

# Policies

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## Computer Policy

### Computer Internet Rules & Charges

- All users must have a signed user agreement on record.
- Patrons must sign in the log book to use the computers.
- There is a \$2 daily use fee for patrons living outside the city tax district
- Patrons having library cards may use the internet without a charge.
- Annual fees of \$10 are required for users outside the city tax district.
- Users under the age of 18 must have an adult sign the user agreement.
- Use of the internet by unsupervised underage patrons will be at the discretion of the librarian in charge.
- **Software may not be brought in or downloaded onto our computer system.**
- Personal computers/cables may not be brought to the library to hook into our server. Portable laptops may be plugged into the electrical outlets.
- Rules are subject to change at the library staff's discretion.
- Patrons may sign in to use the computers for **1 hour** time slots.

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## Library Borrowing Policy

- Books and magazines are loaned for two weeks. DVD movies are loaned for three days. Each patron is allowed two renewals per item.

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## Acceptable Use Policy / Internet Use Policy

- Users under the age of 18 must have an adult sign the user agreement.
  - Use of the internet by unsupervised underage patrons will be at the discretion of the librarian in charge.
  - Children under the age of 10 must be supervised at the computer by an adult or caregiver at least 16 years of age.
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## **Security Policy**

Handguns and weapons are not allowed on the premises.

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## **Patron Behavior Policy**

Patrons are expected to maintain a calm demeanor in the library. Loud talking is discouraged. Cell phone use is prohibited unless prior permission is obtained from the librarian on duty. Please be courteous and respectful towards other patrons especially when using the computers. The librarian reserves the right to ask a patron to leave if they are being disruptive to the library environment.

## **Collection Development Policy 2011**

### **Collection Development Policy MoundCity Public Library July 2011**

It is a primary goal of this defining policy to demonstrate the value of the library and the plan and thought behind the acquisitions. It is hoped that this guide will demonstrate the values of the community through the library and that these values will be perceived as positive and worthy of support. Clearly defined collection goals will encourage library supporters to generate funding and ultimate sustainability. It is the board and director's view that the library is an ever changing intellectual environment and that the guiding policy needs to be flexible and amendable as community needs change. The library will continue to serve the patrons by providing well researched resources most useful to the current demographics.

Maintaining a collection development policy is critical to the ongoing maintenance of the holdings and as a guide for current and future librarians. The board and staff of the library make a commitment to monitor the demographic data of our community so as to best represent its changing needs and patron preferences and to perform annual assessments of the collection's strengths and weaknesses. The library board adheres to the **American Library Association's Library Bill of Rights** <http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm> as a primary defining document in guiding the development of this and any future version of collection development policy. The staff will use social media and in-person surveys and continuously seek patron input and discourse to gauge user needs and desires. The long-range plan is being written at this time with the assistance of a long range planning forum for library services. The forum includes representatives from the Mound City R-2 school library, the Friends of the Library, the library board, cooperative partner Squaw Creek National Wildlife Refuge, Farmer's bank and Kiwanis Club. By simultaneously developing the plan and the collection development policy we will be able to accurately represent the service goals with the mission.

*Mound City Public Library is a tax supported organization providing learning materials, programs, and services to the residents of Mound City and the surrounding communities.*

### **Objectives of the Library**

To provide:

- OPAC online public access catalog
- contemporary and classic literature
- computers, internet access, and Wi-Fi
- magazines
- DVDs and CDs
- foreign language software
- online databases via GALE/MOREnet
- copy, fax, scan services
- annual summer reading programs
- annual after-school programs in cooperation with area partners: Squaw Creek National Wildlife Refuge, Friends of the Library & Kiwanis
- occasional special events sponsored by FOL

An overview shows that the current holdings consist of approximately 18,500 books. Books represent 94% of the holdings. The remaining 6% represents: 17 magazine subscriptions or 2%, 12 databases purchased with MOREnet membership or 2%, 330 DVDs and 75 CDs or 2%.

### **Objectives of Collection Management**

- Continuously monitor community demographics and needs
- Continue purchasing for print collection both hard and soft cover
- Obtain online databases as the budget allows
- Obtain e-book source as budget allows
- Quarterly review of tax budget funding categories
- Annual review of tax budget allocations and adjustments

Materials command 16%, or \$7,000 of this library's total budget. Ever increasing fees related to technology services and equipment maintenance and replacement have gouged the print budget in recent years. This was a necessary shift as we moved to an automated system. It is important to recognize the need for supplementary funding for materials and programs. Library Services and Technology Act (LSTA) Grants continue to be the most significant source for additional CD funds and for this library. The Libri Foundation has awarded grants to this library on three occasions. These are awarded at four year intervals with the call for applications being posted in January and April of each year.

The Friends of the Library (FOL) was established in 2008 as a fundraising 501c3 to support outreach programs and provides grant matching funds. The library is a source for more than materials so it is necessary to educate the community through public relations marketing. It is this director's opinion that the library has a potential to be a nucleus for community discourse and vital center of intellectual exploration which needs to be encouraged and promoted so that patrons will be better connected and engaged with the world. This outward focus can only help improve the economic development of Mound City as individuals gain knowledge to create businesses that then serve the community. Additionally, community development workshops,

hosted at the library, could facilitate the development of ideas and entrepreneurial activity. Better informed patrons make a better informed community and a smart community is a prosperous one.

In 2010, the library added an online public access catalog (OPAC) hosted by Mandarin Library Automation. This tool is promoted in-house, on the website, on the Facebook page and with promotional flyers. By promoting the value of the library we increase the public's knowledge of services which raises community support and fundraising.

### **What the library acquires:**

The current purchasing plan involves monthly, quarterly, and annual purchase activity. Each month, the library will acquire the majority of the top 10 best sellers in adult fiction and the top two or three of non fiction, the top five in juvenile fiction and non-fiction titles, four Thompson large print adult fiction titles by purchase plan, two or more DVDs and one or more audio books. Quarterly, the library will purchase five large print westerns by purchase plan with GALE. Annually, the library will purchase medal winning children's books (Newbery, Caldecott, Laura Ingalls Wilder, Coretta Scott King), renew fifteen magazine subscriptions with Ebsco; renew the local Mound City Newspaper, the daily St. Joseph News-Press and the MOREnet membership databases. The following resources are acquired through MOREnet and linked on the website [www.moundcitypubliclibrary.lib.mo.us](http://www.moundcitypubliclibrary.lib.mo.us) :

- [Magazines](#) (Gale)
  - [Newspapers](#) (St. Louis Post-Dispatch and The Kansas City Star)
  - [Homework Help](#) (search.more.net)
  - [School and Licensing Practice Tests](#) (Learning Express Library)
- \*Set up your remote access account by logging in at the library first.
- [Business Information](#) (Gale Small Business Resource Center)
  - [Search Materials from Other Libraries](#) (WorldCat)

### **Current Serial Subscriptions:**

The library collects some periodicals that are not available locally and some commonly read magazines and newspapers. The library collects some freely published or donated subscriptions. The library does not receive random magazine donations without evaluation.

The library is divided and listed by sections, largest to smallest:

Adult Fiction  
Adult Non-Fiction  
Juvenile Fiction  
Juvenile Non-Fiction  
Young Adult Fiction  
Young Adult Non-Fiction  
Large Print Adult Fiction  
Christian Fiction  
Westerns  
Romance

Periodicals  
Newest Arrivals  
Reference  
DVDs & CDs  
Oversized Items

Circulation studies indicate that this community utilizes the adult and juvenile fiction sections most and that juvenile fiction circulation doubles in the summer time due to an influx of students participating in the summer reading program. The allocations for purchasing reflect this. This must be a gradual process to allow for balanced purchasing. The director recognizes that library acquisition trends are moving towards digital databases and e-books. The limitations of the existing budget do not allow for expenditures beyond the GALE database package provided with the MOREnet subscription. It is hoped that an area consortium could be formed to improve purchasing power or that the State Library will create an affordable vehicle so that most libraries would be able to provide the new service.

### **Selection Criteria**

The library director does the selecting based on his/her knowledge of current collection needs, best sellers, reading trends and patron requests. Reference tools for this information are found in trade magazines: American Libraries, Library Journal; and online: NPR Book Notes, New York Times Books, and Publisher's Weekly. Regarding print materials, the library purchases online with Baker & Taylor and will buy primarily hard cover books for the adult fiction and non-fiction sections because they circulate most frequently and wear better. The library will buy hard cover large print books through a buying plan with GALE's Thorndike Press. These books have a hard glossy cover and require very little shelf preparation other than stamps, spine and bar-code labels. The library will buy primarily soft-cover books for juvenile fiction reasoning that we may need more than one copy for students. Christian fiction is frequently purchased in soft-cover because it is less expensive than hard cover and most frequently sold as soft-cover.

Contemporary Westerns are purchased through a buying plan with GALE in large print, soft-cover. Regarding audio books: the library will purchase one best selling adult fiction audio-book each month from Baker & Taylor. It is usually a duplicate of a best seller already owned by the library. The director will acquire various random books and audio-books donated from Mid-Continent Library System while attending MPLD Missouri Public Library Director Conferences twice each year. Some of these items will be added while others will be donated to the book sale. Selections may be challenged, on occasion, and a definitive CD policy is the defining document which supports the original purchase. The policy is a direct link between the Board's strategic plan and what is on the shelves. If an item is questioned, this CD policy is the document that the director refers to when dealing with the patron. If an item is formally challenged, the patron must complete an *Item Challenge* form which is then put before the Board for consideration.

### **What the library does not acquire:**

The library does not acquire ephemera, records of births and deaths or genealogical histories. Some items have been received by donation but future items are referred to the Holt County Historical Society (HCHS) or the Mound City Museum. The library web site has a tab

which links the genealogy page to HCHS. The library has some uncatalogued music CDs in the collection but does not purchase them at this time.

### **Deselection**

Culling or weeding is done throughout the year to maintain a good selection of current and classic materials. Thinning the books highlights the best condition items and to makes room for fresh new items. If the shelves are completely full it is more difficult to find items. Refer to the \*Deselection policy for the criteria for elimination and guidelines on how to determine if/when an item should be removed from the collection. Because of space limitations it is necessary to remove a minimum of 30' of books each year to accommodate newly purchased items. Friends of the Library hold two book sales annually. One sale is in September at the Market Square Day event and the larger sale is in March at the Klub Community Building. FOL begins a donation promotion beginning in February each year by running articles in the newspaper.