

BENNINGTON PUBLIC LIBRARY POLICIES

Library Mission Statement:

The mission of the Bennington Public library is to inspire lifelong learning, advance knowledge, and strengthen community. To deliver on this promise we rely on three great resources—our staff, our collection, and our physical space.

Library Vision Statement:

The Bennington Public Library creates opportunities to engage, connect, and discover.

PURPOSE: The Bennington Public Library provides service to individuals of the community, both adult and children. Its objective is to meet and/or exceed the minimum standards as described in the [NEBRASKA PUBLIC LIBRARY ACCREDITATION](#) as prepared and received from the Nebraska Library Commission. The function of the library is to assemble, organize, and preserve printed material and non-printed material within its physical and financial means.

SCOPE: The Bennington Public Library attempts to serve its public for pleasure and basic information. Special emphasis is given to children's needs and encouraging the public to read.

BOARD OF TRUSTEES: The board of trustees is made up of five residents of the city of Bennington. One board member may reside outside the city limits but within Douglas County. Board members serve staggered terms of four years not to exceed eight years unless amended by a vote of the board. Officers will be elected yearly at the first board meeting of the calendar year. Board meetings should be held monthly.

RESPONSIBILITIES OF THE BOARD OF TRUSTEES: The library board is to oversee and set policy with the state guidelines for the operation of the library. The board is responsible to the community. It is up to the board to carry out a responsible policy that provides for the needs of the community through a sound fiscal and management policy. Other duties are highlighted in [BENNINGTON PUBLIC LIBRARY OPERATIONS](#).

CIRCULATION AND BORROWING PRIVILEGES

SERVICES: The library has accepted the [LIBRARY BILL OF RIGHTS](#) and endorses the [FREEDOM OF READ STATEMENT](#) and the [FREEDOM TO VIEW STATEMENT](#) of the Council of the American Library Association. The library staff and the board of trustees shall uphold these statements as it provides the following: books, magazines, newspapers, large print books, video and audio tapes, interlibrary loan, storytime, summer reading, special programs, service to the aged, displays, a copy machine, and any service which may be made available in cooperation with the network systems and the Nebraska Library Commission. Services which are financially feasible and timely may be offered by the library staff. Knowledge of these services will be made known to the trustees.

PATRONAGE: The services as stated above are available to those who have registered and been approved for library material loan privileges.

CONFIDENTIALITY: Registration and circulation records of the Bennington Public Library are confidential. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired. The records identifying the names of library users are to be confidential in nature. Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order of subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. This confidentiality is protected by Section 84-712.05 (11) of the Revised Statutes of Nebraska, Reissue 20014.

LIBRARY CARD: Bennington Public Library serves, at no charge, all residents and property owners of Douglas County. and all students attending and persons employed by any Bennington school (public or private). Anyone who lives or owns property within the boundaries of Douglas County or anyone who has a business within the boundaries of Douglas County is eligible to receive a Bennington Public Library card without cost. Children and Bennington School personnel who do not live within the City limits of Bennington or Douglas County, but who live within the boundaries of the Bennington Public School District are eligible to receive a card without cost.

A mailing address of Bennington, Nebraska is not sufficient to determine eligibility for free privileges. The resident address of the applicant or the property/business owned by the applicant must be within Douglas County for free library privileges. Funding for the Bennington Public Library is funded through the tax dollars of City of Bennington and unincorporated Douglas County residents. is supported by the taxpayers of Douglas County only.

All applicants who wish full services must provide photo identification and current street address verification. A parent can show identification and address verification for his/her child.

Non-Douglas County residents

Anyone who does not live in Douglas County may purchase an annual (12-month) non-resident membership for \$30, which entitles each member of a household to library privileges for a 12-month period. Each household member should be present to receive his/her library card.

Forms of acceptable identification (Picture ID required for check-out privileges):

- Current Nebraska state ID
- Current driver's license or automobile registration
- Printed checks (personal, payroll)
- Utility bills dated within the past 30 days
- Business correspondence on official letterhead dated within the past 30 days
- Current lease, mortgage papers, or rent receipts that officially state the property address
- Current BPL library card of another family member

Library Card Renewal

Library cards for residents are renewable every two years. At the time of account renewal, the customer must appear in person and re-verify all account information with proper documentation, as well as pay any fines/fees due. A parent can show identification and address verification for his/her child.

CIRCULATION: All library materials of the Bennington Public Library are circulated for a two-week period. Circulated material may be renewed up to 3 times as long as the item has no active holds. Inter-library loan material may be available.

HOURS: The library will be open to the public in accordance with the latest Nebraska State Library Regulations. The hours will be set to provide the most convenience to the public. Hours will be set by the board and posted near the front entrance of the library.

FINES: Patrons of the Bennington Public Library will not be charged overdue fees. Fees will be charged for materials lost or damaged beyond repair. Charges will be based on the replacement value of the item. A processing fee may be added to the cost of replacement.

COLLECTION DEVELOPMENT

SELECTION: Library materials are to be selected only under the conditions of the LIBRARY BILL OF RIGHTS, the FREEDOM TO READ STATEMENT, and the FREEDOM TO VIEW STATEMENT as stated under "Services". The final selection of material will be made by the librarian and staff.

DISPOSITION OF MATERIALS: Weeding the library stacks shall be part of the continuing process of library activities. When the usefulness of a book has ended, it shall be weeded from the collection. A general rule of thumb shall be determined by "three-year rule": if a book has not been checked out during a three-year period it may be discarded. Other guidelines follow:

000 – Encyclopedias: Use older sets for circulation

100 – Philosophy: Determine by use; keep standard philosophers according to the three-year rule

200 – Religion: Determine by use; five years on specific religions and ten years on general religions

300 – Social Studies: Make sure to represent all sides and that information is current and correct

Almanacs, yearbooks: Superseded each year by new volumes, older editions not much in use should be discarded after two years

Politics and government: Discard after five years unless it has historical value

Education: Discard outdated theories; keep material of historical value up to ten years

400 – Language: Discard outdated, unattractive textbooks and grammars

500 – Pure science: Except for botany, math and natural history, most science books are outdated in five years; keep any materials with historical value

600 – Applied Sciences: Usually discard after five years
Agriculture: Keep up to date editions, information on sewing, grooming; replace cook books when appearance is poor
Technology: Discard outdated material, keep information on cars, guns, and other collectibles
Business: Discard after five years
700 – Arts, music: Keep basic materials
Crafts: Keep all basic materials
Decorating: Discard materials with outdated unattractive appearance
800 – Literature: Keep basic materials; discard minor poets, and dramatists no longer read; discard unread novels (three-year rule)
900 – History: Look at the materials' accuracy of fact, use, and fairness of interpretation;
Travel, geography: Usually outdated in five years; examine for historical content
Atlases: Seldom much use after three years
Bibliography: Discard when demand ends unless subject has permanent interest

Children's Books – Discard if format and reading difficulty do not match the interest level; or if in poor condition; or if the illustrations are dated

Periodicals – Those that are indexed are saved for a full four years while collecting the fifth (current) year. Those not indexed are kept for a year, then discarded.

Withdrawn books can be disposed of in the following manners:

- 1) Give to "Friends' Book Sale"
- 2) Dispose of it.

GIFTS: Any library materials/appropriate donations will be accepted by the librarian or the board of trustees. All gifts of memorials or special materials will be acknowledged and the donors recognized. The donations will be accepted with the understanding that they will be put to the use that will most benefit the library and its patrons. It is recommended that monetary gifts be made to the Friends of the Library while books, tapes, and other library items be given to the library.

CENSORSHIP: The library upholds the FREEDOM TO READ STATEMENT and the FREEDOM TO VIEW STATEMENT. If there should be any complaints, the complaint must first be filed in written form with the librarian. The written complaint and the material will be reviewed and discussed at a meeting of the librarian, board of trustees, and the complainant. A decision will be made by this group whether the material should remain in the library's collections. The final decision will be written and placed in the board's records. (See attached "Request for Reconsideration of Library Resources")

PUBLIC RELATIONS AND PUBLICITY: The librarian shall submit memorials and pertinent library information for periodic publication in the Douglas County Gazette, the school newsletter, and the quarterly water bill mailing. Members of the board of trustees will also participate in the public relations of the library. The board members will keep acquainted with the library

programs so they can give an accurate image of the library at all times to the public they represent.

EVALUATION: The board of trustees will annually evaluate the library's operation and make changes as needed. The board will read and review the annual report compiled by the librarian.

FINANCIAL POLICY: The board of trustees will seek and secure adequate funds within government constraints to meet the needs of the public. The fiscal year for the library operation will be concurrent with that of the city of Bennington.

BENNINGTON PUBLIC LIBRARY OPERATIONS POLICIES

According to state statute, the mayor and city council shall approve any personnel administrative or compensation policy or procedure applying to a director or employee of a public library, reading room, art gallery, or museum before such policy or procedure is implemented.

STAFF: The library staff will include the director and other staff as needed, to be determined by the director with the approval of the library board. The responsibility of carrying out the operations of the library and managing staffing will be handled by the director. A member of the staff must be present during all operating hours. The director must be state certified and other staff members are encouraged to be certified. Assistant director: The assistant director must be able to perform all duties of the director. The assistant is not expected to do the director's work but must be able to take over in case of prolonged absences or emergencies.

PAY: The director and other staff members will be paid at a salary evaluated annually and approved by the library board.

DRESS: The library staff will maintain a neat and clean appearance. Dress will be appropriate for that of a public servant representing the community.

TRAINING: The library staff will maintain yearly training and attend seminars including requirements as set by the Nebraska Library Commission Public Librarian Certification Program. The library will pay fees to attend training seminars. A record of training hours required to maintain certification will be kept on file with Nebraska Library Commission. Salary time will be paid while attending seminars. Mileage will be paid a current city rate.

LIBRARY STAFF DUTIES: The director has the overall responsibility of running the library within the policy guidelines provided by the library board. The hours of operation and guidelines operation are stated in the BENNINGTON PUBLIC LIBRARY POLICY.

General Administration: Library records must be kept up-to-date. The records include: patron registration, books loaned, new items purchased, overdue books, petty cash, fines paid for lost or damaged books, and money spent for miscellaneous items. There should be a bill or receipt for each purchase made. All bills will be presented to the city clerk. The card catalog must be kept current. The director will make annual reports as required by the state and local board policy. Each month a report will be completed providing circulation and financial information. A copy of the monthly report will be given to the city and library board members. A copy will remain on file.

General Duties: The staff will at all times help the public to use the library. They must also keep the library clean and orderly. Major cleaning will be contracted out by the director with board approval.

SPECIAL PROGRAMS: The library staff will, within the policy guidelines provided by the board, work with the school and teaching staff to accommodate classes and provide reference and reading materials. The library will provide a summer reading program. It will use the inter-library loan services and other services provided by the state and local library organizations.

FACILITY RULES: The library is a public facility used expressly within the guidelines provided by the board. Library equipment must remain in the library unless permission for the removal is provided by the board.

INTERNET/COMPUTER USE POLICY

The Library provides computer services, including free access to the Internet to card holders in good standing, in accord with its goal to enrich the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth, and enjoyment.

Any patron that currently has any restrictions for library usage will not be able to access the computer until the restrictions have been removed. Restriction status will include unpaid fees, damaged/lost books, or the improper use of the computer or Internet access.

The Library agrees to allow patron access subject to the terms contained in this policy. The staff of the Bennington Public Library will make all decisions regarding whether or not a user has violated these terms and may revoke the privilege at any time.

Use of computers is on a first-come, first-served basis. Patrons are limited to 30 minutes when others are waiting. Users must sign up to use public computers on a next-available basis and are allotted 30 minutes. Upon staff discretion, on school days from 3:15 - 6:00 p.m., students needing to use the computer for homework purposes may be given priority over other computer users. Users must end their session and leave the terminal or port when asked to do so by authorized Library staff, even if they have not completed their session. Use of computers is

subject to Library Policies, availability (library staff will have absolute priority over computer usage), normal maintenance, and hours open to the public.

WIRELESS ACCESS: The Bennington Public Library offers wireless Internet access for properly equipped laptops, PDAs, and other wireless devices. Users are expected to use the Library's wireless access in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. Users may not violate federal, Nebraska, or local laws including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Users of the wireless network are also bound by the library's Internet Use and Safety Policy. Violations may result in loss of library privileges or access. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.

This free service is an open network provided for your convenience and its use is at your own risk. It is available to the general public, and is NOT INHERENTLY SECURE. Bennington Public Library cannot and will not guarantee the privacy of your data and communication while using the service.

There are potentially serious security issues with any computer connected to the Internet without the appropriate protection, ranging from viruses, worms and other programs that can damage the user's computer, to attacks on the computer by unauthorized or unwanted third parties. By using this service, users acknowledge and knowingly accept the potentially serious risks of accessing the Internet over an unsecured network. Bennington Public Library is not responsible for any damages, direct or indirect, or for any liability that may arise from a patron's use of the library's Internet services, for any personal information (e.g. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

As the configuration of each manufacturer's device is unique, please refer to your documentation for connection instructions. Library staff cannot be responsible for assisting you in making changes to your devices. There is no guarantee that you will be able to make a wireless connection, that the service will be available at any specific time, or that the connection will have any specific quality or speed.

Internet Use Disclaimers:

The Internet is a global computing network that provides access to a wide range of educational, reference and recreational resources, many of which are not available in print. The Internet does not fall under the control or governance of any single agency, government or organization, and therefore the Library can make no guarantees regarding the accuracy, content, nature or quality of information obtained through the Internet. Further, the Library does not endorse viewpoints presented on the Internet.

In no event shall the Library have any liability for damages of any kind arising from its connection to the Internet. Users of the Library's computers and Internet access, wireless internet access, including, in the case of minors, their parents or guardians, agree to assume full liability (legal, financial or otherwise) for actions.

A library home page has been established, which includes a variety of destinations (links) and search tools. These links have been selected by library staff as a service to help the user navigate the internet. Selections are made solely in accordance with expected future utility to library users. Selection as a link implies no endorsement by the library as to content of a web site, and users must be aware that content of external links may and will change without our knowledge.

Disclosures:

Internet access in the Library allows access to ideas, information, images and commentary beyond the scope of the Library's collections, selection criteria and collection development policy. Some of the Internet material may be controversial. Court decisions over the years have interpreted the Library to be a "limited public forum" and, as such, the Library may not discriminate against constitutionally protected content or viewpoints.

Guidelines for Use:

Therefore, library users **may not** perform the following actions and Library staff shall intercede when these policies are violated.

Persons using library-supplied Public Access Computers or wireless internet services may not:

- Use these services in a way that violates local, state or federal law. Illegal acts involving Library resources may be subject to prosecution by local, state or federal officials.
 - Post, transmit, access, or display obscene and illegal material. This includes sending, receiving, or displaying inappropriate materials, defined as text or graphics.
 - Use the services for illegal or criminal purpose.
 - Use the services to harass or defame others.
 - Violate copyright laws or software licensing agreements.
 - Use sounds or visuals which may be disruptive to others.
 - Violate another Library user's privacy.

Persons using library-supplied Public Access Computers may not:

- Attempt to change any pre-established system configurations.
- Install or download any software onto the computer hard drive or BIOS.
- Damage computer equipment or software.

Further Guidelines for Use:

- Communication services such as email, instant messaging, and social networking sites are only available as internet services. The library does not provide accounts or storage for these services.
- Patrons may save data to their own flash drives. They may not save to the hard drives of library computers. If a working copy of a document is left on a library computer, there should be no expectation that that document or file will be available at a future session.
- Print fees are \$0.10 per page for black and white and \$0.50 per page for color. Use of personal software will result in revocation of this agreement.
- Fax fee is a flat fee of \$1.00 per fax (not per page).

PATRON RESPONSIBILITY POLICY

A. GUIDELINES FOR PATRON BEHAVIOR

The Library Board of Trustees of the Bennington Public Library has approved these rules/guidelines in an effort to set a standard of acceptable behavior conducive to appropriate public library use. Acceptable standards of behavior include but are not limited to this list.

1. Library users shall respect the rights of staff and other patrons and shall not behave in any manner that can reasonably be expected to disturb other persons. Patrons shall not interfere with the right of others to use the library or with the employees' performance of duties. Examples of prohibited behavior include but are not limited to: noisy or boisterous activities, staring at or following another person, singing or talking loudly to self or others, making threats of any kind, destroying property.
2. Speaking should be kept to normal conversational levels. Audio equipment shall not be audible to other people. Cell phone ringers should be off.
3. Children who are age 10 and younger must be supervised by a person age 13 or older.
4. Sleeping in the library is not allowed.
5. Weapons of any type are not allowed.
6. Use of tobacco, alcohol, or illegal drugs is prohibited. Patrons showing signs of drunkenness or drug abuse will be asked to leave the premises.
7. Persons must wear shirts and shoes in the library.
8. Food and drink pose a potential risk to library materials, equipment, and furnishings. We therefore ask patrons to act responsibly when consuming food and drink in the library. The limitation or restriction of food and drink in the library will be at the discretion of the library director or senior library staff when the director is not present.
9. Pets are prohibited; service animals are welcome.
10. Entering the Bennington Public Library facilities with hygiene or public health conditions that interfere with the use of the library by other people is not allowed. This could include but is not limited to clothing or body odor, insects, pests, or unsanitary belongings.
11. Compliance with the Internet/Computer Use Policy is mandatory.
12. Any person not complying with these rules or with local or state law shall be asked to leave the library premises and may receive a temporary or permanent ban from future library use.
13. Patrons temporarily or permanently banned from the library may appeal this decision by contacting the Library Director at least one week before the next regular meeting of the Bennington Library Board. The patron making the appeal should attend the Library Board meeting when the matter is on the agenda.

B. UNATTENDED CHILDREN POLICY

The Bennington Public Library is a community information resource center. People come to the library to get information, to read, to use the library's resource materials, and to study. It belongs to the whole community and not to any specific person or group of persons.

The library is not a playground, recreation center, or day care facility. Noisy or physically active behavior appropriate in such facilities is not appropriate in the library.

Section 51-212 of the Nebraska Statutes specifically gives public libraries the power to regulate the use of the library and to exclude from the library persons who violate or refuse to comply with the library's rules and regulations.

In order to prevent undue disruption of normal library activities, to provide for the general welfare of all persons using the library and to provide for the general safety of children using the Bennington Public Library the following policies are adopted:

1. All children 10 years or younger shall, at all times, be attended and adequately supervised by an individual 13 years of age or older who is responsible for the care of the children.
2. Children may be left unattended at scheduled library programs. The responsible person should plan to be at the library when the program concludes. Children with special needs related to physical or mental ability shall be attended at all times.
3. The Bennington Public Library assumes no responsibility for children left unattended on library premises.
4. When a child ten years or younger appears to be lost or left unattended, the staff of the library will immediately try to locate the responsible adult and will stay with the child until the adult is found. If the adult cannot be found in one hour's time or if the library is closing, the staff will contact the police department for assistance. The staff will under no circumstance take the child out of the building.

C. ABUSE OF LIBRARY POLICY AND RESTRICTION OF PRIVILEGES

1. The use of the library and its services may be denied temporarily for due cause. Such cause may include failure to return materials or to pay penalties, destruction of library property, or any other illegal, disruptive, or objectionable disturbance on library premises.
2. Library accounts will be restricted for fees of \$25 and over or for material overdue more than 3 weeks.
3. Patrons who refuse to abide by library policies may be restricted from the library. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the prevailing laws.
4. Denial of computer use may occur because of any unacceptable use (see Internet/Computer Use Policy).

EMERGENCY AND SAFETY POLICY

The Bennington Public Library attempts to provide a safe environment for all who use our facility as well as a safe repository for library materials of all types. Despite our best efforts situations may arise of an emergency nature. These guidelines for foreseeable but unplanned emergencies which may occur in the library are designed to reduce risk to life and materials. In the event of a major disaster involving a wider section of our community, the library will adhere to the Emergency Operations Plan for the City of Bennington.

A. Weather Emergencies

1. Tornado or Violent Storm

- When warranted, staff will monitor weather conditions via radio, and/or the Internet. When Bennington is in a watch or a warning, staff will follow the appropriate library procedures established for the situation. These procedures are reviewed by staff at least annually and are updated as needed.
- If time allows, patrons must either leave the building or take shelter in the library's restroom when notified by staff that a tornado warning is in effect. After the library is evacuated, all doors will remain locked.
- If the tornado strikes with little or no warning and there is no time to evacuate to the restroom, patrons and staff should take shelter away from windows and exterior walls, hiding under furniture if they cannot get to an interior room. Everyone should protect their heads as much as possible. The open stacks area should be avoided.

2. Snowstorms

- The library may open late or close early when winter weather conditions present a danger to staff and patrons. The library will follow the actions of the City of Bennington during normal business hours and the Library Director shall be authorized to close the library during other times.
- Maximum effort will be made to maintain regular library operating hours. However, if the library is closed due to bad weather, staff will post notices on all entrances, record an announcement on the library answering machine, and notify local news stations. The Library Director will notify the Board President of the closing as soon as reasonable.

B. Facility Emergencies

1. Fire

- At the first indication of smoke or flame or if the fire alarm is pulled by a patron, staff should investigate the situation to determine location and extent. If the problem can be easily contained staff should proceed to do so. If there is any doubt about controlling the fire, staff should immediately call 911 and then evacuate the building, pulling the closest alarm to notify all patrons.
- Staff should familiarize themselves with alarm locations and with the location and operation of fire extinguishers in the building. Library staff should await emergency personnel at the entrance to notify them of the location of the fire and then gather as a group at the entrance of City Hall.

2. Loss of utilities

- If electrical power is lost for at least two hours or if the loss makes the temperature or the lighting in the library difficult for working, the library may close until the problem is resolved. Annual checks of emergency lighting should be done by the City's Maintenance Department.
- If water is shut off to the library all restrooms should be closed immediately. Staff may be able to use facilities at City Hall or neighboring businesses.

- If the temperature drops enough to make working in or using the library uncomfortable, the library should close until problem is resolved.
- 3. Hazardous materials
 - If carbon monoxide detectors warn of danger or if other chemical fumes are noticeable, staff should immediately evacuate the building and call 911 for assistance.
 - If a traffic accident in the vicinity of the library involves hazardous waste materials of any type, library staff should follow the directives of City Hall and the Bennington Police Department or other emergency personnel.
- 4. Plumbing problems or water leaks
 - If a plumbing problem is limited to a single area, staff will close off the affected facility and call the City Public Works Department or other professional assistance if they are unable to resolve the problem.
 - If a plumbing problem or water leak affects major parts of the library, the Library Director may close the library if deemed necessary. City crews can be called upon for immediate assistance and professional help should be found as soon as possible.
- 5. Bomb threat
 - Staff receiving a bomb threat call will try to keep the caller on the line as long as possible, noting every detail about the caller's voice, background noises, and so forth. If the caller doesn't mention the location and detonation time of the bomb this information should be requested.
 - When the caller hangs up the phone or when a bomb threat is received in other ways besides the phone, police should be called immediately. Clear the building of all staff and patrons.
 - When police arrive on the scene, staff will provide them with the information taken on the phone and then evacuate the premises, making sure the Library Director has their contact information for calls to return to work after the building has been cleared.
 - If a bomb threat has been received at a nearby facility, evacuation of the library will be based on the judgment of emergency personnel. Library staff should again make sure the Library Director has their contact information so they can be called back to work when the building is cleared.

C.. Personal Safety

1. Health Emergencies or Accidents
 - Staff should exercise caution when assisting anyone with a health complaint. Make the affected person comfortable and call for emergency personnel immediately in the event of a serious problem. Staff should not attempt to provide first aid unless certified.
 - At no time should staff ever dispense medication, including aspirin, to the public.
 - Following the incident, staff should complete the City's Accident Report form and submit it to the Library Director and/or City Hall.
2. Patron Unruliness or Violence

- Library patrons are expected to conduct themselves in a manner which shows respect to other patrons and to staff. Disruptive behavior which disturbs others or destroys property will not be tolerated. Disruptive behavior includes but is not limited to any violation of the Guidelines for Patron Behavior/Patron Responsibility Policy or the Public Internet and Computer Acceptable Use Policy.
- Parents/Guardians are responsible for the behavior of their children while in the library. Children who are being disruptive and do not respond to a staff request to stop will be asked to leave the building and if necessary the parent will be called to pick the child up from the library. If a parent is unavailable after one hour, the Bennington Police Department will be contacted.
- Staff members may handle patron situations directly if they feel comfortable doing so. Or, they may report the problem patron to the supervisor on duty or approach the patron with other staff members. If the situation escalates or if the patron refuses to listen to staff, the police shall be called immediately.
- Staff members may dismiss the offender for the rest of the day or for up to two weeks depending on the severity of the offense. Repeat offenders or those who commit an extremely serious offense may be permanently barred from the library facility by the Library Director. Appeals of the dismissal must be submitted in writing one week prior to regular Library Board meetings and will be reviewed by the Library Director and members of the Library Board at the regular meeting following receipt of the appeal.
- Patrons who remain on library premises after being asked to leave, or patrons who enter the library during the time period in which they have been banned from the library, will be subject to arrest and prosecution for trespassing.
- Staff members will use standard internal communication tools to make others aware of patrons who are temporarily or permanently barred from the library. Within two working days of any incident regarding dismissals extending beyond the same day, staff members will record in writing their version of the situation.

D. Reporting emergencies

- All emergency situations should be reported to the Library Director as soon as possible. The Library Director will contact the President of the Library Board and the City Hall as appropriate. The full Library Board will be informed of the emergency at the next regular board meeting.
- Because timely and accurate reporting of emergencies is crucial, library staff should refer to the Emergency Operations Plan of the City of Bennington before information regarding emergencies is made public. Information about non-emergency situations that may affect the public should be approved by the Library Director before being released.

BULLETIN BOARD POLICY

As an educational, cultural, and community institution, the Bennington Public Library welcomes postings, exhibits and displays of interest, information, and enlightenment for the community

members to view. As such, the bulletin board and business card holder is made available for the posting of community announcements.

Use of the library's bulletin boards does not imply endorsement by the Bennington Public Library of the events or services posted.

In order to best utilize the limited space available for such postings, those utilizing the library's bulletin board and business card holder are asked to adhere to the following policy:

1. Library materials take priority over community announcements.
2. All postings will be approved at the discretion of the Library Director considering space availability. Library staff will be responsible for removing notices.
3. Non-profit, cultural, educational, scientific, humanitarian, self-help, employment, commercial or other community services' postings for events or activities will remain posted, as space allows, until the event, or deadline for registration for the event, has passed.
4. Notices that are not date sensitive may be posted for up to three months, space permitting. Each notice will be marked with the initials of the Library Director, and the date in which it was posted.
5. Limited space demands that no signage larger than 8 1/2 X 11 may be posted, and Library staff may choose to post a reduced size of a notice in order to make more space available.
6. The bulletin boards are located in a public space, so postings must be appropriate for viewing by all ages. No nudity or profanity is allowed.

CITY OF BENNINGTON PUBLIC LIBRARY COMMUNITY CONFERENCE ROOM USE POLICIES

The City of Bennington Public Library welcomes the public use of its meeting facilities in keeping with the Library's vision of creating opportunities to engage, connect and discover. Meeting rooms are primarily for use by the library to present library-sponsored events. When not in use by the library, meeting rooms are available for use by the community. Library/City needs may preempt any other scheduled event.

The intent of this policy is to establish guidelines and procedures for the use of the Bennington Community Conference Center meeting rooms. The responsibility for implementing this policy and for scheduling meeting rooms rests with the City Clerk and Library Director. The City Clerk and the Library Director retain final authority for approving requests to use the meeting rooms. Questions, which are not covered in this policy, should be addressed to the City Office 402-238-2375 or the Library 402-238-2201.

Use of the meeting rooms does not constitute Library/City endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.

Utilization of meeting rooms must be in full compliance with all local, state and federal laws.

RESERVATIONS & APPLICATION PROCEDURES

1. Reservations are required to use community conference meeting rooms.
2. An application must be completed to make a reservation.

3. The applicant reserving a room (point of contact for group reservation) must be at least 19 years old. The applicant, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
4. A valid Bennington Public Library card in good standing is needed by the applicant to secure a reservation. If the applicant does not yet have a Bennington Public Library card, one will be issued to the applicant.
5. Requests will be honored on a first-come, first-served basis.
6. The room reservation should allow for setup time and cleanup.
7. Local non-profit applicants will be exempt from paying a rental fee, but a damage/cleaning refundable deposit of \$25 is required before the date of the applicant's event. *Donations are always welcomed and appreciated.*
8. The rental fee for private/for profit applicants is due one week prior to the date of the event. If the fee is not received, the reservation may be released without prior notification.
9. Application forms need to be submitted as far in advance as possible. Reservations cannot be made more than one year in advance or less than 72 hours in advance of the requested date.
10. An applicant will be restricted to a maximum of two meetings per month.
11. To provide an opportunity for new applicants to use the meeting rooms, an applicant meeting on a repetitive basis cannot reserve meeting rooms more than a year in advance.
12. Confirmation or denial of applications will be done by e-mail.
13. If your event is scheduled outside of library hours, it is your responsibility to pick up a key from the Bennington Public Library no sooner than one week prior to your event.
14. **The key must be returned in person no later than a week after the event. (Please DO NOT place key in the library book return).**

LIBRARY HOURS

Monday	10:00 AM - 7:30 PM
Tuesday	10:00 AM - 6:00 PM
Wednesday	10:00 AM - 6:00 PM
Thursday	10:00 AM - 6:00 PM
Friday	CLOSED
Saturday	9:00 AM - 12:00 PM

CANCELLATIONS

If it is necessary to cancel a reservation, the City Clerk or Library Director must be notified as soon as possible.

USE & CARE OF FACILITIES

1. Meeting rooms are to be left as they are found, including arrangement of furniture, etc. This includes cleaning, vacuuming, emptying trash, wiping down tables, chairs, counters, sinks, floors, glass, etc. Basic cleaning supplies and a cleaning checklist will be provided.

2. An applicant using a community meeting room shall be responsible for any damages to the room or its contents, including any audiovisual equipment. **Please do not sit on tables.**
3. Permission to use meeting rooms may be withheld from an applicant damaging the room, carpet, equipment, or furniture; causing a disturbance, or any other failure to comply with the rules and regulations.
4. A charge will be assessed for any special cleaning or repairs made necessary due to damage by the applicant.
5. Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use. Neither the city/library nor its employees shall assume responsibility for any property of an applicant. At the end of each meeting, all of an applicant's property must be removed from the meeting room.
6. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment.
7. The applicant is responsible for any special arrangement or rearrangement of furniture. Library/City staff will not aide in furniture or equipment arrangement. Any special table or seating arrangements shall be the responsibility of the applicant.
8. Attendance at meetings must be limited to the capacity of the individual meeting room.
9. Clear access to exits must be maintained within the room's seating arrangements.
10. Smoking, open flames, burning incense, and lit candles are prohibited.
11. An applicant's activities involving more than normal wear and tear on rooms are NOT permitted.
12. Dishes and kitchen utensils must be furnished by the applicant.
13. Kitchen and bathrooms must be left clean and in good order.
14. **Alcoholic beverages are prohibited.**
15. An applicant may arrange to use meeting room audio/visual equipment where it is available. However, no one shall operate meeting room equipment unless they are properly trained by library/city staff prior to an event. Library/City staff cannot guarantee that personal electronic items will work with meeting room audio/visual equipment.
16. **PLEASE DO NOT SIT ON THE TABLES!**

OTHER CONSIDERATIONS

1. In addition to the above regulations, an applicant may from time-to-time be denied use of meeting rooms if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to: insufficient parking place for library customers, noise level of the group, food odors, unsupervised children, etc.
2. An applicant who repeatedly cancel without proper notice or fail to use a reserved meeting room may lose their meeting room privileges.
3. Library/City staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with library-sponsored programs and/or special events. In such cases, the library will make its best effort to give advance notice.
4. The City/Library reserves the right to revoke permission to use any meeting room to any applicant who violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

Room	Capacity	Amenities	Rental Fees (Waived for library, or city sponsored activities and nonprofit groups)
A	10 Meeting/tables & chairs	TV	\$10/hour 8 hour maximum
B	30 Meeting/tables & chairs 48 Banquet/tables & chairs 72 Theater/chairs only	86" interactive touch panel TV Microphone Kitchen	\$20/hour \$120 maximum 8 hour maximum
C	18 Meeting/tables & chairs 24 Banquet/tables & chairs 28 Theater/chairs only	TV Kitchen	\$15/hour \$100 maximum 8 hour maximum
BC	48 Meeting/tables & chairs 84 Banquet/tables & chairs 117 Theater/chairs only	86" interactive touch panel TV Microphone Kitchen	\$35/hour \$200 maximum 8 hour maximum
Checks should be made payable to City of Bennington			

Approved by the Bennington Public Library Board of Trustees

Revised 11/24/1997
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Revised 11/26/2018
Revised 12/17/2018
Revised 1/28/2019
Revised 2/25/2019
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