haines Borough Public Library, given that patron does not owe for lost or damaged materials or owe fines of \$10 or more.
- User is required to sign a responsibility agreement (see below) before a laptop may be checked out. The agreement is valid for one calendar year.
- User agrees to abide by the Library's entire Internet policies.
- Parent(s) or legal guardian(s) who have resident library privileges must sign the responsibility agreement for their child and sign a statement that says they have discussed the agreement with their child. (If there is a question regarding a child's laptop privileges, whoever has legal custody has final authority.)
- Only one laptop per user.
- Laptops may be used in the Library only.
- Laptops may not be used in the children's room without adult supervision.
- Laptops are available on a first-come, first-served basis. A waiting list will be established each day. If a patron on the waiting list is not in the building when a laptop becomes available, the next person on the list will be given the laptop. However, the patron's name will remain on the top of the list for the next available laptop.
- Library program use has priority.
- Loan period is two hours and may be renewed if there are other laptops available for check-out.
- Fines are \$3 an hour. Fines will be added to the patron's record on the circulation system. Laptop borrowing privileges may be suspended if equipment is returned late three times.
- Laptops are due 30 minutes before closing and stop circulating one hour before closing.
- Any computer malfunctions will be reported to staff immediately.
- User will "shut down" laptop and return it to a staff member. Laptops will not be left unattended at the circulation desk or anywhere in the Library.
- Any laptop removed from the Library by a patron will be handled as a theft and the police will be contacted immediately.

- The patron who checked the laptop out is the responsible party until the laptop has been returned to a staff member.

Laptops are checked out with the following components:

Laptop with floppy drive, CD drive, battery, adapter, bag, and instruction sheet.

D. Internet access & safety

In response to advances in technology and the changing needs of the community, the Haines Borough Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of our diverse, multicultural community. It is within this context that access to the Internet is offered.

CONTROL: The Haines Borough Public Library does not monitor and does not control the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library patrons use it at their own risk. Availability of Internet resources does not imply endorsement of them.

The Internet and its available resources may contain material of a controversial nature. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby reminded that they are responsible for the access points that are used. Parents of minor children must assume responsibility for their children's use of the Internet through the library's connection.

WHO MAY USE THE INTERNET: All Internet resources accessible through the library are provided equally to all library users. Staff is available for assistance on the use of the Internet and the library's computers.

PARENTAL CONTROL: 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/Email. (Minors are defined in this policy as people under the age of 18 years.) Parents are responsible for their minor's use of the library's resources and facilities. Parents who believe that their minor cannot responsibly use the library's Internet access are expected to monitor their minor's Internet use.

LEGALITY: All existing Haines Borough, State of Alaska, U.S laws, and municipal and library policies apply to users of library computer resources. Violation or attempted violation of any laws, regulations, or policies or library system security may result in loss of library privileges and possible civil or criminal penalties.

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

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 for use.

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.

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.

Uses that compromise the safety and security of minors when using email, chat rooms and other forms of direct electronic communications: Minors under age 18: Giving others private information about oneself 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.

Uses that Violate Confidentiality of Information: The Alaska Confidentiality of Library Records AK Sec40.25.140 prohibits unauthorized disclosure, use, or dissemination of personal information regarding library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law. (See next section for procedures.)

Uses that are in violation of obscenity laws or are harmful to minors: The library prohibits use of computers for accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors as defined by the Communications Act of 1934 (47USC Section 254 (h)H7).

CONFIDENTIALITY: Any information which identifies Internet users with specific materials or subject matter is considered confidential. Such records shall not be made available to any agency or local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of federal, state or local law relating to criminal, civil, or administrative discovery procedures or legislative investigatory power. The Haines Borough Public Library resists the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. If a court order is presented, the staff or volunteer should refer server to the Library Director. The Library Director should contact the Borough attorney for legal advice and permission to release records.

RELIABILITY: The Haines Borough Public Library does not warrant the accuracy, correctness or suitability of any information or data furnished through the Internet to users. In no event shall

the Haines Borough Public Library be liable to users in any way whatsoever for any claims, notwithstanding the forms of such claims, arising or resulting from or related to use of the library's Internet connection.

VIOLATIONS: In the event that a patron violates these policies the following consequences will be instituted:

If a patron views a site which is in violation of obscenity law or harmful to minors (Communications Act of 1934) the library staff has the right to warn the user that access privileges could be revoked and to ask the user to remove himself/herself from the library equipment at that time.

A patron misusing the computers in this manner a second time will lose Internet/computer access for up to one year.

A patron involved in any illegal act or tampering with any library computer or other computer system will lose library access to the computers for a minimum of one year. Violation or attempted violation of any laws, regulations, or policies or library system security may also result in civil or criminal penalties.

E. Guidelines for accessing the internet at the HBPL

The following guidelines apply and will be posted for the public. If these guidelines are not followed patrons may lose their computer privileges for up to one year:

To allow for efficient functioning of the network, playing Internet games, listening to music online, downloading software, and viewing feature length Internet movies and music videos are not allowed. Please use the library's collection of computer games, CDs and DVDs instead, either on library computers or at home.

Patrons and visitors may use the Internet access stationary computers by agreeing to the Internet Policy Agreement. The Internet must be used in a responsible and legal manner. If all the Internet access computers are in use, a patron may make a reservation to use a computer later during that same day.

Patrons may reserve the workstations and Internet computers for the same day in person or by phone. There is a time limit assigned. If a patron does not appear within a designated grace period, the patron forfeits their reservation. Internet use with laptops is covered in the Laptop Policy and Agreement.

Patrons may not use their own software programs in the Library's computer(s). This will help prevent computer viruses that are common on public computers.

If patrons wish to save files, CDs are available from staff for a fee.

WARNING: Although we use a virus-checker on the library's access computers, this will not completely protect users from the possibility of getting a virus. The Internet may contain a virus and users may want to have virus-checking software on their home/personal computer. The Haines Borough Public Library is not responsible for:
damage to a patron's disk or computer
any loss of data
or liability that may occur from patron's use of the Library's computers.

Printing is available for a fee.

Please remember the library is a public place and only sites that are appropriate for a public facility should be viewed on library terminals.

C. Laptop Circulation Policy

Laptops are circulated according to the following policy:

- Laptops may be checked out to any patron with a permanent Library card at the Haines Borough Public Library, given that patron does not owe for lost or damaged materials or owe fines of \$10 or more.
- User is required to sign a responsibility agreement (see below) before a laptop may be checked out. The agreement is valid for one calendar year.
- User agrees to abide by the Library's entire Internet policies.
- Parent(s) or legal guardian(s) who have resident library privileges must sign the responsibility agreement for their child and sign a statement that says they have discussed the agreement with their child. (If there is a question regarding a child's laptop privileges, whoever has legal custody has final authority.)
- Only one laptop per user.
- Laptops may be used in the Library only.
- Laptops may not be used in the children's room without adult supervision.
- Laptops are available on a first-come, first-served basis. A waiting list will be established each day. If a patron on the waiting list is not in the building when a laptop becomes available, the next person on the list will be given the laptop. However, the patron's name will remain on the top of the list for the next available laptop.
- Library program use has priority.
- Loan period is two hours and may be renewed if there are other laptops available for check-out.
- Fines are \$3 an hour. Fines will be added to the patron's record on the circulation system. Laptop borrowing privileges may be suspended if equipment is returned late three times.
- Laptops are due 30 minutes before closing and stop circulating one hour before closing.
- Any computer malfunctions will be reported to staff immediately.
- User will "shut down" laptop and return it to a staff member. Laptops will not be left unattended at the circulation desk or anywhere in the Library.
- Any laptop removed from the Library by a patron will be handled as a theft and the police will be contacted immediately.

- The patron who checked the laptop out is the responsible party until the laptop has been returned to a staff member.

Laptops are checked out with the following components:

Laptop with floppy drive, CD drive, battery, adapter, bag, and instruction sheet.

E. Public WiFi policy

The Haines Borough Public Library offers a free public-access wifi network that is separated from the other library networks for security reasons. The free public wifi network is designed to allow patrons and visitors to connect to the Internet with their own portable devices.

- The public access network is protected by a password that will be changed on a regular basis.
- Users of the public access network must agree to the terms before being given the password.
- The agreement and the password will be available at the front desk so that staff members will not be burdened by requests for access.
- A knowledgeable staff member will reset the password and print out a new batch of agreements whenever the previous batch is exhausted or it is deemed necessary to change the password.
- Technical support will not be offered to users of the public access network.
- The public access network will only be available during regular library hours.
- To ensure fair bandwidth sharing between all the library networks, library staff may limit the speed and number of simultaneous connections to the public access network. Staff and other library networks will have priority should bandwidth limits be needed.
- Some websites will be filtered.
- Users of the public access network will be subject to the library's Internet Access and Safety policies, as indicated in the public access network agreement.

F. e-Reader lending policy

Guidelines for Borrowing and Use

- The e-Reader may only be checked out from the Circulation Desk and must be returned directly to a staff member. DO NOT USE THE BOOK DROP to avoid damage to the device.
- Borrowers must be 18 years old or older.
- A valid permanent resident Haines Borough Public Library card AND photo ID must be presented in order to checkout an e-Reader.
- Borrowers must be in good standing with the Library, with a current address on file and no outstanding fines greater than \$5.00.
- The e-Reader may be borrowed for a maximum of 14 days, then must be returned to the library and checked in. It may not be renewed.

Fines and Liability

- Any e-Reader returned late will be assessed an overdue fine of \$2.00 per day.
- Any e-Reader returned in the book drop will result in a minimum fine of \$25.00 and/or revocation of e-Reader borrowing privileges.
- The borrower is responsible for costs associated with damage or loss of the e-Reader and peripherals.
- The replacement cost of the iPad, Nook, or Kindle will be determined at the time of loss and/or damage.

Proper Care and Use

- As with any electronic device, use care when handling.
- The software and settings may not be altered, and nothing can be added to or removed from the e-Reader's internal storage.

G. Video conference policies

The video conference equipment allows for:

- Face-to-face meetings between remote locations using video and audio sharing.
- Laptop hookup to present PowerPoint or any other computer screen share within the video conference
- A large screen to display local computer presentations, even when not sharing remotely with a video conference

The following uses are allowed:

- Meetings/classes/consultations between local groups and any other party
- Private meetings/classes/consultations between local individuals and remote parties will be approved depending on scheduling, suitability, and any alternatives available.
- Events where money is raised/charged locally, or for meetings not open to the public held by for-profit entities. In this case, room fees may apply.

Equipment may not be used for:

- Watching movies for personal use
- Watching television
- Any other personal use

Applicant Responsibilities and Understandings:

1. Applicants should contact the library to schedule the event one month in advance of the date they would like to use the equipment.
2. Applicants should submit (to a library staff member) the Video Conference Request application, available at: www.haineslibrary.org/videoconference.
3. Meeting dates are considered tentative until the following are satisfied:
 - a. Library receipt of a video conference request application has been received at least 10 days prior to the event
 - b. Director or Assistant Director approval of the application.
 - c. Library confirmation that video conferencing equipment is available
 - d. Library confirmation that staffing is available
4. Applicants must comply with library's Meeting Room Use policies.
5. Applicants must plan to arrive at the library 20 minutes prior to the conference start time.

NOTE: Only the Haines Library staff and Alaska State Library/UAA IT staff are authorized to manipulate the video conference configuration.

IX. CONFIDENTIALITY

A.

The Library Board recognizes that patrons' rights to confidentiality must be protected. Sec09.25.140 **Confidentiality of Library Records** from the Alaska State Statutes shall be followed by staff and volunteers. The Statute is as follows:

Sec40.25.140 **Confidentiality of Library Records**

(a) Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under AS40.25.110 or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

(b) Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child.

B.

The following policies assume that contact would be made during normal work hours, that the Director would be in the office, that the Borough Attorney would be available to check legality of documents presented and to advise staff on search warrant process, and that the law enforcement officer(s) would be highly professional, patient, courteous, and understanding of our need to follow correct procedures.

The following guidelines assume it is an evening or weekend and additional help is needed to handle the situation.

The Haines Borough Public Library Staff and volunteers will comply with the Borough policies and procedures regarding the USA Patriot Act as per Haines Borough Resolution 05-12-078 (p. 54-5). A copy is in the Appendix of this manual.

ALL STAFF: If staff is served with a legal document related to Foreign Intelligence Surveillance Act (FISA) they should immediately contact the Haines Police Department (766-2121) and the Library Director. If the Director is not available the Borough Mayor should be contacted.

ALL STAFF: If anyone requests information on a patron account, you are authorized to release it whenever you are confident it falls within state confidentiality law and the following guidelines:

Patron registration information and information concerning items checked out by any patron shall be considered confidential and will not be given out to anyone, including parents, guardians, spouses, and uniformed law enforcement officers, without court order.

Patrons requesting information about their own cards (most commonly wanting to know what is checked out against it) may be given the information if:

- a) They present their library card, or
- b) Are able to produce a picture I.D. or
- c) They can be positively identified by library staff.

Parents cannot be given the titles of books their children have borrowed, except for the purposes of retrieving overdue materials for which the parent has accepted financial responsibility before the overdue. A child's address and phone number is not to be given out to anyone including a parent or guardian. A parent may be told whether or not their child is registered. If verification of correct name must be done using address, the patron must give address; staff shall not reveal it. This policy defines a child as anyone less than 18 years of age.

No personal patron information including items checked out will be given over the phone unless staff is confident that confidentiality is upheld.

Parents who object to not being given full access to their child's records have the following options:

- a) The child can be instructed by the parent to ask for a printout listing books checked out.
- b) The parent can do all checkouts for the child on parent's card.

HOLDS/ILL/RENEWALS: When a patron wants to renew a book or pick up a hold or Interlibrary Loan item for someone else they may do so if they have "Implied Consent." We consider implied consent to be when:

- a) They know the title of items to be picked up or renewed,
- b) They have "other" patron's library card,
- c) They have a signed note giving the name of the person authorized to pick up,
- d) Authorization is given by telephone at the time of pickup/checkout.

1. ALL STAFF: If anyone requests information on a patron account, or a patron's use of library resources:

- Do not release the information.
- Refer the request to the Director or Librarian-in-Charge.
If the request comes from a federal agent showing what appears to be valid identification, then contact the Haines Police Department (766-2121), the Library Director and the Borough Mayor. This is according to Haines Borough Resolution 05-12-078.

2. DIRECTOR, ACTING DIRECTOR, OR LIBRARIAN-IN-CHARGE: If a law enforcement officer or federal agent requests information on library users and their use of library resources and/or presents a subpoena or search warrant at the library contact the Haines Police Department (766-2121) and the Borough Mayor as soon as possible and:

- Try to have another staff person with you when meeting with the officer.
- Ask to see the officer's identification, whether or not the officer is in uniform.

- Ask to see the court order that describes the information source and authorizes its release.
- If there is no official written order, do not release any information.
- Get a copy of all legal documents presented by law enforcement officer(s).
- If the order is a subpoena, accept the written document. No immediate delivery of information to the officer should occur. At the earliest opportunity, take action to comply with the subpoena in consultation with the Haines Borough attorney.
- The definition of a subpoena is: a request for information which is to be delivered to a court. Time to respond with legal guidance is a normal part of the subpoena process.
- If the order is a search warrant, immediately contact the Haines Borough attorney. Request that the officer delay execution of the warrant until the Borough attorney can review search warrant.
- Be aware that the officer is not obligated to delay the search. Do not interfere with a law enforcement official already engaged in a “search and seizure” process. Step back and let it occur.
- A normal search and seizure ends with the officer leaving with you a full and detailed list of items being removed from the premises. Your assignment is to get the list. Make additional notes which give greater descriptive detail if you believe this may be important.
- The definition of a search warrant is: an order issued by a judge directing certain law enforcement officers to conduct a search of specified premises for specified things or persons, and to bring them before the court. There may or may not be time allowed for consultation.

3. ALL STAFF AND VOLUNTEERS, INCLUDING ACTING DIRECTOR OR LIBRARIAN-IN-CHARGE:

- Tell the officer that you have been given written guidelines for law enforcement situations. You may choose to add that you will need to consult the guidelines and other staff before you can respond. You may leave the circulation desk to do so.
- Involve other staff (if any are on the premises) so that public service needs are provided for, along with a careful response to the legal request. It would be courteous to inform the officer that you are doing so and why.
- Use the following “line of authority” Alert List to call for backup help.
 1. Library Director, or whoever is acting in director’s absence
 2. Collection Development Specialist
Administrative Assistant
Board Chair
 3. Technology Coordinator

4. ALL STAFF, INCLUDING ACTING DIRECTOR OR LIBRARIAN-IN-CHARGE: In the highly unlikely case that property is being seized and you believe you may be dealing with a robbery in progress rather than a legal process:

- As soon as possible, call the Director, and if unavailable, then the next person on the alert list above.
- Be very mindful not to do anything that could be taken as resistance or interference. Your highest priority is not to determine whether what is happening is legal, it is your own safety and the summoning of assistance.
- Again, if you are in a legitimate “search and seize” warrant situation, the officer is required to leave with you a full and detailed list of items being removed from the property.

X. COOPERATION WITH OTHER LIBRARIES

A.

The Library Board recognizes that no single library can meet all demands in its community. Libraries working together, sharing their services and resources, more nearly meet the full needs of the users.

B.

The Library Board members and the Library Director will be alert to the opportunities for cooperation with other libraries to strengthen the services and resources of the Library.

C.

The Library Board and the Library Director will work with other libraries in establishing a network of services.

D.

The Haines Borough Public Library is a member of Alaska's Reciprocal Borrowing Program

E.

The Haines Borough Public Library is a member of the Alaska Joint Library Catalog since April 2016.

F.

The Library staff is encouraged to share information on our programs and services at professional conferences through presentations, through the media, and our website.

XI. INTERLIBRARY LOAN

Interlibrary loan services are provided to patrons for a small cost-recovery fee. Patrons attending K-12 or home school can request up to 3 items per week without an ILL cost recovery fee.

Interlibrary loan services are provided to other Alaska libraries free of charge. There will be a fee for out-of-state interlibrary loans.

XII. COOPERATIVE COLLECTION DEVELOPMENT

A. Mission

The primary goal of libraries' cooperation in Haines is to coordinate resource sharing agreements, collection development activities and automation between the two libraries in the community for the benefit of all local patrons, while maintaining each library's individual role.

B. Philosophy

Cooperation will result in increased interdependence among the participating libraries. However, in response to the dual economic realities of increasing materials costs and tightening budgets, libraries which coordinate resource sharing and collection development will be able to offer, collectively, more materials and services more cost-effectively than any one of the libraries could provide individually. The differing roles and functions of each library in the schools and community are recognized and their individuality supported.

C. Benefits

Benefits to be realized by each library through the agreement are:

- 1) Greater selectivity because of a better understanding of each individual library's mission-related collection development policy.
- 2) Acceptance of primary collecting responsibilities to make possible reduction of purchases in some areas with confidence that these subject areas are being covered adequately by another library.
- 3) Elimination of undesirable and unnecessary duplication of materials among the libraries.
- 4) Coordination of weeding, transfer and preservation of library materials.
- 5) Better understanding and monitoring of collection development performance both individually and cooperatively.
- 6) Coordination of planning for better access to the collective holdings of participating libraries.
- 7) Increased accessibility of available materials by the community, resulting in increased usage of resources.

D. Provisions

The libraries agree to implement this agreement under the following provisions:

- 1) The implementation of this agreement shall not substitute for development of an individual library's core collection of materials needed to support its fundamental mission.
- 2) This coordinated collection development agreement shall build on collection strengths and commitments, as these are appropriate to each library's mission and address collectively those weaknesses which hinder each individual library's effectiveness.
- 3) Coordination of collection development activities shall be the responsibility of the library staff.

- 4) Libraries will share responsibility for retrieval and replacement of lost and/or damaged books that are shared between the libraries.

E. Goals

- 1) Develop and maintain local automation system.
- 2) Complete collection surveys in individual libraries and consolidate assessment data for all libraries (PL and HS) for the purpose of comparison and coordination.
- 3) Evaluate each individual library's collection development priorities in relation to borough-wide collection priorities.
- 4) Identify collective subject strengths and weaknesses.
- 5) Implement cooperative coordinated collection development agreements, including primary collecting responsibility among the libraries.
- 6) Maintain borough-wide periodicals access and periodical acquisitions.
- 7) Share "on-order" acquisitions information.
- 8) Share planned purchase information among libraries, especially regarding expensive titles, sets, reference materials, etc.
- 9) Design and implement a three-year cooperative plan and review and update on a yearly basis.
- 10) Increase Interlibrary Loan between the libraries.
- 11) Continue lending books during school closures to the Haines Borough Public Library from the school libraries with approval of the principals.

Cooperative policies reviewed and revised 2009.

XIII. PHYSICAL FACILITIES

A.

To achieve the goal of good library service, the Library Board accepts the responsibility to see that Public Library building facilities are provided which will adequately meet the physical requirement of comprehensive library services.

B.

The Library Board will acquire sites and/or new buildings only after a service program has been adopted and the Library Director has written an outline of the community's library building needs.

C.

The Library Board accepts the responsibility to secure the funds for needed facilities.

D.

The Library Director, the architect, and the Library Board as a planning team, with the assistance of consultants, will endeavor to plan facilities to meet recognized standards and the needs of the community.

E. Meeting Room(s)

Meeting room(s) in the library are available for designated or limited public forums and meetings must be open to the public. Areas available are the conference room, community room, reading room and the children's room. Meetings will be assigned to the appropriate area based on expected attendance and the nature of the activity. The library meeting rooms should not be used in any way that materially interferes with the operation of the library or which threatens the safety of library property, patrons or staff. Reservations for regularly scheduled meetings are limited to one per week and may only be reserved for eight consecutive weeks at a time. Library staff is responsible for scheduling.

Meeting room(s) may be reserved for use by educational, civic, cultural, and governmental groups when no admission charge is made. Exceptions may be made for meetings sponsored by the Library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums, involving small fees.

Profit-making organizations sponsoring an education program of a nonprofit nature will be permitted to use the meeting room(s) provided the meetings are open and are free to the general public.

The meeting rooms may be used for personal events for a \$100 donation if the use is open to the public and the event is during regular open hours.

The Library normally will not provide personnel to assist in handling of exhibits and other materials needed by groups using the meeting room(s). Arrangements for use of any library equipment must be made in advance with the library staff.

RULES AND REGULATIONS FOR MEETING ROOM(S) DURING OPEN HOURS

*The meeting room is available during scheduled Library hours or when staff is on duty. All set-up and break-down activities must occur during open hours.

*Library programs have priority over all other uses. Other programs will be scheduled on a first-come basis. Private use may be scheduled if the event is open to the public. A \$100 fee is required for private use during open hours.

*A group must designate a contact person and indicate purpose of the meeting. Any advertising or promotion of the program/meeting must indicate what group is sponsoring it with contact information readily available. A group composed of persons under the age of 18 must be sponsored and supervised by an adult.

*Teleconference equipment and an LCD Projector are available. Contact person must arrange training in advance with the Technology Coordinator. Organizations reserving teleconference equipment must use their own phone card. If they do not, a fee of \$ 1.00 per minute will be charged.

*Smoking and alcohol consumption are not allowed.

*No materials may be affixed to the walls or to other surfaces.

*All literature must be removed from the library after the meeting.

*Refreshments may be served with the Library Director's approval. No alcoholic beverages are allowed. Garbage must be removed from the Library or a \$30 per bag fee will be imposed.

*Set up and break down must be done during regular library hours. Tables must be wiped clean and dried. Chairs must be properly stacked in the closet so that the closet door closes.

*Reasonable care of the room and its furnishings will be the responsibility of any group using the facility. If excessive cleaning or repairs are necessary the contact person is financially responsible.

*Attendance must not exceed the fire code regulations. An attendance count must be given to the staff person on duty at the Library at the end of each meeting.

*Activity and noise levels shall not disturb other users of the facility. The contact person or person in charge is responsible for keeping activity and noise within reasonable levels acceptable to Library staff on duty.

Contact Person

Date

RULES AND REGULATIONS FOR MEETING ROOM(S) AFTER HOURS

*The Facility is available one half hour after regular closing or up to one half hour before opening for private events hosted by individuals, businesses, agencies, organizations, etc. Holiday events will depend on staff availability and will be charged at a higher rate for staff.

*Events may take place at the following times provided staff is available. Rental time includes all set-up and take-down time.

M,T,W,Th 8:30 p.m. – Midnight + clean-up time

Friday 7 p.m. – Midnight + clean-up time

Saturday 8 a.m. – 11:30 a.m.
5 p.m. – Midnight + clean-up time

Sunday 8 a.m. – 11:30 a.m.
5 p.m. – Midnight + clean-up time

*The reading room, community room, conference room and children's room are available for use.

*The stack room must be closed and secured from use.

*The computer area must be closed off.

*If the children's room is to be used there must be adult supervision of one (1) adult per 8 youth.

*Library programs have priority over all other uses. Other programs will be scheduled on a first-come basis.

*A group must designate a special event coordinator and indicate purpose of the meeting. Any advertising or promotion of the program/meeting must indicate what group is sponsoring it. A group composed of persons under the age of 18 must be sponsored and supervised by one (1) adult per every 8 youth.

*Smoking and alcohol are not allowed.

*All publicity must designate that the event is private and the sponsor must be identified.

*Event sponsors may charge for the event, but all publicity and tickets must clearly identify the sponsor and the beneficiary of the entrance fees.

*No materials may be affixed to the walls or to other surfaces. Ideas for decorations must be submitted in writing at least 7 days prior to the event and must be approved by the Library Director or the Library Board.

*All items associated with the use must be immediately removed from the library after the event. Garbage must be immediately removed or sponsors will be charged \$30 per bag.

*Refreshments may be served. A refreshment list must be submitted seven (7) days prior to the event and must be approved by the Library Director or Library Board. No alcoholic beverages are allowed. The following are definitely not allowed: dips, salsas, or punch that stains.

*Chairs must be properly stacked in the closet so that the closet door closes. All furniture must be returned to its original location.

*Reasonable care of the room and its furnishings will be the responsibility of any group using the facility. Any damage requiring repair, replacement or extra cleaning as a result of the event will be charged to sponsor.

*Attendance must not exceed the fire code regulations. An attendance count must be given to the staff person on duty at the Library at the end of each event.

*The contact person or person in charge is responsible for keeping activity and noise within reasonable levels acceptable to Library staff on duty.

*Teleconference equipment and an LCD Projector are available. Contact person must arrange training in advance with the Technology Coordinator. Organizations reserving teleconference equipment must use their own phone card. If they do not use their phone card, a fee of \$ 1.00 per minute will be charged.

*A security deposit of \$100 is required. Please refer to fee schedule for all costs associated with after-hour use of the library.

There must be at least three feet of open space around all fire exits, with clear access to the doors.

The Special Event Coordinator must sign a liability waiver, releasing the Haines Borough, the Library Board and the Library staff from any responsibility. (Waiver appended to policy manual.)

FEE SCHEDULE FOR PRIVATE USE OF FACILITY AFTER REGULAR OPEN HOURS

Fee \$100 for groups of less than 50
 \$150 for groups between 50 and 100
 \$200 for groups of over 100

Hourly charges in addition to the fee:

Staff (minimum 2 hours) \$30/hour
 (If staff must remove snow from the sidewalks prior to the event their time will be charged)

Use of facility \$25/hour

Cleaning fee \$15 per event

Garbage must be removed from the library after the event. If garbage is left on site there will be a \$30 per bag charge.

Security deposit: \$100

I agree to all of the above rules and regulations and the fee schedule.

Special Event Coordinator Printed Name Phone #
Signature

F. Bulletin Board(s)

Bulletin boards are for library and community services postings only.

G. General Displays

The display case is for displays generated by the library staff.

H. Art Displays

The conference room in the Haines Borough Public Library is equipped with a GripLock System for art displays. The Library board, staff and the FOL board will solicit displays. The artist/owner will provide a list of all items on display. Reasonable care will be given all items on display; however, the library does not assume responsibility for damage or loss.

The artist/owner must sign a release form. The artist/owner agrees to remove artwork at the request of the board/staff.

I. Disasters

Recommended actions in response to disasters have been discussed by the Library Advisory Board and are posted in the Library for fire and earthquakes. See Safety and Security Policy section for complete policy.

J. Electronics

Patrons may be allowed to “plug-in” laptops or other devices such as offered by the library for patron use. Items such as battery chargers, personal grooming items and sound systems, etc., are not allowed. Use of a personal printer may be curtailed by the staff.

K. Smoking/Alcohol Consumption

No smoking or alcohol consumption allowed on library grounds or in the building.

L. Disagreements

Any disagreements with the Physical Facilities policy should be referred to the Library Director or in writing to the Library Board at least one week prior to their next regularly scheduled meeting.

M. Skateboarding

Skateboarding will not be allowed on library property.

N. Code of Conduct

The following code of conduct will be posted in the library:

The Haines Borough Public Library is committed to quality service for the library community. Please remember that considerate library use includes:

**Talking
in moderate tones**

**Moving
in a calm, orderly manner**

**Supervising
young children at all times**

**Treating
staff, other patrons, and property in a respectful manner**

O. Facility Rules

The following rules and regulations will be in effect in the library:

“The mission of the Haines Borough Public Library is to be responsive to community needs by assembling, preserving and providing access to materials and information; to support educational, civic and cultural activities of groups and organizations; to provide programs and services to meet community needs; and to provide opportunity for recreation through the use of literature, music, films, videos, technology and other art forms. Therefore, the library will offer an environment conducive to providing programs, sharing information and stimulating ideas.”

In order to achieve our mission, the following are not allowed:

- Wearing ice grippers or cleats into the library
- Bringing food and drinks into the library
- Placing personal belongings or tethering pets so that they interfere with the free passage of library patrons or staff
- Gambling, soliciting, proselytizing or campaigning on library property
- Extremely poor personal hygiene, or overpowering body odor or perfume/cologne that is disturbing to others
- Bringing animals into the library except those trained and documented to assist individuals with disabilities or those allowed for a library-approved event
- Using personal electronics without the use of headphones
- Conversing on cell phones—(ringers must be turned off)
- Fighting, running or “horseplay”
- Using loud, obscene or abusive language
- Smoking
- Carrying of weapons
- Disorderly drunkenness or use of alcohol
- Inappropriate public displays of affection
- Any deviant, harassing or threatening behavior
- Destroying, damaging, defacing or misusing library materials, equipment, furniture, facilities or property
- Violating any state, federal or local law
- Remaining in the library after closing time

- Refusing to comply with reasonable requests of staff

The library is not responsible for lost, damaged or stolen items and may dispose of unclaimed items. Thank you for your cooperation.

The Library Director or designated alternate has the authority to suspend library patrons' privileges based on the current procedures manual. The procedures manual is available in the reference section or at the circulation desk upon request.

P. CHILD BEHAVIOR AND SUPERVISION POLICY

The trustees and staff of the Haines Borough Public Library are strongly committed to the provision of services for children. Children of all ages are encouraged to use the library. However, parents, guardians and caregivers should be mindful that the library is a busy public facility and library staff members and volunteers do not function in the position or place of a parent or as substitute caregivers.

- The library staff is not responsible for providing supervision and care for children, except within the context of defined library programs. Parents, guardians and caregivers are responsible for the safety and conduct of their children while on library premises.
- Children are expected to adhere to the same standards of conduct as adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library. A child who is not using the library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention may be asked to leave the library after proper warning.
- Parents, guardians and caregivers are referred to Alaska Statutes 47.10.013 and 47.10.014 (p. 53), which describe the legal definition and consequences of leaving a child unattended in a public place.

Q. Hierarchy of Authority (Major Offenses)

The following staff has the authority and responsibility to administer library policy and procedures. If the first staff member is absent or unavailable, then the next person on the list has the responsibility for implementing library policy and procedures, including requesting a patron to leave the library premises:

- 1 – Library Director
- 2 – Assistant Director
- 3 – Circulation Services

If none of the above are physically present, then it is the responsibility of the staff member or volunteer on duty to contact the following persons in this order for assistance or approval of action:

- 1 – Library Director

- 2 – Assistant Director
- 3 – Circulation Services
- 4 – Library Board Chair
- 5 – Library Board Vice-Chair

R. SAFETY AND SECURITY OF THE BUILDING AND ITS CONTENTS

Adopted January 2003

The library board will strive to provide a safe and secure environment for the public, volunteers and staff. Policies and procedures will be developed and revised as necessary. The book of operating manuals for all systems will be kept in a safe, but accessible place. A maintenance check-list for systems will be developed and a review of the check-list will be done periodically by appropriate staff or contractors. A system maintenance resource manual will be maintained.

VANDALISM AND THEFT

The library will work to prevent vandalism and theft in the following ways:

1. Establish and maintain an electronic security plan.
2. Develop and post rules and regulations for patrons.
3. Staff will monitor patrons' activities in the building.
4. Staff will monitor patrons as they exit the building.
5. Staff and their spouses, fire crew and police department will have after-hour access to the building.
6. Door combination will be changed periodically throughout the year.
7. Data cabinet closet will be locked at all times.
8. All lighting will be maintained in good repair.
9. Staff will walk through facility every hour during open hours.

In the event of vandalism or theft, the following will be done:

1. Notify Police Department.
2. Assess damage.
3. The building and computer network will be secured from weather and/or entry.
4. Premises will be monitored.

FLOOD

The library will work to prevent flooding in the following ways:

1. Keep snow away from the building.
2. Inspect building daily (quick walk around and through), keeping an eye on how the current weather is impacting it and the drainage around it.
3. Inspect and maintain internal plumbing.
4. Staff will be informed on how to shut off water mains, deal with leaking pipes, overflowing toilets, etc.

In the event of flooding the following will be done

1. Drainage problems—call for equipment and pumps from borough maintenance crew and/or local contractors (i.e. Southeast Roadbuilders, Turner Construction, etc.).

2. Protect collections and equipment with plastic sheeting or by moving to higher location.
3. In extreme case, palletize and shrink-wrap collection and load into spotted van.

FIRE

The library will work to prevent fire in the following ways:

1. Frequently inspect building and ground using checklist provided by Fire Department with an eye to prevent fire.
2. Invite fire chief and borough firemen to walk through periodically, inspect fire extinguishers, etc.
3. Test fire alarm system annually.
4. There must be at least three feet of open space around all fire exits, with clear access to the doors.

In the event of a fire the following will be done:

1. Call 911 or check automatic alarm to verify that automatic dialer is calling.
2. Evacuate the building--prioritized areas first-- through appropriate exits.
3. Close doors to rooms when appropriate.
4. Staff should meet with their evacuated patrons at a designated space.
5. Staff should confer and decide which areas of the building were not checked prior to evacuation.
6. Wait for fire department to arrive.
7. Designated staff member should report unchecked building areas to the fire crew leader.
8. Clear smoke and water as quickly as possible. Weatherproof and secure building.
9. Triage necessary for situation.
10. Freeze wet books using a Freezer van. If not available, ask harbormaster if any freezer boats are in the harbor.
11. Dry books when appropriate in the best-suited method.

TSUNAMI

In the event of a tsunami, library staff and/or volunteers will:

1. Triage as appropriate.
2. Weatherproof and secure building.
3. Remove water and freeze wet books, if possible.
4. Repair, clean, dry.

EARTHQUAKE

The library will work to prevent earthquake damage in the following ways:

1. Inspect building and contents for poor installation or storage.
2. Invite disaster-trained personnel to walk through the library occasionally to advise on actions to take to reduce threat of injury and damage.

In the event of an earthquake, library staff and/or volunteers will:

1. Gather patrons into designated safe areas.
2. Share information on which areas of the building were evacuated.
3. Be prepared to shut down water, electrical and fuel oil.
4. Weatherproof and secure building.
5. If alarms are inoperative, arrange to have building monitored.
6. Report to fire department (via 911) areas of the building that were not evacuated if they are inaccessible after the earthquake.

VOLCANIC ERUPTION

The library will work to prevent volcanic damage in the following ways:

1. Shut down ventilation system.

In the event of a volcano, library staff and/or volunteers will:

1. Protect building and collection from ash.
2. Cover stacks with tarps, sheet plastic or shrink wrap.
3. If alarms are inoperative, arrange to have building monitored.

LONG TERM POWER LOSS

In the event of a long-term power loss, library staff and/or volunteers will:

1. Contact AP&T for information, advice and assistance.
2. Safeguard storage of electronic media with surge protectors and schedule regular backups.
3. Protect building from freezing.
4. Monitor building.

A maintenance check-list should be reviewed periodically by the Library Director and Building Committee.

The book of operating manuals for all the new systems should be kept in a safe but accessible place. (Currently located at the top of the ladder access to the HVAC unit room.)

XIII. PERSONNEL

A. Staff Involvement in Decision Making

The Board encourages employees to contribute their ideas for the betterment of the Library. The staff is asked to help in developing policies, regulations and procedures; establishing goals and objectives; planning services, the budget, and facility-related activities.

Staff meetings will be held regularly, and staff is invited to attend Board meetings. Intercommunication of ideas among staff, the Library Director, and the Board is encouraged.

B. Staff Responsibilities

All staff members have a responsibility to make themselves familiar with and abide by their job descriptions, local ordinances, and the laws of the Borough, State and Federal governments as these affect their work and the policies of the Board.

C. Staff Recruiting/Posting of Vacancy

It is the responsibility of the Library Director and the Library Board to determine the personnel needs of the Library and to recruit and recommend candidates to the Borough Mayor. The staff is invited to participate in the interview and recommendation process. Interviews may be held by teleconference if necessary.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the Library. Any current employee may apply for any position for which she or he is qualified.

The Board will follow Borough hiring policies.

The Board will officially make a written recommendation for hire to the Mayor.

In the event of a vacancy for the Library Director position, the Board will recruit, interview, and make a recommendation for hire to the mayor. The Mayor shall review the Board's recommendation for hire and request confirmation by the Borough Assembly.

D. Professional Staff Development Opportunities

The Board recognizes the importance of maintaining, developing, and extending the skills of all staff members. The Board encourages employees, at all levels, to engage in programs and activities which will lead to their professional growth, expansion of skills, and increased job competence.

Staff and/or Board members will attend workshops, conferences, and seminars pertaining to library operation and procedures as funds are available.

Travel, per diem, registration fees, and materials needed for use at the function will be paid by the Library budget, in line with Borough practices, whenever possible.

E. Professional Development Leave

The Board may grant professional development leave to staff for educational or research purposes. Further details and any financial support will depend on the availability of funds and additional clarification by the Board.

F. Unpaid Leaves of Absence

The Board may recommend to the Borough Mayor one-year unpaid leaves of absence for staff who have been employees of the Library for five (5) continuous years. Only one staff person may be granted such a leave per year. Unpaid leave requests of less than one year may be approved at the discretion of the Board.

A request for an unpaid leave of absence shall be submitted to the Board with as much advance notice as possible, with a minimum of 90 days, to allow the Board to work with the Mayor to confirm approval and recruit the best replacement possible.

A staff member receiving an unpaid leave of absence shall be guaranteed his or her position upon conclusion of the approved leave. An employee deciding not to return to his or her job shall notify the Board and Borough at least ninety (90) days prior to the conclusion of the leave.

Medical insurance benefits may be continued should the employee elect to pay premiums, subject to approval and acceptance of the Borough's carrier.

In the event that more than one application is submitted in a year, consideration will be given to:

- a) Intended use of the leave of absence;
- b) Length of time on staff at the Library;
- c) Amount of time since previous leave was granted.

G. Emergency Leave

In the event of a family or personal emergency that would require an employee's absence from the job, the employee must make a reasonable attempt to:

- 1) notify his/her supervisor,
- 2) notify a co-worker if the supervisor is not immediately available, or
- 3) notify a Library Board member if the supervisor and co-workers are unavailable.

If an employee who must leave Haines is unable to contact one of the individuals listed above prior to departing, he or she shall ensure that contact will be made as soon as practicable either personally or by a representative of the employee.

H. Grievance Procedure for within the Collective Bargaining Unit

G. Resignation of Personnel

The resignation from employment of any employee except the Library Director shall be in writing and directed to the Library Director. The Library Director shall submit a letter directly to the Board Chair. All resignations including the Library Director's shall require Board action. The Board will then forward the recommended action to the Borough Mayor. All employees shall provide at least thirty days' notice of intent to resign.

XIV. EMPLOYEE APPRAISALS

The Board of Trustees believes that employee evaluations will benefit the Library through recognition of meritorious work performance and by encouraging additional employee effort when necessary. Therefore, the following evaluation system shall be followed:

A.

All Library employees except substitutes shall be evaluated using a board-approved appraisal form *before March* of every year, or, if a new hire, in accordance with the terms of the collective bargaining agreement. The Library Director shall evaluate all subordinate employees. When the Library Director has a significant personal relationship with a subordinate employee, the Board Chair will assist in that evaluation process.

B.

Board members shall individually evaluate the Library Director. The Board Chairperson shall distribute the Library Director evaluation forms to Board members during a Board meeting. The personnel committee will meet to review and summarize the Library Director's evaluation. The Chairperson will then meet with the Library Director to review the summary of individual evaluations and to set two personal goals for the next year. A copy of the evaluation summary will be given to the Library Director at this time. The summary and goals shall be presented at a board meeting. The evaluations, summary and goals will be submitted to the Borough Manager after Board approval.

C.

The Library Director will forward all staff evaluations to the Borough Clerk for safe keeping. The Chairperson will submit the Library Director's evaluation to the Borough Manager.

D.

The Collective Bargaining Agreement includes a Grievance Procedure which the employee has the right to follow. However, it does state that "Prior to or concurrent with filing of the written grievance the employee and/or a Steward may attempt to resolve the dispute informally by speaking with the immediate supervisor. Informal discussion is encouraged prior to filing the written grievance." The Board would encourage borough library employees to use the following procedure if a disagreement results during the evaluation process prior to the filing of an official grievance:

If a subordinate employee disagrees with an evaluation given by the Library Director, that employee is encouraged to discuss the evaluation with the Library Director. If the employee is still dissatisfied, he/she is encouraged to appeal in writing to the Board Chairperson. The Chairperson shall supply the Library Director and the Borough Manager with a copy of the appeal. The Board shall discuss the appeal at the next board meeting, and the Chairperson shall write a response to the appeal which summarizes the varied opinions of the Board members, a copy of which shall be appended to the questioned evaluation.

E.

If the Library Director is dissatisfied with the evaluation summary, he/she may appeal in writing to the Chairperson, who will then follow the procedure in Section D concerning Board discussion, written response and disposition of the response. If a formal grievance is filed, the procedures in the Collective Bargaining Agreement will be followed.

F.

All employees have the option of requesting a final appraisal if they quit in mid-year.

G.

A Grievance Procedure section is included in the Collective Bargaining Agreement between the Borough and Public Employees Local 71.

XV. EMERGENCY LEAVE

A.

In the event of a family or personal emergency that would require an employee's absence from the job, the employee must make a reasonable attempt to:

- 1) Notify his/her supervisor,
- 2) Notify a co-worker if the supervisor is not immediately available, or
- 3) Notify a Library Board member if the supervisor and co-workers are unavailable.

If an employee who must leave Haines is unable to contact one of the individuals listed above prior to departing, he or she shall ensure that contact will be made as soon as practicable either personally or by a representative of the employee.

XVI. VOLUNTEERS

Volunteers are an integral part of the Library. Through their offering of time the Library is able to provide longer hours and more efficient services. Volunteers must be legal age to be left in charge. The following guidelines are intended to clarify the basic duties and responsibilities volunteers accept. The Procedures Manual can be used for step-by-step instructions.

A. Services and responsibilities of volunteers:

1. Exhibit a positive attitude regarding all aspects of the Library at all times.
2. Provide courteous assistance to all Library patrons.
3. Provide efficient and prompt service at the desk (i.e., checking out materials, etc.).
4. Be responsible and reliable for scheduled hours, and if unable to report on schedule, contact the Volunteer Coordinator as soon as possible.
5. Follow procedures as listed in the Procedures Manual.
6. Contact the Volunteer Coordinator and/or Library Director with questions, suggestions, or complaints or record them in the volunteer questions notebook at the circulation desk.
7. Follow confidentiality laws. All patron interactions and records are confidential.
8. Act ethically and responsibly at all times.
9. Record hours on the volunteer time sheet.

Name: _____

Address: _____

Phone: _____ e-mail: _____

Are you volunteering to:

- become a regular library volunteer
- fulfill court-ordered community service
- satisfy school community service requirements

Have you ever been convicted of a crime (other than a minor traffic offense)?

If yes state the crime(s) you were convicted of and the date(s).

Please check the time you prefer to volunteer: Weekdays Weekends Evenings
 Flexible

Please select your area(s) of interest: Shelving Technology Programs
 Children's activities Teen activities Circulation desk Book binding Cleaning
 Decorating Building maintenance Special events Anything that's needed

What special skills can you bring to the library?

Please provide two personal references (not relatives):

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

By signing below I certify that this information is accurate and I agree to the responsibilities of volunteer service.

Signature

Date

XVII. PUBLIC RELATIONS

A.

Some of the primary public relations goals of the Library are:

- 1) Understanding the Library's objectives and services by governing officials, by civic leaders, and by the general public.
- 2) Active participation in the varied services offered by the Library to people of all ages.

B.

The Board recognizes that public relations involve every person who has any connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.

C.

The Library Director and professional staff may be called on to speak and participate in community activities. Materials to be used by press, radio, or television will be approved by the Library Director.

XVIII. ACCOUNTING POLICIES

A. Check Writing

- Each check requires two signatures, one from a staff member and one a board member. The signers shall be the Director, assigned Acting Directors from current staff, and Board Officers.
- The Treasurer, Library Director, or Bookkeeper may write checks, but the person writing a check cannot sign it.
- The Director or Acting Director receives all invoices, then assigns expense account numbers to be charged and initials the invoices before any check can be written.
- Before a check is written, there must be an invoice or reimbursement form submitted to the Director.

B. Procurement Authority

The Director or Acting Director may purchase any item that is in the approved budget up to the limits set by the budget without any additional approval by the board, except for personnel costs (which requires board approval for any changes). The library staff may purchase any item which is first approved by the Director or Acting Director, within limits set by the approved annual budget. If an item is not included in the budget, or exceeds the budget limit set by the board, the Director or Acting Director may approve emergency expenditures up to \$3,000 and then shall report those expenditures to the library board within 30 days.

C. Credit Card

- The Director, Administrative Assistant/Volunteer Coordinator, Collection Development Specialist, and Operations Coordinator/Conservationist hold library credit cards, with limits of \$3,000, \$3,000, \$1,250, and \$1,250 respectively. All cards are to be classified under a single Accounts Payable statement for payment each month.
- The credit cards shall be reconciled monthly before payment. All credit card charges require an invoice or statement, and must be assigned an expense account number before reconciliation can be completed. The Director or Acting Director assigns an expense account to be charged for payment of all invoices.

D. Cash Management

Petty Cash shall be held in a fireproof safe. A cash box at the front desk shall hold a specified amount of change for cash transactions. The cash box shall be balanced every morning the library is opened by a staff member. All additional cash or checks shall be deposited in the petty cash safe after the cash box is balanced. The Director or Acting Director must approve and assign an expense account to be charged (single transaction amount not to exceed \$100) before any petty cash can be distributed for staff expenses. When the withdrawal is made from petty cash, a note shall be left in the petty cash bag describing the expense account to be charged and the total withdrawal amount. The Director or Bookkeeper shall balance petty cash monthly in time for reconciliation of checking and savings accounts.

XIX. PETITION/SOLICITATIONS/PUBLIC NOTICES

A.

No petitions shall be placed in the Library for the purpose of acquiring signatures, unless originated by the Library Board of Trustees

B.

No solicitations of funds or information (surveys) by anyone other than the Library, Friends of the Haines Borough Public Library or Borough Assembly will be allowed.

C.

Only public service and Library postings are allowed.

XX. PURCHASING

See Borough Code Purchasing Section 3.60

XXI. DISPOSAL OF SURPLUS PROPERTY

A.

Items no longer being used or needed at the Library will be disposed of in one of the following manners at staff's discretion:

- 1) Items beyond repair or no longer usable will be thrown away.
- 2) Items with little or no value will be given away. If the item is small it will be placed in the Library's give away box. If the item is large the school will be asked to include it in their yearly auction.
- 3) Items with value but no longer needed will be sold by silent auction at the Library. The silent auction will be open for a minimum of two weeks. A minimum bid will be set by staff. Signage will be placed with the item detailing the bid process, the minimum bid and the closing date.

XXII. BOARD

A. Long-term Absences

In order to obtain a quorum on a regular basis, no more than one extended absence of six months or more per Library Board term is allowed.

B. Absence Policy

Board members who fail to give prior notice of absence may be considered unexcused.

According to Borough Code (Sec08.10.040) Attendance: "A member's position on the Board shall be vacated if the member fails to attend three consecutive meetings without being excused by the Board."

C. Orientation of New Board Members

Board member job description:

1. Attend regular Board meetings which are held monthly. Most meetings take place in the Library. Members are encouraged to attend meetings by Skype or teleconference at their own expense if they find themselves unable to physically attend.
2. Serve on two standing committees (Normally this is a two-hour per-month commitment.)
3. Complete a written evaluation of the Library Director.
4. Attend an occasional Borough Assembly meeting. The attendee is notified at Library Board meetings.
5. Serve as liaison between public and Board and staff.
6. Notify the Library Director or Board Chairperson in advance of any absence.
7. All Board members are expected to be pro-active in their commitment to the Library. Board Members are responsible to question their own effectiveness as Board members, and if excessive absences or other commitments make their effectiveness marginal, members are encouraged to reconsider their obligations.

D. Board Selection Process

1. The Board will strive to maintain diversity on the Board.
2. The Board will direct the staff to post Board openings for 15 days. Applications should be turned into the borough office.
3. The Board will require applicants to complete a questionnaire.
4. The personnel committee reserves the right to review questionnaires with applicants to clarify responses.
5. The Board reserves the right to extend the recruitment period if the personnel committee does not select any of the applicants.

E. Committee Job Descriptions:

- a) *BUDGET*: Meet with Library Director to draft a proposed budget. This will be presented to the Library Board two months prior to Borough Assembly due date. May be required to meet at other times to draft updates to the budget.
- b) *BUILDING & GROUNDS*: Recommend matters of building and grounds repairs, expansion and maintenance, and present future needs to the Board for consideration.
- c) *PERSONNEL*: Draft proposed job descriptions for committees, board members, and staff; recommend new Board members; recommend to Board, candidates to fill Library Director vacancy; meet with Library Director to make recommendations for hiring and dismissal of employees for Library Board approval and draft format for evaluations of all employees.
- d) *POLICY*: Draft proposed policies, procedures, bylaws, and proposed changes to Borough code as directed by Board.

Orientation of a new Board member:

- a) The Board Chair and the Library Director will meet with the new Board member to review current important issues, the updated notebook, a short history of the Library (see Chilkat Valley News article), and overall Library relationship with State and Borough.
- b) If needed, the new Board member will be introduced to staff, and their respective jobs.

XXIII. SAFETY AND SECURITY

A. Earthquake

In case of earthquake:

Have patrons move under tables or counters. Move away from glass.

Patrons in the reading room should evacuate to the community room away from glass and exit out the community room door.

B. Fire

Fire Prevention

- Walk through once a month looking for fire hazards (bad storage, wiring, etc.).
- Store combustible items away from mechanical rooms.
- Keep janitor's closet clean.
- Keep all exits clear and fire extinguishers in working order.
- Inspect extinguishers monthly and have HVFD personnel inspect them every six months.

Extinguishers are located at:

- Staff door
- Front desk
- Mechanical room door
- Entrance to stack room.

In case of fire alarm:

Staff person #1 shall call fire department.

Staff person #2 shall evacuate patrons from:

- A. Children's Room
- B. Stack Room
- C. Reading and community Room
- D. Conference Room
- E. Restrooms.

Staff #1 shall gather patrons at the front entrance and exit in a group to the library parking lot next to Mountain Market.

Staff person #2 shall carry a fire extinguisher and perform a fast walk through the building looking for patrons, smoke, and heat in this sequence. Start with children's room, go to stacks, then reading and community, conference and rest rooms, then check staff work area and the mechanical room. Check doors for heat before opening. Be sure to look under tables and desks.

Meet firemen at front door if possible and brief them on what you know.

(Be aware that as you evacuate patrons the fire trucks will come to the front entrance and firemen will enter there.)

C. Security

Designate one staff person on each shift to monitor behavior.

Walk through building regularly.

Public is not allowed behind the circulation desk or in the work rooms.

Pair up with a co-worker or trusted patron before you approach someone who is exhibiting behavior problems.

At closing:

- Check all doors and windows.

- Be sure that all spaces are vacant.

Maintain regular communications with the police department. Police can give a heads up if they know of an increased security risk. Request additional walk-throughs if needed.

Police will walk through in the evenings.

If an armed or dangerous person enters the building alert other staff and call the police.

Change staff room lock combination periodically.

D. Disruptive and Inappropriate Behavior

Based on a complaint to staff or staff observation, a person exhibiting behavior that is aberrant, deviant, lewd, destructive, threatening, unsafe, or otherwise disruptive and inappropriate in the public space of the library may be banned from library premises. Library staff will make every effort to speak with the person whose behavior is in question, and potentially with the police about the behavior and the complainant. The banned person will be provided written notice of the ban and may not enter the library again or be on library premises until they have received authorization to enter the library by the library director in writing.

The length of time a person will be banned from the library building will be based on the severity of their behavior and if the person has any prior incidents that has resulted in being banned from the building.

If the individual fails to comply with an order from the library director banning them from the premise, the library director may contact the Haines Borough Police Department to issue an official notice of trespass.

This policy acknowledges the Haines Borough Manager may “exercise custody and control” over borough facilities under HBC 2.20.020 separate from this policy.

XXIV. APPENDIX TO POLICY MANUAL

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.

- 1) 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.
- 2) 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.
- 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5) A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6) 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.

Procedures for a Challenge Hearing

The following criteria will be set before the meeting is held:

- a) Meeting date and time.
- b) Length of meeting.
- c) Location of meeting.

Procedures:

- a) Copies of selection policy and the Library Bill of Rights will be available at the meeting location.
- b) Meeting will be led by the board chair or other designated board member.
- c) Meeting will be recorded on tape and minutes which will be available to the public on request.
- d) Procedures for handling complaints will be explained at both the beginning and the end of the meeting. (See Policy Manual for specific wording.)
- e) Total time allotted to public input will be determined prior to the meeting.
- f) Speakers will be limited to 4 minutes. A timekeeper will be appointed and will have a "time is up" sign.
- g) Speakers should be identified prior to the meeting. An attempt will be made to have equal representation of speakers on both sides.
- h) Within a week of the hearing the board will meet to make a decision.

Reminders:

- ❖ Solicit people who would be willing to speak in favor of the freedom to read, view and listen. (Possibly religious leaders, educators, librarians, attorneys, professionals, journalists, and other respected and recognized persons in the community.)
- ❖ Try to obtain full coverage by the local press and radio, and prepare a news release for them in order that they have the facts correct. A spokesperson may be designated for the board.
- ❖ Seek help and advice from local and state colleges and universities, Alaska State Library and the ALA's Intellectual Freedom Office.

Procedures for Conducting a Library Board Meeting

The following criteria will be set and posted before the meeting is held:

- Meeting date and time.
- Location of meeting.

Procedures:

- Copies of Library policy and the Library Bill of Rights will be available.
- Meeting will be led by the Board chair or other designated Board member.
- Meeting minutes will be available to the public on request.
- Procedures for audience participation will be explained at the beginning of the meeting.
- Suggested total time allotted to audience participation will be fifteen (15) minutes.
- Suggested time limit for speakers will be five (5) minutes.
- If a person wishes to be on the Library Board's meeting agenda, a written summary must be received by the board chair one (1) week prior to the meeting.

Artist/Owner Release Form

The conference room in the Haines Borough Public Library is equipped with a system for art displays. The Library board, staff and the FOL board will solicit displays. The artist will provide a list of all items on display. Reasonable care will be given all items on display; however, the library does not assume responsibility for damage or loss.

Artist's/Owner's Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

I, _____, agree to display the following artwork between
_____ and _____.

I understand that

- The artwork will be displayed in the conference room.
- The artwork will not be constantly monitored.
- The general public has access to the room during all open hours.

I realize and agree that the library cannot be held responsible for damage or loss during the display.

Signature _____ Date _____

Art Donation Form

Donor's Name:

Address:

City/State/Zip:

Phone:

Email:

Description and dimension of artwork:

Estimated value of artwork:

Please attach photos of the artwork or arrange to have the piece available for committee review.

Haines Borough Public Library
Laptop Agreement Form

Wireless laptops must not be taken out of the library.
Laptop checkout is limited to 2 hours (2 renewals allowed).
The fine for an overdue laptop is \$4 per hour.
Laptops must be returned to the circulation desk.

A laptop may be checked out from the circulation desk for up to two hours. Renewals will be allowed if there is no waiting list. The only exception is that laptops are not checked out after one hour before closing. While checked out, the laptop must remain in the Library and must not be left unattended at any time. Any computer malfunctions should be reported to the staff immediately.

If the laptop is not returned to the staff by the time due, the borrower will be assessed a late fee of \$4 an hour that will be added to the borrower's circulation record. Laptop borrowing privileges may be suspended if the equipment is consistently returned late. The cost of a damaged and/or lost laptop and/or laptop accessories while checked out may result in charges up to \$2,000 that will be applied to the borrower's library circulation record. The Library will take appropriate steps to collect charges.

"I agree to pay all costs associated with damage to this laptop computer or its associated peripheral equipment or its replacement costs should it be lost or stolen while it is checked out to me. I understand that the replacement cost for this laptop computer will be no less than \$1,600 plus the accrued overdue fine(s) and a non-refundable \$10 processing charge, and any additional collection fees. I understand that the laptop may not be removed from the Library building, or used in the children's room. I agree to abide by all of the Library's internet policies."

My signature below indicates my agreement with the above liability statement and the Library's Internet Access policies:

Signature _____ Date ____/____/____
MM / DD / YY

Printed Name _____

If the patron signing this Laptop Agreement Form is under the age of 18 a parent or guardian's signature is also necessary.

Parental Control: Parents/guardians, NOT the Library or its staff, are responsible for any Internet/Email information selected and/or accessed by their children aged 17 and under. Only parents/guardians may restrict their children from access to Internet/Email resources accessible through the Library. Parents/guardians are advised to supervise their children's Internet sessions.

My signature below indicates my agreement with the above liability statement, the Library's Internet Access Policy and Parental Control Policy and also indicates that I have discussed these documents with my child.

Parent's/Guardian's Signature _____ Date ____/____/____
MM / DD / YY

Printed Name _____

e-Reader Lending Agreement

I agree:

- To abide by the Haines Borough Public Library's e-Reader lending guidelines as stated above.
- To pay an overdue fine as stated above if the e-Reader is returned late.
- To pay a fine as stated above if e-Reader is returned in the book drop.
- To pay full repair and/or replacement costs stated above should the e-Reader or any peripherals be stolen, lost, not returned, or damaged.

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name: _____

Signature: _____ Date _____

Library Card Number: _____

Release Form

Name of Event _____

The Haines Borough and the Haines Borough Public Library welcome your organization of and participation in the above stated activity. It is necessary, however, for the Haines Borough to have an understanding with you regarding the Borough's responsibility in the event of an accident or illness, involving any participant involved in this activity. We therefore, ask you to agree to the following terms and conditions:

I, _____ (Special Event Coordinator/Responsible Party), agree as follows:

I understand and acknowledge that organization and participation in the above stated activity may carry a risk of injury. To the fullest extent permitted by law, I agree to release and hold harmless the Haines Borough and its elected and appointed officials, employees, and volunteers against any and all liabilities, claims and lawsuits, or losses, including costs and attorney fees incurred in defense thereof, arising out of or in any way connected with my organization of and participation in the above stated activity.

The Haines Borough shall not be responsible for articles of clothing, personal effects, or other belongings of any event attendees that are lost or damaged by fire, theft, other activity participants, or staff.

I further understand that the Haines Borough is not responsible for medical bills in the event of an injury to me or the attendees/guests.

This authorization shall remain effective for the full duration of said activity unless revoked in writing and delivered to the Haines Borough.

I have read the above and agree to all the terms of this agreement including but not limited to that portion which limits the responsibility of the Haines Borough for any injuries sustained by me or my guests as a result of the organization of and participation in this activity.

_____ Date: _____ Phone: _____
Signature of Special Events Coordinator/Responsible Party

Address

In case of emergency notify: _____

City/State/Zip Code: _____ Phone : _____

AS 47.10.013. Abandonment.

(a) For purposes of this chapter, the court may find abandonment of a child if a parent or guardian has shown a conscious disregard of parental responsibilities toward the child by failing to provide reasonable support, maintain regular contact, or provide normal supervision, considering the child's age and need for care by an adult. Abandonment of a child also includes instances when the parent or guardian, without justifiable cause,

(1) left the child with another person without provision for the child's support and without meaningful communication with the child for a period of three months;

(2) has made only minimal efforts to support and communicate with the child;

(3) failed for a period of at least six months to maintain regular visitation with the child;

(4) failed to participate in a suitable plan or program designed to reunite the parent or guardian with the child;

(5) left the child without affording means of identifying the child and the child's parent or guardian;

(6) was absent from the home for a period of time that created a substantial risk of serious harm to a child left in the home;

(7) failed to respond to notice of child protective proceedings; or

(8) was unwilling to provide care, support, or supervision for the child.

(b) For purposes of (a) of this section, a parent or guardian who is a victim of domestic violence, or who has a child in the parent's or guardian's care who is the victim of domestic violence, is considered to have justifiable cause to take an action or to fail to take an action that would otherwise be considered to be abandonment of a child under (a) of this section if the action or failure to act is necessary to protect the parent or guardian, or a child in the care of the parent or guardian, from further acts of domestic violence. However, a parent or guardian who initially had justifiable cause to act or fail to act as described in this subsection may be considered to have abandoned the child without justifiable cause for purposes of (a) of this section if the parent or guardian does not take reasonable steps to reunify with or provide care for the abandoned child after becoming secure from further acts of domestic violence or after providing that another child in the care of the parent or guardian is secure from further acts of domestic violence.

AS 47.10.014. Neglect.

For purposes of this chapter, the court may find neglect of a child if the parent, guardian, or custodian fails to provide the child with adequate food, clothing, shelter, education, medical attention, or other care and control necessary for the child's physical and mental health and development, though financially able to do so or offered financial or other reasonable means to do so.

Haines Borough Resolution 05-12-078

A resolution of the Haines Borough Assembly reaffirming the Borough's commitment to civil liberties, opposing portions of the "USA Patriot Act" and related Executive Orders, and re-affirming the Borough's commitment to the protection of Constitutional rights.

WHEREAS, the Haines Borough recognizes that the Constitution of the United States as the charter of our liberty, guaranteeing our fundamental American rights, including the freedoms of religion, speech and assembly, and recognizes that the Alaska Constitution specifically protects the right of privacy; and,

WHEREAS, each of the Borough's duly-elected public servants has sworn to support the United States Constitution, the Constitution of the State of Alaska, and the Haines Borough Charter; and,

WHEREAS, the Haines Borough denounces and condemns all acts of terrorism, wherever occurring, and supports the need to craft effective laws to protect the public from terrorism; and,

WHEREAS, provisions of the "USA Patriot Act," allow the federal government to detain citizens without due process and engage in surveillance activities that are believed to violate the rights guaranteed by the United States and Alaska Constitutions;

NOW, THEREFORE BE IT RESOLVED that the Haines Borough Assembly supports the government of the United States in the campaign against terrorism, and affirms the Borough's commitment that the campaign to ensure public safety be waged in a manner that protects the essential civil rights guaranteed by the United States and Alaska Constitutions; and,

BE IT FURTHER RESOLVED that the Haines Borough joins Juneau, Fairbanks, Sitka and other communities across the state and nation, in stating concern that the "USA Patriot Act" threatens civil rights guaranteed under the United States Constitution; and opposing any portion of the "USA Patriot Act" that would violate State or federal Constitutional rights; and

BE IT FURTHER RESOLVED that the Haines Borough adopts the following policy. Unless there is reasonable suspicion of criminal activity as defined by Alaska Statutes, the Borough, its officers, employees and agents shall not, even where permitted by the "USA Patriot Act" or related Executive Orders:

RESOLUTION 05-12-078 Page 2

1. Initiate, participate in or assist in any investigation of, surveillance of or detention of an individual or group;
2. Collect, retain or share any private information concerning any person or group. This includes collection and review of library records, book or video sales or rental records, medical records, financial records, student records and other personal data;
3. Retain intelligence information. Any information now held shall be carefully reviewed by the Borough Attorney for legality and appropriateness under the United States and Alaska State Constitutions. Any information previously collected shall be permanently destroyed unless essential to a police investigation based upon a reasonable suspicion of criminal activity;
4. Enforce immigration matters, these being the jurisdiction of the U.S. Immigration and Naturalization Service;

5. Collect or maintain information about the political, religious or social views, affiliations, associations or activities of any individual, group, organization, corporation or business;

BE IT FURTHER RESOLVED that any State or federal law enforcement agency working within the Haines Borough is expected to comply with the policies and procedures of the Haines Borough Police Department, and will regularly report to the mayor the extent and manner of any investigation conducted under the “USA Patriot Act” or related Executive Orders. This includes providing the names of any detainees held in or taken from the Haines Borough, and of any Haines Borough resident detained elsewhere. The mayor will then publicly report to the Assembly; and

BE IT FURTHER RESOLVED that copies of this resolution shall be sent to all Borough departments, the Governor and Attorney General of the State of Alaska, the President and Attorney General of the United States of America, and to the Alaska delegation in Congress to support our congressional representatives working to repeal the USA Patriot Act.

ADOPTED by a duly constituted quorum of the Haines Borough Assembly this 13th day of December, 2005.

Attest: Fred Shields, Borough Mayor

Julie Cozzi, Borough Clerk