

North Platte Public Library

Policy Manual



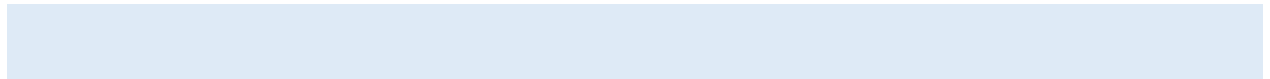
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NOTES AND OTHER INFORMATION

*** UNUSED NUMBERS RESERVED FOR SECTION EXPANSION ***

REVISION HISTORY

Approved by City Council in September 1998.

Most recent Comprehensive Administrative Review: February 2024

This is a working document.

SECTION: LIBRARY GOVERNANCE

Philosophy Statement: *The North Platte Public Library operates as a Department of the City of North Platte under Chapter 92 of the City of North Platte Code of Ordinances. An interlocal agreement and contract for services exists with Lincoln County Nebraska to provide library services to all residents of Lincoln County. The North Platte Public Library is further governed under Chapter 51 of the Nebraska State Statutes, and several Federal Laws including Title 17 Copyright, the Children’s Internet Protection Act (CIPA), the USA PATRIOT Act, Fair Labor Standards Act (FSLA), and several other Equal Opportunity and Affirmative Action (EEOC) laws.*

POL-001: MISSION STATEMENT

The North Platte Public Library exists to ensure access to the accumulated knowledge of the world. This enables individuals to pursue personal enrichment and take informed action.

Created October 27, 2005. Last Reviewed February 2024.

POL-002: BOARD STATEMENT

The following library policies were prepared to serve as an operational policy manual and were adopted by the Mayor and City Council of North Platte. These library policies will be examined periodically by the Library Advisory Board and may be revised at any time by action of the Mayor and City Council. Main responsibilities of the Library Advisory Board shall include involvement in development and implementation of the North Platte Public Library Strategic

Plan, also known as Community Needs Response Plan, review of the annual library budget and capital improvement program. In addition, the Advisory Board shall periodically review the financial status report, the library collection and shall advise the City Administration on new programs, activities, technology, services, and City / County opportunities and challenges.

The North Platte Public Library Advisory Board consists of 12 members appointed by the Mayor for a 3-year term. Board members may serve up to 3 consecutive terms. Board meetings are the 4th Thursday of the month at 5:30 pm. The Library Advisory Board is governed by the [North Platte City Ordinance § 33.09 LIBRARY ADVISORY BOARD](#).

Created October 27, 2005. Last Reviewed February 2024.

POL-003: GENERAL LIBRARY OBJECTIVES

The general objectives of North Platte Public Library are:

- To develop, preserve and disseminate materials meeting educational and recreational needs through organized collections of various formats
- To provide access to basic technology for all citizens
- To promote the communication of ideas through guidance and encouragement
- To serve the community as a center of reliable information
- To support educational, civic, historical, and cultural activities of groups and organizations
- To encourage and provide opportunities for continuous education of lifelong learners
- To identify and meet the library and information needs of the community
- To offer programs that enhance literacy and learning
- To cooperate with other organizations, agencies, and institutions
- To provide a comfortable environment facilitating various learning styles

Created October 27, 2005. Last Reviewed February 2024.

POL-004: SUPPORTING ORGANIZATIONS

North Platte Public Library is affiliated with two supporting organizations: the Friends of the Library and the North Platte Public Library Foundation.

The Friends of the Library (FOL), founded in 1993, is a membership-based volunteer organization devoted to bringing quality programming and events into the library. The Friends of the Library sponsor Brown Bag Luncheon events and enhance the library by providing funding for a variety of library projects and programs. The FOL board meets on the 2nd Monday of the month at 4:00 pm.

The North Platte Public Library Foundation (NPPL Foundation), founded in 2002, is a volunteer fund raising organization. The North Platte Public Library Foundation is dedicated to enhancing the services and facilities of the North Platte Public Library. The NPPL Foundation meets on the 2nd Thursday of the month at 5:30 pm.

Both organizations have funds at Mid-Nebraska Community Foundation. The Friends of the Library fund is called the “Library Legacy Fund”, while North Platte Public Library Foundation serves as organization and fund name. The NPPL Foundation maintains a website at <https://www.npplfoundation.org> and offers space for the FOL Book Sale information on the site.

The costs for this website are currently being privately underwritten by a library employee.

Created October 27, 2005. Last Reviewed February 2024.

SECTION: FACILITY INFORMATION

Philosophy Statement: *The North Platte Public Library exists in a physical and virtual world. This section outlines the Library’s need to maintain a physical structure, environmental controls, and other building oriented activities. And contact information for its existence in the virtual world.*

POL-010: LOCATION & CONTACT INFORMATION

North Platte Public Library

120 W 4th ST

North Platte NE 69101-3901

Telephone (308) 535-8036

Fax (308) 535-8296 (libfax@northplattene.gov)

Web <https://www.ci.north-platte.ne.us/library>

Alternate: <http://nppl.online>

General Email library@northplattene.gov

Circulation Email libcirc@northplattene.gov

Events Email events@northplattene.gov

Library ILL libill@northplattene.gov

Make Projects libmakes@northplattene.gov

Library Team lib@northplattene.gov

Accounts Payable libap@northplattene.gov

Public Convenience libdonotreply@northplattene.gov

Classic Catalog <https://nplat.ipac.sirsiidynix.net>

Enterprise Catalog <https://nplat.ent.sirsi.net/>
Alternate: <http://catalog.nppl.online>

eResources <https://www.ci.north-platte.ne.us/library/eresources>
Alternate: <http://eresources.nppl.online>

Nebraska OverDrive <https://nebraska.overdrive.com/>
App: Libby

Hoopla <https://www.hoopladigital.com/>
App: hoopla

History Blog <http://libraries.ne.gov/northplatte/>

Facebook <https://www.facebook.com/NorthPlattePL>
Alternate: <http://fb.nppl.online>

Twitter <https://twitter.com/northplattepl>

Pinterest <https://pinterest.com/NorthPlattePL>

Instagram <https://www.instagram.com/NorthPlattePL/>

YouTube <https://www.youtube.com/@NorthPlattePL>

Created October 27, 2005. Last Reviewed February 2024.

POL-011: SERVICE HOURS

North Platte Public Library is open an average 52.1 hours per week.

Regular Hours [54 hours per week]

Monday 9:00 AM – 6:00 PM

Tuesday 9:00 AM – 6:00 PM

Wednesday 9:00 AM – 6:00 PM

Thursday 9:00 AM – 6:00 PM

Friday 9:00 AM – 6:00 PM

Saturday 9:00 AM – 6:00 PM

Sunday Closed

These hours are subject to change at the discretion of the Library Director after consultation with the Mayor and City Council.

If the Library Director believes the library should be opened or closed for special occasions (staff training, exhibits, programs, etc.), the decision will be made by the Library Director in consultation with the City Administrator and Mayor. The Library Director should request any accreditation variances as required.

Created October 27, 2005. Last Reviewed February 2024.

POL-012: HOLIDAYS & ADDITIONAL CLOSINGS

The Library will be closed on all City Holidays as outlined in the City of North Platte Personnel Handbook.

Observed Holidays include:

- New Years Day
- Martin Luther King, Jr Day
- Presidents Day
- Memorial Day
- NEBRASKAland Days Parade Saturday
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Thanksgiving Friday
- Thanksgiving Saturday
- Christmas Day

When a holiday falls on a Sunday, the following Monday shall be observed as a holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as the City holiday and the Library will also be closed on the actual Holiday

The Library will be closed on the Saturday following Thanksgiving.

All other closings related to holidays are at the discretion of the Library Director in consultation with the City Administrator and Mayor.

Library follows City of North Platte Inclement Weather closing policies and procedures.

Created October 27, 2005. Last Reviewed February 2024.

POL-013: ACCESSIBILITY

North Platte Public Library is an Americans with Disabilities Act (ADA) accessible public building. There are motorized button operated doors at the entrance, and an elevator to the second floor. Two of the four restrooms are equipped with compliant fixtures. The parking lot dedicates two spaces for handicapped parking. Library staff are available to help all people requesting assistance due to stack height or crowding conditions.

Created October 27, 2005. Last Reviewed February 2024.

POL-014: NORTH PLATTE PUBLIC LIBRARY HISTORY

North Platte's first public library was constructed in 1910-1912 with a \$12,000 grant from Andrew Carnegie contingent on the City financing the library operations for no less than \$1,200 annually. That first public library is currently being used to house the North Platte Area Children's Museum and is located directly east of the current library. Images of the original Carnegie Library can be found at the [Nebraska Library Commission](#).

The current facility was constructed in 1965-1967. The bond issue was for \$150,000 on April 8, 1964. The vote results technically failed the issue with the majority voting for the issue. 2,759 votes for a new library, 2,287 against a new library...there was a law in place at the time requiring measures to pass by 60% majority and not a simple majority. If that vote were to happen today, it would pass. Knowing that a majority of constituents were for a new library, the City Council voted to construct this library facility with municipality funds.

1995-2000 brought great changes to library services. The Technology Learning Center was installed during this time and public computing became an essential service of the library.

In May 2002, the North Platte Public Library along with several citizens tried to pass a bond issue for \$9,875,000 to renovate and rehabilitate part of the 1930 High School. The results were 2,229 For (42%) and 3,134 Against (58%).

During the last half of the year in 2007, the library performed major renovations to the facility. Drapes were removed from the west windows, new carpet was installed, and the fresh coat of paint applied inside the facility. The circulation desk moved into the center of the facility.

In 2012, the North Platte Public Library celebrated 100 years of service to North Platte and Lincoln County. In addition to a wonderful pictorial display, the Library held special events every month.

The logo for the Centennial was:



In 2018, the library withdrew approximately half of the nonfiction collection. Criteria for the big weed included duplicate copies, poor condition, and not checked out or used in the past 3-5 years. The Creation Station, a makerspace room, was constructed in the space left by the rearrangement of nonfiction and DVD areas. After a brief 6-week trial of equipment from the Nebraska Libraries Innovation Studios grant, private fundraising netted just over \$50,000 to purchase permanent equipment for the Creation Station. A grand reopening was held October 9, 2019.

The logo for the Creation Station is:



In 2022, following the COVID-19 world-wide pandemic, the library unveiled new branding and logos:



In 2023, the exterior of the library was improved with a drive through book drop and new public bench, bike rack, and smoking receptacles.

Created November 6, 2008. Last Reviewed February 2024.

SECTION: ORGANIZATION AND STAFFING

Philosophy Statement: *Staffing at the North Platte Public Library is both vertical and lateral. There are three (3) public service areas (circulation, Technology Learning Center, and Creation Station) to staff as much as possible during open building hours. Two additional areas (Young Adult and Childrens) are also points of potential patron interactions. Cross training and continuing education are often rewarded both intrinsically with knowledge and also with the satisfaction of additional responsibilities.*

POL-020: AUTHORIZED LEVEL OF STAFFING

The Library has an authorized staffing level of 16 people and job title of:

1	Director of Library	40 hours exempt
1	Account Clerk II	40 hours
1	Information Systems Manager	40 hours exempt
3	Librarian	40 hours exempt
3	Assistant Librarian	40 hours
1	Technology Assistant	40 hours
3	Technology Assistant	29 hours
1	Library Associate	29 hours
3	Library Associate	29 hours
<i>16 Total Personnel providing</i>		<i>14.35 FTE/40hrs</i>

When you take into consideration our actual working hours of 57 hours per week and three (3) service desks to staff, the FTE falls to 3.54 FTE.

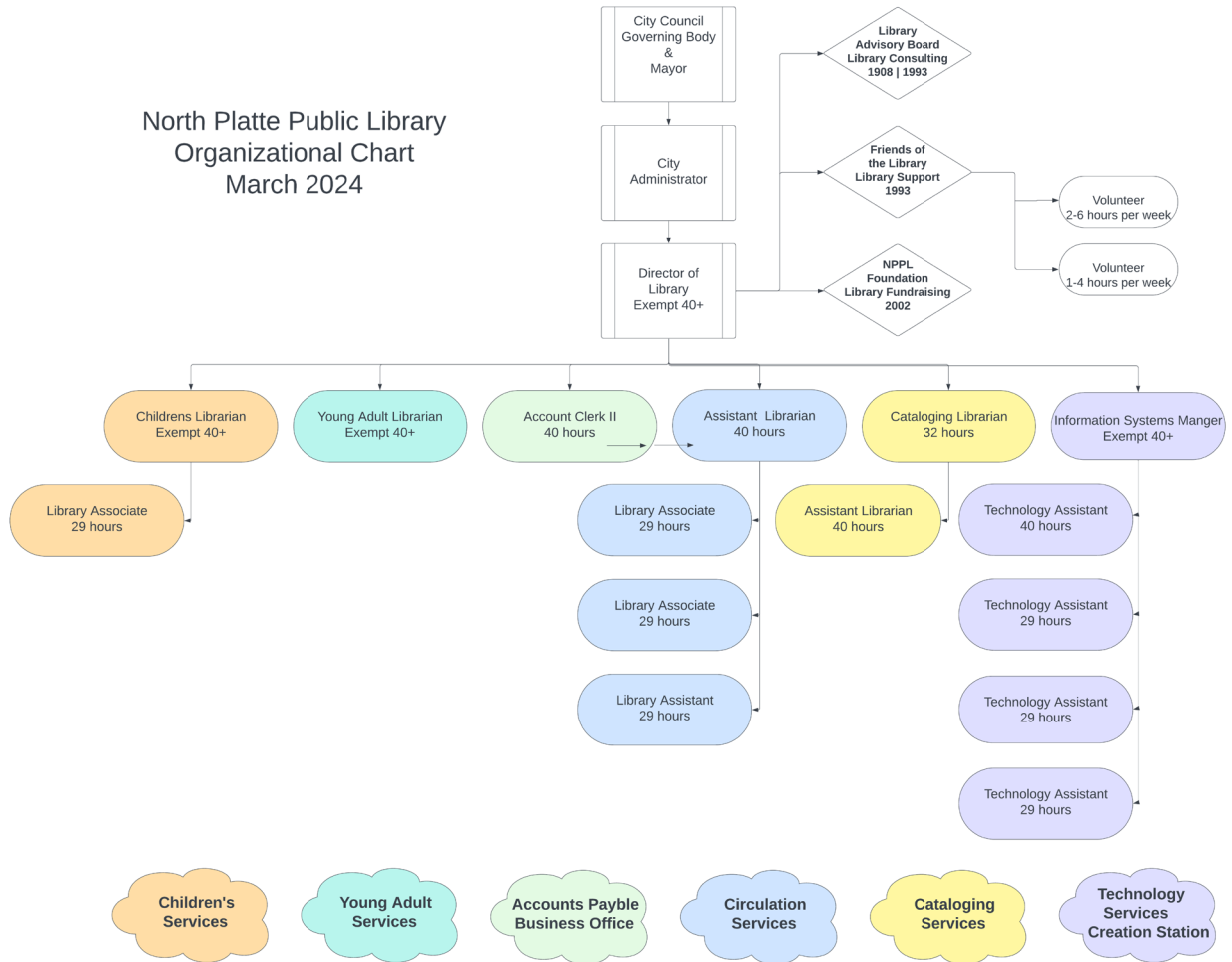
Library personnel follow and are subject to the hiring, firing, discipline, sundry, etc. provisions outlined by the City of North Platte Personnel Handbook.

The Library Director is appointed by the Mayor and City Council.

All other library employees are hired by the Library Director and Division Supervisors.

Created October 27, 2005. Last Reviewed February 2024.

POL-021: ORGANIZATIONAL CHART



Created October 27, 2005. Last Reviewed February 2024.

SECTION: PUBLIC SERVICE

Philosophy Statement: Confidentiality and the scope of our operations are always a balancing act of what is required by laws and what is fiscally responsible to our community. We value fairness and equity with our patrons and strive to provide the best service we can. Procedures and implementation steps for these policies are kept in a separate Procedures Manual and are not considered part of this Policy Manual document.

POL-025: CONFIDENTIALITY OF LIBRARY RECORDS

Nebraska Statue 84-712.05 denotes records which may be withheld from the public including “records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library’s materials or services”.

The North Platte Public Library relies upon all employees, volunteers, and advisory board members to keep library records and patron information confidential. Library records are defined as, but not limited to library transactions, circulation records, personal information, or personnel information. The exception to this law is when federal, state, or local law enforcement are pursuing civil, criminal, or administrative discovery procedures or under legislative investigatory power. Any library employee receiving the issuance or enforcement of such process, order, or subpoena is directed to thoroughly read the document and perform what is required by the document to the best of their ability and security level, and to immediately notify their supervisor and the Library Director as soon as possible. The Library Director, and/or their designee may contact the City Attorney for assistance and advice, as well as request documentation from a court that good cause has been shown for the process.

Created October 27, 2005. Last Reviewed February 2024.

POL-026: RECORDS RETENTION SCHEDULE

Personnel records and other business files regarding the operation of the library follow the records retention schedules of the State of Nebraska which can be accessed online at <https://sos.nebraska.gov/> under Records Management.

Created October 27, 2005. Last Reviewed February 2024.

POL-027: STATISTICS

Library Administration keeps a variety of statistics. Statistics may be reported to the Library Advisory Board on a quarterly basis. The Library Director completes the Public Library Survey on an annual basis to be used in a national comparison of Library effectiveness and operations. Statistics do not maintain Personally Identifiable Information (PII).

Created October 27, 2005. Last Reviewed February 2024.

POL-028: DONATIONS, MEMORIALS, & FUNDRAISING

The library accepts donations of money, stocks, bonds, land, and other items of value. The primary fund for all monetary donations is the NPPL Foundation Fund at Mid-Nebraska Community Foundation. Additional options for donations include the Friends of the Library Legacy Fund at Mid-Nebraska Community Foundation. Memorial donations may be directed to the North Platte Public Library and they will be deposited into a non-interest bearing memorial fund established within the City of North Platte accounting structure.

The Library Staff assists the library supporting organizations in fundraising activities. Staff are encouraged to volunteer at all fundraising events. If a staff member is scheduled to work during a fundraising event and the Library is adequately staffed to meet the needs of the public, staff not stationed at a public service desk may be requested to help during the event on library time.

Created October 27, 2005. Last Reviewed February 2024.

POL-029: RECONSIDERATION OF LIBRARY MATERIALS

Patrons must complete a Request for Reconsideration of Materials Form when they request materials to be removed from the Library's collections. The material is then reviewed by the library director, library staff, and library advisory board. The library does not censor material. The library endeavors to build balanced collections that reflect the diverse perspectives in our community.

Created October 27, 2005. Last Reviewed February 2024.

POL-030: MEETING ROOM USE

The Library has a meeting room available for use by individuals and groups. Library events take priority when scheduling the use of the room. There is a cost for groups using the room that are not directly connected to the operations or affiliated organizations of the Library.

Groups and individuals requesting use of the meeting room fall into three (3) categories based on their use of the facility and are charged for the use of the room according to the category of use. **For Profit** meaning the group or individual requesting the use of the room expects to sell goods or services while using the room that results in a profit for them. **Not for Profit** meaning the group or individual booking the room intends to use the facility for civic, educational, or government purposes. **Social Purposes** is the final meeting room use type for individuals who are not affiliated with a for-profit or not-for-profit group. Social purpose examples include birthday parties, wedding and baby showers, and impromptu meetings of individuals. The Library Director or their designee will determine use status if there is a question about the category a group or individual fits into.

All groups and individuals who book the meeting room for use are required to complete a Meeting Room Form which will be kept on file for up to one (1) year. Groups and individuals who use the meeting room are allowed to serve snack food and non-alcoholic beverages in the room during their meeting, provided all crumbs, spills and containers are cleaned up and placed in an appropriate trash receptacle.

More information can be found under the Group Services Section.

Created October 27, 2005. Last Reviewed February 2024.

POL-031: EXHIBITS & DISPLAYS

The Library allows interested individuals the opportunity to show off their collections and display artifacts in the library. Security of the exhibit or display is the responsibility of the owner. Most displays are covered under the Library's insurance policy. The Library Director handles all inquiries about liability insurance. Event or specific show insurance coverage may be obtained providing the costs are borne by the owner of the exhibit. Complaints about the Exhibit or Display will be directed to the Library Director.

The Library staff decorates the facility for all major holidays and during some local events.

Created October 27, 2005. Last Reviewed February 2024.

POL-032: PUBLIC NOTICE BOARDS

The Library has a public notice board for posting governmental and civic notices. Any other postings to the board should meet the criteria that the announcement benefits the community. All postings should have the date posted on the upper right-hand corner of the notice unless a specific deadline is readily visible. Government and civic notices without specific deadlines may be kept for a period of one (1) year. Postings for services like lawn mowing, snow removal, lost pet, babysitting, etc. will be kept for one (1) week. Library staff may remove announcements that are not current or meeting these guidelines at any time.

Created October 27, 2005. Last Reviewed February 2024.

POL-033: DISTRIBUTION OF NON-LIBRARY MATERIALS & INFORMATION

Informational materials left in the stacks and on library property will be disposed of by Library Staff upon discovery.

Individuals who actively solicit or distribute information on library property will be asked to stop this activity immediately. If they continue or it becomes a repetitive offense, the police will be notified, and the individual removed from the library.

The Library is willing to distribute non-library materials from established organizations as a public information service. This includes military recruiters, local tourism organizations, and support organizations. The Library reserves the right refuse distribution of profane, pornographic, or hatred materials. The material must be approved by the Library Director. Complaints about material distribution should be directed to the Library Director.

The library will not allow posters of non-library events in the foyer area. All posters must be placed on the community bulletin board area between the main restrooms.

Created October 27, 2005. Last Reviewed February 2024.

POL-034: PETITION GATHERING & SIGNATURE REQUIREMENTS

Any circulator circulating petitions under Nebraska Revised Statute Chapter 32 shall not be hired and salaried for the express purpose of circulating petitions. Circulators must stand 25 feet away from the library entrance and may not impede the entrance or egress of library visitors.

Created February 7, 2020. Last Reviewed February 2024.

POL-035: EXTREME WEATHER & CLOSINGS

Extreme weather is weather that obstructs or impedes staff and customers from getting to the library or traveling home safely. The Library will stay open until the Library Director and/or Mayor and/or City Administrator agree to close the facility. In emergencies affecting the entire city and an announcement has been made by the Mayor, City Administrator, or their designee, that the City Offices will be Closed Due to Weather, staff will be sent home with pay. In other circumstances, staff may be sent home with or without pay at the discretion of City Administration. The Library Director will notify local media regarding early closings. If the decision to close is made after the library is open,

announcements will be made as early as possible about the closing and signs will be posted on the doors upon notification of the decision.

Created October 27, 2005. Last Reviewed February 2024.

POL-036: PUBLIC RELATIONS

The Library Director is ultimately responsible for all matters related to the public perception of the Library. The Library Director or a delegated staff member routinely promotes the Library and its events through the following outlets:

- Special media interviews
- Appearing on television and radio as time permits
- Guest speaker on a variety of library related topics for organizations and groups
- Statistical and Financial reporting to the Library Advisory Board and City Council and any other organizations as deemed appropriate.
- Social media outlets including Facebook
- Event promotion, posters, brochures, facility signage, and other informational or public relations materials

Created October 27, 2005. Last Reviewed February 2024.

POL-037: PROCTORING TESTS

The Library Director may agree to proctor tests for students. There is a Proctoring Fee for each test. Testing times are arranged by the Library Director and the Student and may be contingent on Meeting Room or computer availability. The Library Director or their designee may administer testing.

Created October 27, 2005. Last Reviewed February 2024.

POL-038: RECYCLING & DISPOSAL OF EQUIPMENT / FURNITURE

Computer hardware that no longer meets the needs of the Library is offered first to other city departments for use within the organization. If parts of the equipment can be salvaged and reused within a department or the Library, the

parts are removed and inventoried for future use. Hardware and equipment will be sold at a local government approved auction, if complete. Incomplete hardware and equipment will be recycled through an approved recycling program for such materials. Hard drives and parts containing sensitive information will be rendered inoperable.

Furniture that can no longer be repaired or serviceable will be removed from the Library and disposed of appropriately. Furniture that is no longer needed or no longer serves a purpose will be offered to other City Departments or sold at a local government approved auction. With approval of City Administration, items may be offered to City Employees or the public on venues like Facebook Marketplace by bid process.

Library Staff are encouraged to recycle whenever they can. The library currently recycles catalogs/magazines, newspaper, shredded paper, and aluminum cans.

Created October 27, 2005. Last Reviewed February 2024.

POL-039: FEES SCHEDULE

The Library Fees Schedule may be found on the City of North Platte website.

The North Platte Public Library has been fine free since October 1, 2022.

Creation Station supplies may be added or removed at any time and pricing adjustments may need to be made if product pricing increases.

All Creation Station supply sales transactions are required to collect sales tax in accordance with the municipal jurisdiction. Current Sales & Use Tax Rates can be found at <https://revenue.nebraska.gov/businesses/sales-and-use-tax>.

Created October 27, 2005. Last Reviewed February 2024.

SECTION: CUSTOMER BEHAVIOR

Philosophy Statement: *The North Platte Public Library adheres to the Codes and Best Practices of the American Library Association (ALA) whenever possible. When conflicts arise due to community values, personal belief systems, or public mandates; local policies more specifically define any or all conduct and customer service policies of the North Platte Public Library. All policies pertaining to customer services enable us to complete our mission statement to the best of our capabilities.*

POL-050: ALA CODE OF ETHICS

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of librarianship in this changing information environment.

These principles guide the work of librarians, library staff, and other professionals providing information services including boards members. In a political system grounded in an informed citizenry, the library profession is explicitly committed to intellectual freedom and the freedom to read and access information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover specific situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

These ethical principles were adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Added February 7, 2020. Last Reviewed February 2024.

POL-051: ALA LIBRARY BILL OF RIGHTS

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library

serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

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

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

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

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

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

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

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

Added February 7, 2020. Last Reviewed February 2024.

POL-052: CUSTOMER SERVICE

At all times, staff are expected to act and react as professionals in library transactions. Good customer service in all areas of the library reflects a good image of not only the individual employee but also the library as an institution in the community.

Occasionally, a patron may recognize a library employee outside of the library setting. The employee is expected to act professionally but may decline to

discuss library business outside the library. All employees have the right to form and discuss personal opinions privately and publicly away from work. While at work, library employees should remain as neutral as possible during library transactions.

Created October 27, 2005. Last Reviewed February 2024.

POL-053: SEXUAL MISCONDUCT

Acts such as exposure, public masturbation, sexual harassment, inappropriate touching, romantic advances toward staff and strangers, and sexual solicitation are not allowed in the building or on library premises.

Created October 27, 2005. Last Reviewed February 2024.

POL-054: ANIMALS

Domesticated animals may be brought into the North Platte Public Library provided they are leashed and/or caged and are controllable by their owner. If at any time an animal causes disruptions including allergic reactions in or aggressive behavior toward library employees, volunteers or other customers, or cause damage to the facility in any way, the owner will be asked to leave with the animal. Wild animals are not allowed in the building unless properly contained and accompanied by a veterinarian certificate that clears the animal of diseases including rabies. Service animals are always allowed in the building.

Created October 27, 2005. Last Reviewed February 2024.

POL-055: SMELLY CUSTOMERS & POSSESSIONS

While not an excuse for poor customer service or treatment, malodorous customers and possessions can be disruptive to staff and other customers. If homelessness or serious health issues are suspected, staff may consult with the customer or appropriate North Platte City, Lincoln County or State agencies to find a solution. Use of odor cancelling sprays is encouraged to make the building more appealing to all. Successive verbal conversations may lead to suspension until the person can properly attend to their own hygiene.

Created June 27, 2018. Last Reviewed February 2024.

POL-056: VANDALISM

It is considered vandalism and illegal to knowingly write upon, deface, tear, cut, or destroy library materials, equipment, furnishings, or property. It is also considered illegal to tamper with computer equipment including hacking software, probing the network, removing peripherals, or pirating electronic content. Intentionally tampering with fire alarms, extinguishers, and other surveillance systems is also illegal. All of these may be prosecutable offenses under the law.

Created October 27, 2005. Last Reviewed February 2024.

POL-057: VERBAL & PHYSICAL ABUSE

Abusive behavior transcends angry behavior in that it incorporates personal attacks and/or causes people to experience an unacceptable level of discomfort. Patrons have the right to express anger to the library staff in writing, in person, or on the phone; they do not have the right to be abusive, nor do staff have the obligation to tolerate such behavior.

Situations that escalate to threats or physical violence, or if staff or the public perceive danger, personal safety measures should be taken and Police services will be notified.

Created October 27, 2005. Last Reviewed February 2024.

POL-058: DISTURBING OR NOISY BEHAVIOR

Noisy or disturbing behavior from individuals or groups impedes enjoyment by other users using or working in the Library.

Occasionally programming, staff excitement, or working with hearing impaired customers can become disturbing to others.

The North Platte Public Library recognizes that the facility has structural nuances that allow noise to travel freely throughout the facility. The public should understand that as a family friendly facility, occasional outbursts may be expected.

Unfortunately, the North Platte Public Library does not currently have quiet study rooms available.

Created October 27, 2005. Last Reviewed February 2024.

POL-059: UNATTENDED CHILDREN

The Library is not a childcare facility. Please do not leave children in the library unattended. If library staff feels a child is abandoned, neglected, endangered, or unsafe, the Police will be notified.

Library staff does their best to reunite children that appear lost in the facility with caregivers who should also be in the facility.

When a child or early teen is reluctant to leave the library at closing time, staff will attempt with the child's help to contact a ride. Library staff are not permitted to give rides to any individual from the facility due to liability issues. If staff violate this on their own accord, they alone assume responsibility and liability for the situation as this activity is not allowed by employer policies.

Created October 27, 2005. Last Reviewed February 2024.

POL-060: EATING, DRINKING, AND SMOKING

Non-alcoholic beverages are permitted, provided the liquid is in a lidded container. To prevent pest infestations, we ask that the public only eat in the meeting room. The North Platte Public Library is considered a governmental agency of the City of North Platte. Alcohol is prohibited on library premises. North Platte Public Library is a smoke free facility; smoking is prohibited in the library and within 25 feet of all entrances. Electronic smoking devices, also called e-cigarettes or vapes, are also prohibited. Chewing tobacco within the building is prohibited.

Created October 27, 2005. Last Reviewed February 2024.

POL-061: SLEEPING IN THE LIBRARY

People sleeping may disturb those around them with involuntary movements and snoring. It is hard for staff to determine the difference between sleeping and a medical emergency. Laying down may block foot traffic pathways, seating for other people, or present other facility issues with shoes on furniture. Therefore, sleeping is not allowed in the Library.

Created October 27, 2005. Last Reviewed February 2024.

POL-062: DRUG BEHAVIOR/SUBSTANCE ABUSE

The public library is a facility for all ages, backgrounds, and health status. Behavior related to drug or alcohol abuse will not be tolerated. If substance use or drug paraphernalia is observed, the Police will be notified, and the offender will be suspended for no less than 1 week.

Created October 27, 2005. Last Reviewed February 2024.

POL-063: PATRON CELL PHONES

Cell phone conversations and ring tones can be disturbing and disruptive to patrons and staff. Cell phones are requested to be turned off or silenced at the entrance and throughout the facility. Customers are requested to take and make cell phone calls outside the library facility. Customers are requested to keep conversations low in volume. Use of headphones and Bluetooth devices are encouraged for video conferencing. Occasionally, patrons may require remote assistance to access online services, these calls should be as quick as possible and in a tone and volume commiserate with regular library levels.

Created October 27, 2005. Last Reviewed February 2024.

POL-064: DRESS CODE & ATTIRE

The North Platte Public Library observes the common no shirt, no shoes, no service policy. Customers may be asked to leave the facility and change their clothes if they have defecated or urinated on themselves or have an excessive amount of any permanent or biological substance like grease, ink, oil, blood, etc. that can be transferred to other patrons, library furnishings, or equipment.

Created October 27, 2005. Last Reviewed February 2024.

POL-065: ECCENTRIC BEHAVIOR

Eccentric behavior is not necessarily problem behavior unless it becomes aggressive, violent, or in other ways unsafe for patrons or the person exhibiting this behavior. Any behavior that is reported as disturbing may be investigated by library staff.

Created October 27, 2005. Last Reviewed February 2024.

SECTION: CIRCULATION SERVICES

POL-070: LIBRARY APPLICATIONS AND BORROWER CARDS

Library applications are available at the circulation desk during operating hours. The Library has several types of Borrower Registration Types. Residents of Lincoln County receive free library service. Nonresidents, living outside Lincoln County, are required to pay an annual fee for full library service. People living outside Lincoln County who own property and pay property taxes in Lincoln County are entitled to free library service. Proof of current property tax payment is required at registration and upon account renewal after expiration.

All registered borrowers may receive up to two borrower cards for free. Registered borrowers requesting borrower wallet card replacement will be charged a card replacement fee for each replaced card beyond the initial two cards. Individual keychain cards are replaceable for free. As of October 1, 2014, the library is offering both key chain and wallet cards as a set with identical numbering to new borrowers. Replacement of set (wallet and key chain) will be subject to the card replacement fee. If you lose one of the cards in the set, both

cards become inactive. Please report lost cards as soon as possible to 308-535-8036 x3310.

To checkout materials from the library, borrowers are required to provide either their North Platte Public Library card and/or a government, educational, or corporate issued photo identification that clearly states their name at every checkout session. Library staff are not allowed to checkout to borrowers based on personal knowledge of who the individual is, photo identification and/or a North Platte Public Library card are required from everyone to checkout materials from the library.

Material renewal requests and payments on an account can be taken at any time without a photo ID provided the account can be accurately identified. Staff may ask borrowers for photo identification to verify a library account at any time, even if a library card is presented.

Anyone 18 years and older meeting residency requirements may obtain a library card by providing a valid photo ID and if the address on the government issued photo ID is not their current address, proof of current address is also required.

Anyone under 16 years of age is required to have a parent or legal guardian with them at the time they obtain their library card. Valid photo ID from the parent as well as proof of address are required for minor applications.

Anyone aged 16 – 18 years can either have a parent with them to prove residency and address or may have a state issued ID and present themselves as applicants. The same requirements as above exist for either scenario.

Non-Residents include individuals that cannot provide proof of address inside Lincoln County or proof of property tax payments inside Lincoln County. Non-Residents may obtain a library account for an annual fee. Valid photo ID with proof of current mailing address still applies.

Nebraska has a reciprocal borrowing program, known as NebrasKard, with participating libraries in the state. More information can be found at <https://nlc.nebraska.gov/Nebraskard>. Any valid user in our system may request a NebrasKard to use with other libraries. The library accepts valid NebrasKard members coming from other reciprocal home libraries.

Institutions may obtain library privileges on behalf of the institution or business. These cards tend to have different circulation rules and require a written request on institutional letter head indicating the institution accepts responsibility for any

materials provided on these accounts. Please visit with a library staff member if your institution is interested in this type of account.

Anyone unable to prove residency or local address but has a valid permanent address and a government, education, or corporate issued unexpired photo ID may obtain a Temporary account valid for 3 months for a fee.

Internet only cards may be given to travelers desiring to show they have a library account but only wish to read inside the facility or use computer networks, may obtain an Internet only card. The library still requires photo ID to obtain an Internet Only account. These accounts do not allow access to electronic resources or the ability to check out materials.

Created October 27, 2005. Last Reviewed February 2024.

POL-071: RENEWALS

A renewal constitutes one additional loan period for that specific item type. Renewals can be made any time by phone, in person, or online. The new due date is calculated from the original due date; or if the item is already overdue, from the date the renewal request is made. Only two renewals are allowed per item, unless the item is being requested by another patron, then no renewals are allowed. The library attempts to automatically renew items, if the account profile has an email address, then notification of success or failure for automatic renewals is sent by email.

Created October 27, 2005. Last Reviewed February 2024.

POL-072: PRE-OVERDUE NOTIFICATIONS

By providing your email address to the Library, you will receive email notifications when items are coming due.

Created October 27, 2005. Last Reviewed February 2024.

POL-073: REQUESTS AND HOLDS

Patrons may place item requests for materials we have in our collections. All requests for items remain for 365 days, meaning that if a request is not filled in that time frame it expires and the patron is notified that we were unable to fill the request. Requests are placed in a queue and are handled on a first ask, first received basis. Once the item comes in and is made available for the person at the top of the queue, the item is said to be “on hold”. Hold time begins when the item is made available for a person, not when we actually contact the borrower or leave them a message. Items remain on the hold shelf for a period of seven (7) days.

Created October 27, 2005. Last Reviewed February 2024.

POL-074: CLAIMS RETURNED AND CLAIMS NEVER HAD

Patrons occasionally claim they have returned an item, or that they never had an item checked out at all. North Platte Public Library handles both types of claims in the same way. Items that have not already been renewed are renewed and the patron is instructed to search for the item and Library staff also search for the item. Human error can exist on both sides and Library items are typically found one way or another. By having a Library card, patrons accept responsibility for items.

Created October 27, 2005. Last Reviewed February 2024.

POL-075: NOTICES AND OVERDUE MATERIALS

First Notices are generated seven (7) days after an item becomes due to remind the borrower of the overdue. The library waits seven (7) days to save postage costs since many materials are brought back during the time that a notice would cross in the mail. Seven (7) days after the first notice, if the item is not brought back, the borrower receives a Second Notice. Seven (7) days after the second notice, if the item is not returned, borrowers receive a Final Notice, indicating that they will be charged for the cost of the item. Seven (7) days after the Final Notice is generated, the item is assigned a Lost Status and the borrower is charged for the item. If an account balance reaches \$25.00, a billing notice is

sent to the borrower. The account is sent for debt collection and a \$15.00 debt recovery fee is attached to the account.

Created October 27, 2005. Last Reviewed February 2024.

POL-076: LOST OR DAMAGED MATERIALS

Items can be reported lost by the borrower or may enter a lost status through the Notice process. Lost Items, whether reported by the borrower or system generated, remain on the account until the borrower pays for the item, and are charged at the purchase price or an average cost for the item's collection. Materials receive normal wear and tear, and the library expects this over use and time. Damaged materials are those that receive abuse, accidental and intentional, rather than normal wear. Library staff inspect items at check-in and shelving. If damage is noted on check-in, the borrower is charged for the cost of the item and the item is bagged and held (if possible) to show the borrower the damage. Substitutions must be approved by the Library Division (childrens, young adult, or adult) for the collection. Account balances exceeding \$25.00 are sent to debt collections for recovery and a \$15.00 debt recovery fee is also added to the account.

Created October 27, 2005. Last Reviewed February 2024.

POL-077: REFUND OF LOST & PAID MATERIALS

Items that have been returned in good condition within 90 days after they have been paid for are entitled to a refund of the price paid for the lost item.

Created April 21, 2015. Last Reviewed February 2024.

POL-078: CIRCULATION FINES & FEES

The North Platte Public Library has been fine free since October 1, 2022. Fees still exist for copies, prints, supplies, programming, and lost materials.

The library has an extensive list of fees, and several vary in cost. Please see the Library Fees brochure available at the circulation desk, or just ask.

Created October 27, 2005. Last Reviewed February 2024.

POL-079: INTERLIBRARY LOAN (ILL)

North Platte Public Library subscribes to an Interlibrary Loan (ILL) service that allows patrons to borrow items from other libraries.

To utilize this service, the borrower's account must be in good standing with North Platte Public Library, and the borrower must agree to pay a Minimum ILL Service Fee or actual return postage for the material, whichever is more.

Typically, this service requires 7-10 working days for the material to be available to the borrower. Occasionally, the lending library may charge additional fees for using the material. In those circumstances, a staff member contacts the requesting borrower to confirm they are willing to pay the additional fee before accepting the material from the lending library. The lending library may also stipulate that the material does not leave North Platte Public Library and that it be treated as a reference item in our facility.

Borrowers using this service may request renewal of material; however, the renewal is always contingent upon and at the discretion of the lending library.

Created October 27, 2005. Last Reviewed February 2024.

POL-080: BOOK CLUB REQUESTS AND KITS

Local book clubs may request book club kits through the North Platte Public Library. We ask that we only work with one (1) member or the leader of the book club for requests. This service is handled through Interlibrary Loan (ILL).

If a kit can be located and is available to meet the time requirements of the book club, the cost of the kit is subject to quantity scale. Overdue fees will still apply and we work with clubs to make sure the kit can be returned to the lending library within the lending library's time constraints so other clubs reserving the kit are not delayed. The kits have multiple copies but may not be consistent. A kit for one title may have 8 copies while another may have 20 copies.

We request book clubs to choose a first and second choice of titles so we can be more successful at getting one of them to the club within their timeframe.

If we are unable to obtain a kit for the book club, we may have to ILL individual titles, in that case, each request is separate and each item borrowed is subject to the ILL postage fee along with any overdue fees beyond the due date, if charged by the lending library.

Book clubs may start their search for kits at:

<http://nlc.nebraska.gov/ref/bookclub/>

Book Club Kits by Number of Copies Fee Scale:

- 6 copies or less \$ 15.00
- 7-12 copies \$ 30.00
- 13-20 copies \$ 45.00
- 21+ copies \$ Varies

Created October 28, 2021. Last Reviewed February 2024.

SECTION: INFORMATION SERVICES

POL-090: PRIORITIES FOR REFERENCE SERVICE

Reference Services are handled on a first come, first served basis. Priorities are given to in-person requests, then telephone, with email or other delivery methods last. Priorities may also be given to requests with deadlines and requests from other city departments. The North Platte Public Library receives requests in person, by telephone, by USPS or similar delivery service, and online through email received at library@northplattene.gov.

Created October 27, 2005. Last Reviewed February 2024.

POL-091: INTERNET SAFETY & RESPONSIBLE USE POLICY

Philosophy Statement: *Current laws require the library to address Internet access and safety for use by minors. The North Platte Public Library intends to enforce these policies through technology protection measures. Technology protection measures are not fool proof, but lessen the chances of accessing, intentionally or accidentally, material that is considered offensive or harmful to minors. Minors are allowed access to all Internet stations in the building. These*

safety policies that are in effect for minors will therefore apply to all users. This policy intends to meet the Internet Safety Policy requirements of the Children's Internet Protection Act (CIPA) [<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>] modifying Section 254 of the Communications Act of 1934 (47 USC 254(h)(6)). This policy should be reviewed routinely and amended as required.

POLICY:

1. It is the responsibility of the North Platte Public Library to help guide children and adults in the use and access of information. The Internet allows access to all forms of information including those that are considered inappropriate for minors by community standards. Information about online and Internet safety for children, parents and care givers is available through the North Platte Public Library.
2. The North Platte Public Library seeks to increase the safety and security of minors and all citizens when using email and other forms of electronic communications. All children under the age of 8 are required to have a parent, guardian, or care giver (16 or older) present while the child accesses the Internet on the 2nd floor. Hacking, Other Adult Material, Pornography, Gambling and Proxy Avoidance, do not support the mission statement of the library; and therefore, are restricted for all users. Additional restrictions may be in place for various access zones throughout the library.
3. Unauthorized access, including hacking, and other unlawful activities are considered crimes. The use of the library's computers to commit or aid in a crime or to access unlawful content and sites may be fully pursued by law enforcement. The North Platte Public Library will cooperate with local, state and federal authorities in the prosecution of crimes committed against, via, or upon library equipment and resources. Installation of unlicensed software on library equipment is prohibited by copyright law.
4. All users are responsible for their own information. The library encourages users to remember that it is possible for information provided in an electronic format to be used, disseminated, and disclosed without authorization. Minors should never provide any personally identifiable information, including real name, address, phone numbers, parent or school information, pictures, and other "clues" about who they are, over the Internet or in an online forum.

5. The North Platte Public Library has implemented a technology protection measure (Internet filter) in addition to the caregiver presence rules outlined in this policy. The filter will help prevent accidental or intentional access in the various zones of the library. These categories may be periodically updated to effectively carry out this policy.
6. North Platte Public Library staff may, at a user's request and justification, override the Internet filter on 2nd floor stations and allow full access to a site for 15 minutes. This will allow viewing of all sites that are being blocked if the user requests access to the site for educational or informational purposes.
7. No protection measure is 100% so even with these protection measures in place, it is possible that anyone may access sites considered inappropriate or harmful to minors. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children and guide them in the use of those resources.
8. The North Platte Public Library makes no guarantees, expressed or implied, with respect to information available on or through publicly accessible computers. The library is not responsible for any misuse of copyright or other violations arising from the use of Library internet access. The library cannot guarantee privacy or confidentiality of information obtained by using library internet access, wired or wireless.

Created October 27, 2005. Last Reviewed February 2024.

POL-092: WIRELESS NETWORK ACCESS

North Platte Public Library maintains a wireless network for convenience and bring your own device (BYOD) activities. The Internet Safety and Responsible Use Policy is also in effect for Wireless Access.

NETWORK SECURITY

The wireless network is not an open network but is configured for access to the Internet and provides access to information. To use the network, you must agree to the Terms of Use each time you log on to the wireless network. The network does employ point to point encryption, however, there is always a potential for any information and signals within the wireless network to be intercepted. Use of the wireless network is at the users risk. The North Platte Public Library shall not be liable for any security breaches, hardware incompatibility, hardware malfunction, or data loss a user may experience while using the wireless network.

NETWORK AVAILABILITY

The wireless network is available during Library Service Hours. There is a potential for the wireless signal to breach the building. There are no restraints on 24-hour use if the signal bleeds through the walls. However, vagrancy and loitering outside the building are discouraged.

LIMITATIONS ON USE

The North Platte Public Library will continue to monitor usage of the network's bandwidth. Abuse of bandwidth may require the North Platte Public Library to impose bandwidth restrictions and/or additional filtering restrictions.

PERSONAL EQUIPMENT SECURITY

The North Platte Public Library is a public building. Keep track of your equipment and belongings. The North Platte Public Library is not responsible for lost, stolen or missing property.

FILTERING

The wireless network is filtered. Sites that have been categorized as: Extreme, Gambling, Gruesome, Hate/Discrimination, Illegal Software, Incidental Nudity, Nudity, Pornography, Profanity, and Violence will be blocked from access. If you must access one of these categories, you will need to use the Technology Learning Center (TLC). Staff are not able to override filtering on personal equipment.

SUPPORT

Library Staff are not trained to help you use your equipment. You may ask TLC staff for assistance in accessing the network, but hardware or software support should not be expected. In general, your network settings must allow DHCP and you will need to accept the Terms of Use on the portal page and enter the correct password which is presented on the Terms of Use portal page.

PRINTING

There is no printing support to Library printers from the wireless network. The work around for this function is to email documents from phones, tablets, or other personal devices to libdonotreply@northplattene.gov. Staff are then able to print your documents on your behalf. Printing charges per page per side apply.

LIMITATIONS & DISCLAIMERS - SUMMARY

No wireless network is 100% secure. Information sent from or to your personal device can be captured by anyone else with appropriate software. Library staff are not able to provide technical assistance for personal equipment and no guarantees are implied that you will be able to make a wireless connection. The library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection the library's network. Printing capability is not available on the NPPL wireless network.

Created January 22, 2009. Last Reviewed February 2024.

POL-093: REMOTE ACCESS SERVICES

North Platte Public Library offers remote access to various subscription databases known as eResources, through your library card barcode and/or other authentication technologies. Access the library's inventory catalog and eResources from Enterprise, the Library's catalog. Users of remote access services require their current library barcode and PIN to authenticate with various Library managed systems.

eResources Access: <https://www.ci.north-platte.ne.us/library/eresources>

or on Enterprise at: <https://nplat.ent.sirsi.net/>

Created October 27, 2005. Last Reviewed February 2024.

POL-094: SPECIAL COLLECTIONS SERVICES

None of the Special Collections at North Platte Public Library circulate.

North Platte Public Library houses the Sioux Lookout Chapter of the Daughters of the American Revolution (DAR) collection.

North Platte Public Library also maintains a special collection of materials considered rare, limited publication, or endangered by library staff. This collection is called the Rare Collection and special care is required to use this collection.

The Local History Collection is the final special collection. It contains historic documents and materials related to the general area of North Platte, Lincoln County, and Nebraska.

Revised October 27, 2005. Last Reviewed February 2024.

POL-095: CREATION STATION (MAKERSPACE) SERVICES

The North Platte Public Library offers a creative DIY space known as Creation Station. This space houses equipment including a 90W CO2 Laser, Vinyl Plotter, Heat Presses, 3D Printers, Embroidery, Book Binding, and Button Making equipment.

All patrons wishing to utilize the equipment are required to attend Certification Training on each piece of equipment. Certification ensures that users of the equipment understand not only the how to use it but also the safety aspects of its use.

All Certified Users of the any piece of equipment can arrange for Open Build time to use the equipment for their own projects. You can request Open Build with or without Staff Assistance.

Schedule Certification or Open Build time by calling 308-535-8036 x3320.

Revised October 27, 2005. Last Reviewed February 2024.

POL-096: CALENDARING AND EVENT SERVICES

North Platte Public Library offers many kinds of events during the year. The best place to find the most current information is our online events calendar.

Library's Event Calendar: <https://north-platte.libcal.com>

Created October 27, 2005. Last Reviewed February 2024.

POL-097: SOCIAL MEDIA AND EMAIL CONTACT ACCOUNTS

The North Platte Public Library has the following social media accounts:

- Facebook: <https://www.facebook.com/NorthPlattePL>
- Instagram: <https://www.instagram.com/NorthPlattePL/>
- YouTube: <https://www.youtube.com/@NorthPlattePL>
- Twitter: <https://twitter.com/NorthPlattePL>
- Pinterest: <https://www.pinterest.com/NorthPlattePL/>
- TikTok: <https://www.tiktok.com/@NorthPlattePL>
- Medium: <https://medium.com/@NorthPlattePL>
- WeHeartIt: <https://weheartit.com/NorthPlattePL>
- Flickr: <https://www.flickr.com/photos/79695396@N04/>

The North Platte Public Library has the following email accounts, not all are monitored:

- Library@northplattene.gov – generic contact account
- libap@northplattene.gov – Library Accounts Payable
- libill@northplattene.gov – Library Interlibrary Loan
- libcirc@northplattene.gov – Library Circulation
- libevents@northplattene.gov – Scheduling of Events
- libmakes@northplattene.gov – Creation Station Make Project Files
- libdonotreply@northplattene.gov – generic and patron support

Created November 11, 2021. Last Reviewed February 2024.

SECTION: GROUP SERVICES

POL-100: PROGRAMS IN THE LIBRARY

This section describes routine programming offered to the community by North Platte Public Library. Programs are designed to help meet our mission statement.

SPECIAL EVENTS

Special Events can be arranged for any division. Contact should be directed to the appropriate personnel. These may include facility tours, speaking engagements about the Library, use of the Creation Station by a group, or special programming for a specific audience.

COMMUNITY SPEAKING EVENTS

These informal events last approximately 1 to 1.5 hours. Usually, a question-and-answer session follows the program. Programs include authors, musicians, historians, poets, living history presentations, humanities speakers, and local talents. All ages are typically welcome.

SUMMER READING PROGRAMS

The North Platte Public Library offers summer reading programs. These programs are typically offered 8 weeks during the summer; and share a theme or focus, usually selected at that state and/or national level, for the entire Summer Reading Program. Information about Summer Reading Programs is posted to <https://www.ci.north-platte.ne.us/library/summer-reading/> and can also be found on the Library's Event Calendar at <https://north-platte.libcal.com>.

WELCOME NEW BABY PACKAGES

A certificate is provided in the packet of materials given to new parents at Great Plains Health. When the certificate is presented at the front desk of the library, the parent receives a small book bag containing a board book, a reading themed bib and a flyer of library programming for children.

BOOK BABIES (UNDER AGE 3 WITH AN ADULT)

This twenty-minute program is for toddlers under three with a caregiver. It consists of big books, flannel board or puppet stories, nursery rhymes, simple songs and finger plays. The purpose of Book Babies is to emphasize that no child is too young to be read to and to encourage parents to bring their young children to the library on a regular basis and to see that the library and books are lots of fun. Book Babies also provides interaction for young mothers with similar interests.

PRESCHOOL STORY TIME (AGES 3 THROUGH KINDERGARTEN)

This thirty-minute program is for children ages three through kindergarten. It consists of a puppet show, reading books, flannel board stories or puppet stories, songs, finger plays and occasionally a short video. The purpose of story time is to develop skills in listening, following directions and social interaction. It is an early opportunity for a child to attend a short program without the parent. Story time builds vocabulary and social skills; and acquaints the child with the joy of books, reading, and the library.

KIDS KLUB

All schools participate in the Kids Klub Library programs. Children's staff perform outreach services to Kids Klub locations on a regular basis. Programs consist of a short video based on a book if possible or pertaining to a certain theme and reading a book or two. Book talks may be given. It also encourages reading and promotes the library and books as something fun to do.

1000B4K

This early literacy program launched in 2014 and offers incentives for children who have 1,000 books read to them before they start Kindergarten. Participation in the program is simple and free. Parents bring their child to the library to sign up with instructions. Every time the child has listened to 100 books the log sheet is redeemed at the library to receive a sticker or small prize such as a book bag or finger puppet. When the child has listened to 1,000 books, he or she receives a book, a jumpstart for future learning success, and may have their picture posted to the Library's Facebook page at <https://facebook.com/NorthPlattePL>. This program is based upon evidence that the more children (ages 0 - 5) hear books read to them, the more prepared they

will be to learn and enjoy reading upon reaching kindergarten. *Historically, startup funds for this program were provided by the Doris O. Nelson memorial and a gift from Mr. James Neville. Funding for books has been provided by Thrivent Financial.*

TEENS EXPLORE

Teens ages 12-18 are encouraged to attend programming at the library with the promise of food, we try to give them food for thought. The weekly programs are based on celebration, celebrities, crafts, puzzles and games, mini-lessons, poetry writing and reading, reader's theater, and community speakers.

TWEEN TIME

Kids ages 9-12 are encouraged to attend this age specific programming at the library. The weekly programs are sometimes based on Teens Explore themes, allowing younger youth to feel more comfortable than attending with older teens.

YA ARTIST SHOWCASE

Artwork created by teens is displayed in the Young Adult showcase and potentially at the Prairie Art Center, honoring the talents of youth in the community.

VOLUNTEERS

Adults and young adults who want to help with library-related jobs on a volunteer basis are given the opportunity to contribute. Many school curricula and organizations are promoting "volunteering", and this program is designed for teens wishing to volunteer their time in the library. For adults, time spent volunteering at the library may be used with the RSVP program.

Created October 2005. Revised February 2024.

POL-101: CO-SPONSORED PROGRAMS IN THE LIBRARY

Some programs offered through the library are co-sponsored and supported by other organizations. To be a co-sponsor, both parties need to have a mutual

understanding of the requirements and expectations of the program. The library is always open to collaborative opportunities, however staffing or event timing could affect whether and how much the library participates in the event.

Created October 2005. Reviewed February 2024.

POL-102: MEETING GUIDELINES

WHO CAN USE THE MEETING ROOM

The meeting room is open to all groups in the community, regardless of the beliefs and affiliations of their members. When not in use for library sponsored events, the meeting room is available for educational, civic, social, or cultural purposes. Please note that meetings must be open to the public. Public attendance cannot be restricted through tuition or administration fees. Groups determined to be for-profit require a higher usage fee.

The meeting room may NOT be used for political campaigning.

Meetings may NOT interfere with the services, operations, or purposes of the library.

No user of the meeting room is to imply or represent in any way that their activity is sponsored by the North Platte Public Library without the consent of the Library Director. No publicity in connection with any meeting held at the library is to make reference to the library except to designate the meeting location. The library does not manage registrations for non-library events.

The meeting room capacity may not exceed 75 people due to the occupant load certificate.

SCHEDULING THE MEETING ROOM

If the staff are in doubt as to whether a group can use the meeting room, it is referred to the Library Director for determination. Library sponsored events have priority for use of library facilities. Twelve (12) events may be scheduled up to twelve (12) months in advance. The meeting room is available during the regular library hours for groups or organizations in the community. Meetings must conclude at least 15 minutes prior to the library's closing time.

MEETING ROOM FEES

Meeting Room Rental fees are based on the type of event.

- For-Profit – highest fee
- Social Event – middle fee
- Non-Profit / Civic – lowest fee

PROCEDURES

The meeting room must be reserved and any rental fees paid in advance of the meeting.

Call 308-535-8036 x3320 or email libevents@northplattene.gov to reserve any of the meeting spaces in the library.

There is an annual form to complete for the use of the room.

Any damages to the room furnishings or contents will be charged back to the group and/or persons responsible.

Please plan to finish up meetings 15 minutes prior to closing time.

FOOD & REFRESHMENTS

Coffee, soft drinks, and light snacks may be served during meetings. Associated refreshment equipment is the responsibility of the group hosting the meeting. Food and drinks should be kept inside the meeting room. Beverages containing alcohol cannot be served on city property. The North Platte Public Library is a smoke-free facility.

CANCELLATION OF A SCHEDULED MEETING

Groups may cancel scheduled meetings by contacting the library at 308-535-8036 x3320. If the meeting is canceled three (3) days in advance of the event or is canceled at the last minute due to inclement weather, the full Meeting Room Rental Fee will be refunded. If the group cancels less than three (3) days before the event, the Meeting Room Rental Fee may be forfeited.

Created October 2005. Reviewed February 2024.

