

POLICY MANUAL
MINERAL COUNTY PUBLIC LIBRARY
HAWTHORNE, NEVADA

BOARD OF TRUSTEES:

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POLICY MANUAL

General Library Objectives

The Mineral County Public Library is established to provide books and other materials as a source of information, entertainment, intellectual development and enrichment for the community.

It is the purpose of the library to provide, free of charge, service to all individuals and groups, and to be constantly aware of opportunities to enhance and expand its service to the public. It is the aim of the library to help the community grow and develop its potential through the benefits of effective library service.

The Mineral County Public Library operates under the Nevada Revised Statutes (NRS) Chapter 379, Public Libraries: County, District, and Town Libraries. Each county library trustee shall be given a copy of these laws and should become familiar with their contents.

The Mineral County Public Library Board of Trustees and the library staff adopts the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Guidelines for library development shall follow those of the Standards of Nevada Public Libraries, adopted by the Nevada Library Associations, 1972, and its revisions as adopted, which include the Minimum Library Standards.

LEGAL AND GOVERNMENTAL STRUCTURE

Library Board of Trustees

Serving without pay, the responsibilities of the trustees are:

- Selection and appointment of a competent and qualified library administrator.
- Promotion of the library's interests to secure funds adequate for a progressive and expanding program, responsive to its constituency.
- Control of the library funds, property and equipment.

As a policy making body, trustees have the authority to determine the rules and regulations governing library services and personnel. While acting in their official capacity, trustees are covered under the State Industrial Insurance System as unpaid advisory board members (NRS, Chapter 616A.190).

Board meetings are held on a regularly scheduled basis and are open to the public, in accordance with NRS Chapter 241, dealing with open meetings. Conduct of the meetings is in accordance with adopted bylaws governing the board. Appointment and terms of office of board members are regulated according to NRS Chapter 379.

BYLAWS**MINERAL COUNTY LIBRARY BOARD OF TRUSTEES****Article I - Name and authorization**

This organization shall be called “Mineral County Library Board of Trustees”, existing by virtue of the provisions of the NRS Chapter 379 and authority, and assuming the responsibilities delegated under said statute.

Article II - Purpose

The purpose of the Mineral County Library Board of Trustees is to represent the library to both the people and the governing officials of the community.

Article III - Officer

- Section 1 A chairperson and vice-chairperson shall be elected from the appointed trustees by voice vote at the January board meeting.
- Section 2 Officers shall serve a term of one year, from the January board meeting at which elected until their successors are duly elected. Officers may be re-elected in subsequent years, but may not serve more than two successive years as chairperson.
- Section 3 The chairperson shall preside at all board meetings, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as ex-officio voting member of all committees and generally perform all duties associated with that office.
- Section 4 In the event of absence or disability of the chairperson, the vice-chairperson shall assume and perform the duties of the chairperson. If both the chairperson and vice-chairperson are absent and a quorum of three members is present, the senior member shall assume and perform the duties and function of the chairperson.
- Section 5 The board shall appoint a member or the library director to serve as secretary who shall keep a true and accurate record of all board meetings, shall issue notice of all regular and special meetings, as provided under the Nevada Open Meeting Law, and shall perform such other duties as are generally associated with that office.

BYLAWS**MINERAL COUNTY LIBRARY BOARD OF TRUSTEES****(continued)****Article IV - Terms, vacancies, etc.**

Section 1 The term of office of trustees shall be four years. No trustee shall serve more than two full consecutive terms, as established by NRS, Chapter 379.

Section 2 When any trustee fails to attend three consecutive regular board meetings or at least half of the regularly scheduled meetings in any given twelve-month period without just cause, it shall be the duty of the chairperson to notify the appointing officials.

Article V - Meetings

Section 1 The election of officers shall be held at the regular January board meeting.

Section 2 Regular meetings shall be held each month in the main library. Dates and hours shall be set by the board at the regular January meeting and shall be posted in accordance with NRS, Chapter 241.

Section 3 All regular meetings shall be open to the public. Meetings, or portions of meetings during which personnel matters are being discussed, may be executive sessions. The chairperson shall obtain the opinion of the District Attorney concerning such sessions and be guided by that opinion.

Section 4 The regular meeting in January of each year shall be known as the budget meeting. Budget proposals, position classification, and compensation schedules shall be reviewed at this meeting. Corrections and additions shall be typed and distributed to employees and board members. The March meeting shall be used for the review of the library policy manual.

BYLAWS**MINERAL COUNTY LIBRARY BOARD OF TRUSTEES****(continued)**

- Section 5 The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown, as far as circumstances permit. Agendas shall be posted for public information in accordance with the Nevada Open Meeting Law.
- A. Call to order and roll call of members.
 - B. Disposition of minutes of the previous regularly scheduled meeting and any intervening special meetings.
 - C. Administrator's progress, financial, statistical and service reports.
 - D. Committee reports.
 - E. Communication.
 - F. Unfinished business.
 - G. New business.
 - H. Petitions to the chair, including public comment and trustee recognition.
 - I. Adjournment.
- Section 6 Special meetings may be called by the library director at the direction of the chairperson or at the request of two members for the transaction of business as stated in the call for the meeting. Notice of such meetings shall be posted in the same manner as that for regularly scheduled meetings and in accordance with NRS 241.
- Section 7 A quorum for the transaction of business at any meeting shall consist of three board members present.
- Section 8 The Library director shall make recorded minutes available to the board prior to the next meeting. Minutes shall be available to the public upon request, in accordance with the Nevada Open Meeting Law.
- Section 9 Robert's Rules of Order, latest edition, shall govern the parliamentary procedures of the meetings.

BYLAWS**MINERAL COUNTY LIBRARY BOARD OF TRUSTEES****(continued)****Article VII -Amendments**

These bylaws may be amended at any regularly scheduled or special meeting of the board by a simple majority of the members present, providing that the amendment has been submitted in writing to the members at least three days in advance for review, and is part of the notice and agenda for the meeting.

Article VIII -Library Director

The library director shall be appointed by the Board of Trustees, may serve as the secretary for the board, and shall be responsible for the following:

- Employment of and directing the staff.
- Appointing a representative (recorder) to attend board meetings when the director is absent.
- Evaluation of library materials.
- Efficiency and effectiveness of the library system's service to the public.
- Operating the library system under the financial conditions set forth in the annual budget.
- Administration of all discretionary funds

The library director shall keep exact accounts of all monies received and expended and report on such at each regularly scheduled board meeting. The library director or designee shall attend all board meetings.

This policy empowers the library director, and the library director has an ongoing duty to adopt any change required to remain in compliance with all statutory, regulatory, and/or policy implementations of any governing body directly affecting the operation of the Mineral County Libraries. Any such change shall be presented to the Mineral County Library Board of Trustees for ratification or revocation at the next meeting.

POLICIES

RIGHT TO REFUSE SERVICE

The library has an obligation to its patrons to manage disruptive behavior in a professional and rapid fashion. Therefore, the Mineral County Libraries reserve the right to refuse service to any library user who acts irresponsibly by disrupting the use of the library, by abusing machines or equipment, or by being disrespectful to library employees or other library users. Irresponsible behavior includes but is not limited to the following:

- rudeness including loud and offensive language
- unreasonable demands for service
- being under the influence of controlled substances or alcohol
- threatening or erratic behavior

Any library employee can exercise the right to refuse service when confronted by a library user acting irresponsibly. The Sheriff's Department will assist by sending deputies to have the problem patron escorted from the Library, in which case an incident report must be filed. The incident report will be filed at the branch where the disruption occurred, in the director's office, and at the Sheriff's Department.

Individuals who continue to abuse library staff and services may require additional corrective action up to, and including, being banned from the library facilities. The library director may have a repeat offender banned from the library. Any branch manager or librarian may ban a patron temporarily from the library facilities if a police report had to be filed because of the patron's inappropriate behavior.

(form, see Forms section at end of Policy Manual)

NEW PATRONS

New patrons must complete an application to receive a library card. The new patron may be limited to two books for two months or until all staff members are comfortable with the patron's reliability. Patrons under the age of 18 must complete the information regarding a parent (or guardian) at the bottom of the form and the application must be signed by a parent or guardian.

(application, see Forms section at end of Policy Manual)

CIRCULATION

Renewals/ Extended loans

All materials may be renewed on site or by phone, if there is not a current hold request for the item. An item may be checked out for a longer loan period if so requested by the patron at checkout.

Books and audio book recordings

Books and books on CD circulate for a loan period of three weeks.

Periodicals

The current issue of a periodical circulates for three days only.

Videos

All videos (DVD & Blu-ray format) circulate for ten days only. There is a limit of four videos.

Item returns

Books may be left in the night drop when the library is closed. We recommend that all audio and visual materials be returned to the desk during regular library hours.

Overdue items

Patrons who habitually have overdue items will have their borrowing privileges limited. Patrons who do not return overdue items after several written reminders may be sued by the library in small claims court to recover the replacement cost of the materials and court costs.

FINES AND OTHER CHARGES

Library Card

The 1st library card is free. A replacement card costs \$5.00.

Overdue books

Overdue books result in a fine of 10 cents per day, up to a maximum fine of \$4.00, with a grace period of three days. Juvenile, Young Adult, and Easy paperbacks labeled as such are not subject to overdue fines.

Overdue video and audio book recordings

Overdue videos (DVD and Blu-ray format) and recorded books (CD format) result in a fine of 25 cents per day, up to a maximum fine of \$5.00, with a grace period of three days.

Copies and laminating services

Black and white copies: \$.15 per page

Color copies: \$.50 per page with a 10-page limit

Laminating: \$1.00 per copy with a 5-page limit

Damaged or lost item

No charges will be assessed for normal wear due to library circulation. Lost items will be charged at the replacement cost of the item. Damaged library materials will be assessed as to whether they can be rebound, repaired, or must be replaced. If the damaged material cannot be repaired, or shows excessive markings or odor/water damage, and is unsuitable for further circulation, the charge will be the replacement cost of the item. If the damaged material can be repaired, a fine may be charged for repair costs due to patron neglect. It is at the librarian's discretion to restrict a patron from checking out any more library materials if the patron has a history of returning items that are damaged or unsuitable for further circulation.

INTERLIBRARY LOANS

The library accepts responsibility for securing information beyond its own resources by:

- Collecting information about and listing for referral resources of agencies, institutions and organizations in and beyond the community.
- Borrowing for patrons with serious interest materials that the library does not own and which cannot be purchased, or materials for which the demand does not justify purchase.

Patrons are required to accept the restrictions associated with the loan established by the lending library. For Nevada libraries, these rules are listed in the "Information Nevada" manual.

LIBRARY HOURS

According to the standards for Nevada Public Libraries, the minimum standard for library service is 20 hours per week. A qualified staff member shall be on duty while the library is open to the public. Branch libraries will be open on a schedule adjusted to the needs of the community served and funding available. The library director and the Board of Trustees must approve such hours.

The libraries may be closed or on a reduced schedule on all holidays, including holidays declared as such in the NRS. This policy shall also be followed for any day that may be appointed by the President of the United States, the Governor of the State of Nevada or the Board of County Commissioners of Mineral County. Holiday hours will be determined at a regular board meeting.

Hawthorne Hours:

Monday – Friday 10:00 am – 6:00 pm

Saturday 10:00 am – 3:00 pm

Mina Hours:

Tuesday, Thursday 10:00 am – 2:00 pm

MINERAL COUNTY LIBRARY GIFT FUND

The Board of Library Trustees, the governing body of the Mineral County Library System, is authorized by NRS Chapter 379.106 to establish, with the County Treasurer as custodian, a special fund known as the Mineral County Library Gift Fund. The monies in such a fund must be derived from any or all parts of any gift, bequest or devise, including interest thereon. The Gift Fund is a separate and continuing fund, and no money in it shall revert to the General Fund of the County at any time.

The monies in the Mineral County Library Gift Fund may be used for the construction of new library buildings and/or additions, special library services, programs or collections, equipment or furnishings.

Expenditures may be made as follows:

1. Grants and designated funds shall be expended according to the grant or designated gift.
2. Undesignated funds are expended at the discretion of the Library Director for Summer Reading Programs, books for special collections, equipment, posters, etc.
3. The Library Director must submit expenditures of more than \$1000.00 per purchase order and major capitol purchases, such as equipment and furniture, in writing to the Board of Trustees for approval. Definition of a major capitol item is based on the regulation within the Nevada State Purchasing Act.
4. The library director will submit monthly financial statements to the Board of Trustees for review.
5. Fund raising activities in the library system are limited to those sponsored by the library system itself, the Friends of Mineral County Library, or a private business or corporation to directly benefit the services and programs of the library system. Funds raised by such activities will be deposited into the Mineral County Library gift fund. The Friends of the Library Funds are an exception; this group handles its own funds.
6. Any advertising for joint ventures between the library and a private business or corporation is to be done by the business or corporation in such a manner as to promote support for the library.
7. If a business or corporation wishes to hold an event in which a portion of receipts will be donated to the library, promotional flyers or coupons will be distributed by the business or corporation, and not by the library.
8. Individuals, businesses, or corporations who give a gift to the library will be acknowledged in an appropriate manner, such as a letter, by commendation of the Board of Trustees, or with a plaque on the item gifted to the library.

LOFTIN FUNDS

The Loftin account is a separate entity, distinct from the Mineral County Gifts and Donations account, and solely the responsibility of the Mineral County Library Board of Trustees. Monies include the original bequest from the Loftin Estate and all interest payments received from the invested funds. The major portion of the funds is placed in Certificates of Deposit and is to be used for grant-matching and to expand the library. The interest on the Certificates of Deposit is termed 'Loftin Spendable Funds'. These monies come to the library as periodic interest on the main investment. The spendable funds are used to purchase needed equipment and furnishings, repairs and improvements, and for special collections development to enhance the library for all its users. The library director will expend Loftin funds only on the approval of the Board of Trustees.

For purposes of security, the director and chairperson of the Board of Trustees will annually review operational procedures for the accounts. The login name and password on the account will be changed yearly, or with a personnel change in the library director's position. The position of chairperson of the Board of Trustees is determined by election at the beginning of each calendar year.

UNATTENDED CHILDREN

No child age 10 or under may be left in the library unattended or without appropriate supervision. Exceptions may be made in individual instances. Neither the County nor the library staff members have custodial responsibility for unattended children. The County and the library system assume no liability for unattended children.

If a child is left in the library for more than one hour, or if a minor is left at the library at closing, the staff has the option of trying to reach the child's parents or calling the sheriff's office. If the staff cannot locate the parents, the sheriff's office will be notified. When a child is left at the library and the sheriff's office is notified, that office will take the child into protective custody.

ANIMALS

No animals are allowed in the libraries or meeting rooms except animals trained to assist those with physical disabilities. Animals should not be left unattended on library grounds.

FOOD / SMOKING

The areas designated for consuming food and beverages are the meeting room, the work room and the library director's office. Eating or drinking is NOT permitted in the library proper or the restrooms; however, a capped bottle of water may be carried and consumed. NO foods or drinks are allowed at any of the public computer stations. Smoking is prohibited pursuant to NRS 202.2491.

FIREARMS

Pursuant to NRS 202.3673 the possession of firearms is prohibited in the library.

COMMUNITY SERVICE HOURS

The library director will have final approval of the individuals who are assigned to serve community service hours at the library. Should that person be assigned duties other than maintenance, the director must approve them.

PUBLIC RELATIONS

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

1. To promote an understanding of the library's objectives and services by governing officials, civic leaders and the public.
2. Active participation in the varied services offered by the library to people of all ages.
3. The trustees recognize that public relations involve every person who has any connection with the library. The board urges its own members and every staff member to realize that he or she represents the library in every public contact.
Good service supports good public relations.
4. The librarian and professional staff will be expected to make talks and to participate in community activities. A reasonable amount of library time will be allowed staff members for preparation and speaking.
5. The Mineral County Public Library shall program and budget for a strong and specific public relations program, which shall involve the talents and abilities of every staff member. Services and programs sponsored by the library shall be advertised through the local media.
6. The library staff shall initiate programs, exhibits, book lists, etc. to stimulate the use of the library materials for the enlightenment of people of all ages.

CONFIDENTIALITY OF RECORDS

Reaffirming the individual's right to read and conduct research, the Mineral County Public Library declares that circulation and registration records of the library are confidential in nature, protected by the individual's right to privacy and that they are not to be disclosed to any person or agency, government or other organization under any circumstances, except upon order from a court of competent jurisdiction. (See NRS 239.013 Confidentiality of records of library which identify user with property used.) Any cost incurred to the library in any search shall be paid by the agency requesting the information.

MINERAL COUNTY LIBRARY COMPUTER USE POLICY

The Mineral County Libraries are pleased to make computers available to their patrons free of charge. To insure that the service operates smoothly, your cooperation is needed with the following rules:

1. To use the library's computers, you must have the ability to do so. Staff members may not be available to provide training or in-depth assistance.
2. You must have a valid Nevada Public Library card. If you do not have your card, or if your card is blocked, either due to overdue items or due to funds owed to the library, you may not be allowed to use the computers until the situation is rectified. Staff may give out guest passes when circumstances warrant it.
3. Scheduled appointments will be made solely for the purpose of information research, business research, or homework assignments. All other usage is on a first come, first served basis.
4. The library provides commercial software to be used in the library only. Patrons must bring their own data storage device to save their files. The library is not responsible for storage devices or data damaged in the process of using the library's equipment.
5. A maximum of two (2) people may be at any one computer station at one time.
6. Printouts and copies are 15 cents per page, no exception. To avoid unwanted printouts, go to "Print Preview" and select the pages, or highlight the print area and print "Selection."
7. The Internet computer use is limited to two visits per day for a maximum of 120 minutes.
8. The library staff has the right to refuse, interrupt, or cancel access to the computer at any time to those who do not abide by these rules.

PROHIBITIONS

Your computer privileges will be revoked if you ignore any of the following rules:

1. It is prohibited to display, create, transmit, print or otherwise distribute pornographic, obscene or sexually explicit materials.
2. It is prohibited to download or copy to a data storage device any computer systems and/or computer software licensed for use on library computers.
3. It is prohibited to connect personal computer equipment, such as laptops, to library equipment.
4. It is prohibited to load programs to the hard drives, store data on or change the contents of the hard drives of the library's computers.

5. It is prohibited to use the library's Internet connection for political lobbying or campaigning, solicitation, advertisement, illegal activity, or for any other commercial purposes.
6. It is prohibited to bookmark Internet sites or to change any setup or configuration of the library's software or hardware.

Again, failure to comply with these rules will result in loss of computer privileges!

WIRELESS INTERNET

The library offers free wireless Internet access to persons with personal devices. The same rules apply to users of both the wired and the wireless networks.

This is a flexible document. The Library Board of Trustees and library staff may review and change this policy as needed.

If you have questions, please call the library at 775-945-2778.

INTERNET SAFETY POLICY

It is the policy of Mineral County Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the Mineral County Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

No Internet filter is 100% effective and library staff cannot act *In Loco Parentis*. Ultimately, it is the parents/guardians who are responsible for the Internet behavior of their minor children.

This library recommends that parents view the NetSmartz Internet site from the National Center for Missing and Exploited Children for information on keeping children safe online.

This Internet Safety Policy was adopted by the Mineral County Library Board of Trustees at a public meeting, following normal public notice, on May 11, 2023.

MEETING ROOM

The meeting rooms of the Mineral County Public Libraries are available for use to established community non-profit groups or organizations, and local, state and federal government entities.

Should a meeting take place when the library is closed, the users of the meeting room must obtain the key to the front door prior to the meeting. The users will have access to the restrooms, lobby and meeting room when the library is closed. The library staff will not be responsible for meetings not taking place due to failure to pick up the key.

The library director or staff will not manage any activity in the meeting room that is not an official library function. The library is not responsible for lost, stolen or damaged properties of persons using the meeting room.

Rules for use of the meeting room:

1. Neither the name nor the address of the library may be used as the official address or headquarters of any group or organization except the Friends of the Mineral County Library.
2. The library does not carry insurance on exhibits, equipment, supplies and/or other items used by organizations and/or groups, and is not responsible for any theft or damage to such items.
3. Properties and/or equipment of organizations or groups may not be stored in the meeting room.
4. Smoking and possession or use of drugs and alcohol in the library is prohibited by law.
5. The emergency exit may be used in emergency situations only. Abuse will result in the refusal of any future use of the meeting room.
6. Refreshments are allowed in the meeting rooms.
7. The meeting rooms must be left clean, neat and orderly and the kitchen area must be cleaned and dried after use. Any necessary cleaning or repair charges arising from negligence or abuse of the facilities or equipment are the responsibility of the organization or group that incurred the damage and may result in the refusal of any future use of the meeting room.
8. The organization or group must arrange the meeting room for its use and return it to its original arrangement before leaving. The library does not provide custodial assistance for changing the room arrangement or moving private materials.
9. The standard arrangement for each meeting room is three tables and twelve chairs. If any tables and/or chairs are moved during a meeting, the organization or group is responsible to move everything back to the original arrangement, leaving enough space along the room divider for people to sit and move around comfortably.
10. The library reserves the right to refuse use of the meeting room and kitchen area for cause. Complaints about such refusal may be directed to the Library Board of Trustees for the agenda of the next regularly scheduled meeting.
11. Activities, which interfere with the library's regular business, will not be scheduled in the meeting room.

MEETING ROOM**(continued)**

12. Fund-raising activities are not permitted in the meeting room, except those that directly benefit the library and are recommended by the library director or staff and are approved by the Library Board of Trustees.
13. Library equipment loaned for use in the meeting room is subject to the same rules concerning care, treatment and cleanliness as those for the meeting room and kitchen area. Equipment available includes: television (2), VCR (2), DVD (1), and overhead projector (1), podium with microphone (1) and big screen (1).
14. Groups or organizations using library audio/visual equipment must furnish a competent operator. The director or a staff member will be the judge of whether or not the operator is competent.
15. Private parties, including hosted selling parties may not use the meeting rooms. At the discretion of the library director some events or classes that do not expressly meet the original purpose and charge a fee, but are directed toward community and/or patron enrichment, may take place when the room has been rented for such a purpose. Businesses may use the meeting rooms for meetings or consultations when the room has been rented for such a purpose.
16. The Mineral County Library Board of Trustees is responsible for determining the rental fee. The fee is ten dollars (\$10.00) per hour.
17. The library director and Board of Trustees may waive all or part of the rules for the use of the meeting room with a majority opinion of the trustees.
18. If a meeting is scheduled during non-business hours, the doors between the lobby and the library proper, as well as the door between the meeting room and the storage hall/back entrance will remain locked. Requests for use of the library meeting rooms after hours will be considered on a case-by-case basis by the Library Director. (form, see Forms section at end of Policy Manual)
19. Fees may not be charged by groups or persons using the meeting room, unless they are a non-profit organization and the fees reflect minimal charges for materials, supplies, refreshments, etc.
20. The maximum number of people allowed in the meeting room is 80.
21. Adult(s) must be present at all meetings.
22. No regularly scheduled meetings may be held on Friday or Saturday. These times are reserved for library events or one-time community events. The library will be closed on Sundays except, at the discretion of the Director, when facilitating a special library or community event.

(Meeting Room Agreement & After-Hours Meetings forms, see Forms section at end of manual)

DISPLAYS WITHIN THE LIBRARY

Framed or mounted paintings or other creative art and handicraft objects suitable for hanging or display in the library will be accepted for exhibit purposes up to a maximum of three (3) months, subject to approval of the library director. A small tag may be placed on the items, stating the artist's name, address and the price of his/her work.

The library does not assume any responsibility for selling art or for damage incurred during the time in the library. The owner should insure privately, if the work is extremely valuable. Artists are also encouraged to display art objects that are not for sale. The library display case is also available for smaller collections and provides the security of a locked door.

Persons displaying art objects, paintings or any other type of exhibits approved by the library director must fill out a display form before leaving objects in the library. This form must then be signed before the object is removed.

(Form, see Forms section at end of Policy Manual)

BOOKMOBILE SERVICE

The bookmobile service is for delivery and pickup of library items for patrons registered for the service.

Black & White copies at \$.15 per page will be available.

The service is intended to reach underserved populations such as homebound (permanent and temporary) and caregivers, but others who request the service may be considered for compelling reasons and if staff and staff time allow.

Only staff members and designated volunteers may access the bookmobile as it is not equipped with an ADA lift for access by all.

The bookmobile may be used for special events such as parades and community events while still adhering to access rules.

The bookmobile is to be used only in service to and in representation of the library.

(Form for Bookmobile Service, see Forms section at end of Policy Manual)

This Bookmobile Policy was adopted by the Mineral County Library Board of Trustees at a public meeting, following normal public notice, on April 11, 2024.

COLLECTION DEVELOPMENT

Materials will be chosen to enhance the mission of the library and its chosen roles in the community. The central mission of the Mineral County Public Library is to promote reading, to encourage literacy and learning for people of all ages, and meet our public's need for information and their desire for satisfying recreational experiences.

Roles:

General Information and Reference

The library helps meet the needs of community residents for information and answers to questions on a broad array of topics related to work, school and personal life. The library actively provides timely, accurate, and useful information.

Educational Support Center

The library assists students of all ages in meeting educational objectives established during their formal or self-directed courses of study.

Early Education Center

The library encourages young children to develop an interest in reading and learning through services for children, and for parents, caregivers and children together.

Popular Materials Center

The library provides recreational books and audio-visual materials to meet a wide range of tastes and aptitudes and to reflect the diversity of the community.

Materials should offer opportunity and encouragement for pursuing life-long education, becoming informed citizens of the community, the nation, and the world, improving occupational performance, using leisure time in the enjoyment and exploration of books and other library materials, and discovering and developing creative abilities.

The library's goal is to provide an information/reference center rather than to establish a scholarly research center. No attempt is made to collect the complete works of any author/performer/creator. Multiple copies of works may be obtained in order to fulfill requests within a reasonable time period. Interlibrary loan services may also be used in this regard.

COLLECTION DEVELOPMENT**(continued)****Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

- Artistic, literary, historic and/or scientific merit
- Availability of shelf space
- Price, in relation to total budget
- Authority and competence of author
- Availability of material
- Awareness of significant new trends in literature, technology, and formats
- Clarity and accuracy of information and/or presentation
- Community requests and/or anticipated popular demand
- Favorable reviews
- Format and durability
- Practical usefulness
- Relationship to existing materials in collection
- Relative importance in comparison with other materials available on the subject

Selection Aids

The following sources are representative of the many aids used for selection of materials:

Professional Journals:

Library Journal, Publishers Weekly, School Library Journal, Video Librarian.

In addition, the following works may be consulted:

Books in Print, newsletters of various trade vendors, e.g. BWI, Ingram Library Services, Baker & Taylor, trade journals, and other authoritative subject bibliographies.

Textbooks

Textbooks are selected when they meet the selection criteria and when they assist the library in fulfilling its roles. No attempt is made to purchase textbooks for curriculum support, nor will it purchase multiple copies of a work for classroom instruction.

COLLECTION DEVELOPMENT**(continued)****External Electronic Information Resources**

The Mineral County Library provides access to a broad array of authoritative electronic databases through its association with the Nevada Library Cooperative and with the assistance of the state library. Use of these materials is encouraged. Providing connections via the Internet to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each patron to determine what information is appropriate to his or her needs.

The Mineral County Library must acknowledge the Washoe County Library's policy manual for much of the wording of the above Collection Development policy.

Material Selection

The library will endeavor to maintain a balance in its service to and the selection of materials for its patrons. Periodic review will be made of library service to determine whether the needs of the community indicate that present services shall be discontinued or other services should be added. The library will provide, within its means, any materials, which help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, pictures, maps, microfilm, videos, audio recordings of books, on-line database products, etc. Materials acquired will meet high standards of quality in content, expression, and format.

The library will cooperate with, but cannot perform the function of school or other institutional libraries, which are designated to meet curricular needs.

The library will keep itself informed of other publicly available resources of items in the area to avoid unnecessary duplication. The library will provide interlibrary loan services to fill areas of need for patrons when items they have requested are not purchased.

All items donated to the library's collection must meet the same level of quality and selection as purchases and all donated materials processed for the collection must be made available to the public. All materials will be loaned for home use under library regulations and procedures, except those that are designated "reference only" or cannot be duplicated, including rare and fragile items. The library reserves the right to dispose of any donated materials if they are duplicates of existing material, outdated or in bad condition. The library may offer these unused donations to the Friends of the Mineral County Libraries for possible sale by that group.

The ultimate responsibility for the selection of library materials rests with the Library Director operating within the policies determined by the Library Board of Trustees. Staff members who are qualified by reason of education, training, or experience share this

responsibility. Suggestions from the public are encouraged and will be considered. Requests for reconsideration of library materials may be made according to the policies included in this manual.

Selection and placement of material will not be restricted by the possibility that these materials may be seen and come into the possession of children. Parents and guardians are responsible for the materials their children check out. The library does not act as a censor of the materials a patron reads or uses. The library does not endorse opinions expressed in the materials it owns.

The library, in accordance with the Library Bill of Rights of the American Library Association, subscribes to the following basic policies:

1. As a responsibility of library services, books and other library resources selected shall be chosen for the values of interest, information and enlightenment of all the people of the community. In no case should any work be excluded because of the race, nationality, political or religious views of its author.
2. There should be the fullest practical provision of material presenting all points of view concerning the problems of historical or current issues. Materials should not be removed because of partisan or doctrinal disapproval. The library will not lower the standards of institutional or individual collections when weeding soiled, damaged, or obsolete material.
3. The library will not adopt a policy of censorship urged or practiced by any individual or organization. The public library does not promote particular beliefs or views. Controversial materials will be made available, and the library will attempt to acquire materials to reflect the various opinions on an issue.
4. The library will actively cooperate with allied groups in resisting all abridgement of free access to ideas and free expression.

See also: Collection Development policy, Withdrawal, maintenance, and replacement policy, Request for reconsideration of library materials policy, and Computer use policy.

Material Withdrawal, Maintenance and Replacement

Materials that are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection, according to accepted professional practices. The library will not be guilty of lowering the standards of institutional and individual collections by removing soiled, damaged, mediocre or obsolete materials. Books or other library material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

It is the policy of the Board of Library Trustees, that the library director shall be responsible for the continual maintenance and upgrading of print and non-print collections. To assist the library director in discharging this responsibility, the following guidelines are established:

1. The objective shall be to keep an active collection of quality material in a fresh, attractive and up-to-date condition.
2. Materials that need mending, replacing or rebinding shall be withdrawn from the circulation for such purpose.
3. If a non-standard title (not listed in standard evaluation and reviewing media) does not circulate in a three-year period, it shall be either disposed of or be re-evaluated.
4. All items shall be reviewed for possible weeding as they are returned.
5. Particular care shall be taken to ensure that reference material of a statistical, technical or scientific nature is not allowed to become outdated or inaccurate.
6. Prior to preparing the annual budget, the library director and staff shall conduct a thorough evaluation of all materials on hand so that necessary replacements may be considered in the materials budget request.

In carrying out these guidelines, the library director shall refer to the Standards for Nevada Public Libraries.

Request For Reconsideration of Library Materials

To request a review of any library material, a Nevada library card holder wishing to lodge a complaint will complete the applicable form, provided by the library staff, stating the reason for the complaint, their full name and address. The form must be dated and signed and will then be held until the next regularly scheduled meeting of the Mineral County Library Board of Trustees for consideration by the full board.

The person registering the complaint will be notified of the time and place of the meeting and will be required to attend the meeting to present their opinion personally. If the matter cannot be resolved at the board meeting to the satisfaction of the person submitting the complaint, the person may request further review by a committee. Such a committee may consist of a representative from the Library Board of Trustees, the library director, an elected Mineral County official, the District Attorney (if a point of law is in consideration), and two members of the general public.

Material that is challenged and deemed appropriate to remain in the collection may not be challenged for 2 years.

(form, see Forms section at end of Policy Manual)

Revised 10/13/2022

Placement of Library Materials

The library uses Dewey decimal classification. This classification scheme divides material by subject. Catalogers using Dewey Decimal Classification and Library of Congress subject headings place materials ordered in the proper subject area and assign them to Adult, Juvenile, Young Adult, Reference, etc. areas of the library. Reviews by professionals in the field recommending age appropriateness of material aid librarians in choosing and locating material.

Although the library facilities are divided into sections such as Juvenile, Reference, Fiction, Nonfiction, etc. for the convenience of the public, patrons of any age may use all parts of the library. Library materials representing a wide range of interests and reading levels are selected to meet the needs of the patron. The responsibility for choosing materials rests with the user. Parents and guardians are responsible for supervising their children's use of library materials.

Various material formats other than print materials are provided. To offer ease of use to our patrons, these formats are usually shelved in separate areas from print materials. These collections may include audio books, videocassettes/DVDs, multimedia kits, maps, vertical files, and magazines and newspapers.

POLICY AMENDMENTS

Any library policy or portion thereof may be modified at a regularly scheduled or special meeting of the Board by a simple majority vote of the members, providing that the language of the amendment has been provided in writing to the members at least three days in advance and is part of the notice and agenda for the meeting.

PERSONNEL

It is hereby the declared personnel policy of the Mineral County Public Library that:

Employment in the library shall be based solely on merit and fitness, free from favor or discrimination based upon race, sex, age, national origin, handicap or political or religious preference or affiliation.

Appointments, promotions, demotions, dismissals and other actions shall be in accordance with Mineral County Policies. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the library.

USE OF LIBRARY EQUIPMENT (EXCLUDING CAMERA EQUIPMENT)

Library equipment that is purchased for use by patrons may be used by any patrons or groups while onsite when library staff is confident that the patron/group is able to operate equipment safely.

Equipment may only be used offsite for events when the following is met:

- Request is made by a department head or other responsible party, as recognized by Director, and is present for both checkout/checkin procedures.
- OR, a library staff member is present and responsible for the equipment during offsite use.

AMERICAN LIBRARY ASSOCIATION “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.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of “age” reaffirmed January 23, 1996,
by the ALA Council.

PATRON FORMS
ARE FOUND ON THE FOLLOWING PAGES

REFUSAL OF SERVICE

Patron Name _____ Date _____

The above patron is **not allowed to visit** the Mineral County Libraries for the following reason(s): _____

Staff member signature

Patron signature
(if patron refuses to sign, write "refused")

REFUSAL OF SERVICE

Patron Name _____ Date _____

The above patron is **not allowed to borrow materials** at the Mineral County Libraries.

Reason(s): Repeated overdue materials Repeated lost materials
 Repeated damaged materials

The above patron is **not allowed to use computers** at the Mineral County Libraries.

Reason: Violation of computer policy
 Other: _____

Privileges revoked Permanently Temporarily until: _____

Staff member signature

Patron signature
(if patron refuses to sign, write "refused")

PATRON REGISTRATION MINERAL COUNTY LIBRARY

(Please print)

Name _____
First Middle Initial Last

Date of birth _____

PO Box _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____

E-mail address _____

Employer _____ Work phone _____

Local acquaintance (**NOT** living in the same household):

Name _____ Phone _____

I accept responsibility for all fines incurred and for lost or damaged materials borrowed on this card.

Signature _____ **Date** _____

Please call (775) 945-2778 if you have any question.

=====

If patron is under the age of 18:

Name of parent or guardian _____ parent

guardian

Contact number _____

Employer _____ Work phone _____

I accept responsibility for all fines incurred and for lost or damaged materials borrowed on this card.

Signature of parent or guardian _____ Date _____

BY SIGNING THIS FORM I ACCEPT THAT RESPONSIBILITY FOR MY CHILD'S USE OF COMPUTER/INTERNET LIES SOLELY WITH ME. THE LIBRARY STAFF IS NOT RESPONSIBLE FOR EITHER ALLOWING OR POLICING MY CHILD'S INTERNET USE.

Mineral County Public Library Meeting Room Agreement

This agreement covers regularly scheduled meetings.

Person or Organization Using the Room (Need two contacts):

Contact #1: _____
(NAME) (PHONE)

Contact #2: _____
(NAME) (PHONE)

Day(s) and time(s) you are requesting the meeting room:
(Ex: Every third Monday at 5 pm)

How many attendees do you expect at each meeting? _____

We will determine if one or both meeting rooms are needed: ONE TWO

Special requests - Though we will take into consideration any special requests that you have (preference of room, etc.) we cannot make any guarantees.

Please initial the following to indicate agreement:

_____ The Mineral County Public Library reserves the right to cancel/reschedule meetings if a Library or County function/meeting comes up. The staff at the Mineral County Library will do our best to contact you in enough time to cancel or reschedule your meeting.

_____ Adequate adult supervision will be present at all times.

_____ The rooms will be cleaned as necessary before leaving, including wiping tables and emptying trash. The Library does not have janitorial staff to do this.

These are public meeting rooms in a public building. Though we will do our best, we cannot guarantee privacy or noise control.

Because we strive for a fair system for all, the Mineral County Library has the right to drop you off the schedule if you or your group has been a no-show/no-call for 3 or more meetings.

(Approved by the Library Board of Trustees on June 11, 2014)

Mineral County Public Library Exemption for After-Hours Meetings

Requests for use of the library meeting rooms after hours will be considered on a case-by-case basis by the Library Director.

Organization Using the Room:

(NAME)	(DATE)
RESPONSIBLE PARTY:	
(NAME)	(PHONE)

Day(s) and time(s) you are requesting the meeting room:
(Ex: Every third Monday at 5 pm)

Please initial the following to indicate agreement:

_____ Front entrance doors must be kept locked during meeting. Attendees may keep an eye on the door for late arrivals.

_____ RESPONSIBLE PARTY will check both meeting rooms and both bathrooms to be sure no one has come into the building during the meeting. Please turn off all lights.

_____ RESPONSIBLE PARTY will make sure food, drink, and trash is deposited in the trash can and trash bag is disposed of in the blue trash bin out front.

_____ Upon departure, RESPONSIBLE PARTY will shut both front entrance doors, then pull on them to be sure that they are fully engaged and locked.

_____ RESPONSIBLE PARTY must call to inform staff if the meeting is cancelled prior to library closing of 6:00 p.m.

If RESPONSIBLE PARTY must miss a meeting, this form must be signed by the new replacement/alternate prior to the meeting.

Any group that fails to keep this agreement will be accommodated, as schedules permit, **ONLY DURING REGULAR BUSINESS HOURS.**

Thank you for helping to keep our library protected yet available for your use!

(Approved by the Library Board of Trustees on September 11, 2019)

DISPLAYS WITHIN THE LIBRARY

Framed or mounted paintings or other creative art and handicraft objects suitable for hanging or display in the library will be accepted for exhibit purposes up to a maximum of three (3) months, subject to approval of the library director. A small tag may be placed on the items, stating the artist’s name, address and the price of his/her work.

The library does not assume any responsibility for selling art or for damage incurred during the time in the library. The owner should insure privately, if the work is extremely valuable. Artists are also encouraged to display art objects that are not for sale. The library display case is also available for smaller collections and provides the security of a locked door.

Persons displaying art objects, paintings or any other type of exhibits approved by the library director must fill out a display form before leaving objects in the library. This form must then be signed before the object is removed.

DISPLAYS WITHIN THE LIBRARY

Name _____ Phone # _____

PO Box _____ City _____ State _____ Zip _____

Itemized display:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Signature upon installation _____ Date _____

Signature upon removal _____ Date _____

If more lines are needed, please turn this sheet over and write on the back.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title: _____ Book____ Periodical____ Other____

Author: _____ Publisher _____

Request initiated by _____ Phone # _____

PO Box _____ City _____ State _____ Zip _____

Do you represent:

- Yourself
- An organization Name: _____
- Other group Name: _____

1. To what in the work do you object? (Please be specific and cite pages)

2. Did you read the entire work? Yes _____ No _____ If no, which parts?

3. What do you feel might be the result of reading this work?

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this work by literary critics? Yes _____ No _____
If yes, please specify:

7. What would you like your library to do about this work?

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject related?

Date: _____ Signature: _____

Mineral County Library

USE OF LIBRARY EQUIPMENT AGREEMENT

My signature below indicates that I have read the Agreement, inspected the equipment before a Library staff member, and that I agree to abide by these conditions while the equipment is in my possession.

- I will not tamper with the equipment or its accessories.
- I will return equipment and all accessories to the Circulation desk and hand it to a library staff member for check-in procedures.
- If the equipment and all accessories are not returned properly to library staff and not in a timely manner, I may be subject to costs associated with any damages incurred as a result.
- I agree to pay all costs associated with damage to, loss of, or theft of equipment and all accessories while it is checked out to me. I understand that I may be subject to pay for the actual replacement value of the equipment (or a comparable model) and/or its accessories. The Library Staff will conduct a physical check of equipment upon its return.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing any equipment in the future.

Patron Name _____

Phone/Email _____

Library card number _____

Valid picture ID (check one) ___ Driver's License ___ Military ID ___ Nevada ID ___
Passport

Photocopy of picture ID on back of agreement

List of Items on Loan: _____

Checkout date: _____ Return date: _____

I have read the above agreement regarding responsibility for damage to Mineral County Library equipment and agree to the terms set forth herein. Should any of the above mentioned conditions not be satisfied or a violation of this agreement occurs, the Mineral County Library retains the legal right to seek a judgment in the Hawthorne Justice Court to enforce this agreement against the person signing this agreement.

Patron Signature _____ **Date** _____
(Valid for one year from date listed)

(The Library Equipment Agreement Form was approved by the Library Board of Trustees on 6/8/2016)

MINERAL COUNTY LIBRARY

BOOKMOBILE REGISTRATION

SERVING HOMEBOUND, CAREGIVERS & UNDERSERVED

(Please print)

Name _____
First Middle Initial Last

Street Address _____

Phone _____

The bookmobile service is for delivery and pickup of library items for patrons registered for the service.

Please note:

- You must have a library card
- Delivery is only to the door; staff will not enter homes
- Staff will not deliver if any animals are present in the yard
- Staff will not deliver if, for any reason, they judge something to be unsafe
- Only staff members and designated volunteers may access the bookmobile

- ALL CONDITIONS OF SERVICE MAY BE SUBJECT TO CHANGE

For any assistance with this service, please call Mineral County Library at:

775-945-2778

(The Bookmobile Registration form was approved by the Library Board of Trustees on May 9, 2024)