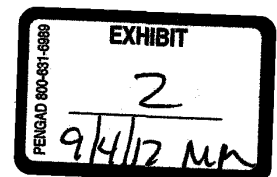


By-Laws  
Of  
The  
Salem Public Library



SALEM PUBLIC LIBRARY  
102 N. JACKSON STREET  
SALEM, MISSOURI 65560

BY-LAWS OF THE  
SALEM PUBLIC LIBRARY BOARD OF TRUSTEES

Adopted Summer, 1996  
Amended Spring, 2000  
Amended Fall, 2001  
Amended Spring 2002  
Amended Summer, 2004  
Amended Winter 2004  
Amended Fall, 2005  
Amended Summer, 2006  
Amended Summer, 2008  
Amended Winter, 2011  
Amended Spring 2012

# SALEM PUBLIC LIBRARY

## TABLE OF CONTENTS

By-Laws of the Salem Public Library Board of Trustees	1
Statement on Intellectual Freedom	3
General Policies of the Salem Public Library	4
Mission Statement	4
Primary Roles of the Library	4
Organizational Structure	5
Extension of Services	5
Hours of Operation	5
Cooperation With Other Libraries	6
Cooperation With Other Agencies	6
Limits of Service	6
Continuing Education for Personnel	6
Closing of Facility	6
Facility Policy	6
Circulation Policy	8
Borrower's Card Registration	8
Circulation of Materials	8
Renewals	8
Fines/Overdue Charges	9
Damaged or Lost Materials	9
Fees	9
Reserving Materials	10
Forfeiture of Library Usage	10
Employee Responsibilities	10
Employee Benefits	10
Emergency Procedures	11
Handicapped Accessibility	11
Gift Policy	12
Gift Receipt Form	13
Materials Selection Policy	14
Purpose	14
Responsibility for Selection	14
Criteria for Selection	14
Patrons' Requests	15
Use of Book Selection Aids	15
Maintenance of the Collection	15
Suggested for Purchase Form	16
Citizen's Request for Reconsideration of Material Form	17
Meeting Room Policies	19
Application for Use of Library Meeting Room	21
Public Access Microcomputer Policy	22

Public Access Microcomputer User Agreement	24
DVD and Video General Policy	26
Exhibit Policy	27
Purpose of Exhibits	27
Plans of Exhibits	27
Coordination of Exhibits	27
Type of Exhibits	27
Conditions of Exhibit	28
Exhibit Loan Agreement	30
Selection Procedure	31
Collection Development	31
Purpose	31
Objectives	31
Policy on Confidentiality of Library Records	32
Suggested Procedures for Implementing Policy on Confidentiality	33
Appendix A: Library Bill of Rights	34
Appendix B: Employee Job Descriptions	35
Circulation Assistant	35
Library Director	37
Appendix C: Waivers	39
Library Card Age Waiver Form	39
Computer Use Age Waiver Form	40
Non-Internet Access Waiver Form	41

**BY-LAWS OF THE  
SALEM PUBLIC LIBRARY BOARD OF TRUSTEES**

**ARTICLE 1. - Name**

The name of the library shall be the Salem Public Library.

**ARTICLE 2. - Objectives**

1. To provide a means for the educational and cultural advancement of the citizens of the community.
2. To supplement the library facilities of the Salem Public Schools.

**ARTICLE 3. - Fees**

1. The fee of the Salem Public Library shall be free for permanent residents of the City of Salem and outlying community.
2. Visitors may check out books on their host's or hostess's card.

**ARTICLE 4. - Board of Trustees**

The Board of Trustees of the Salem Public Library Advisory Board shall be nine (9) persons appointed by the City Board of Aldermen. They shall serve no more than three (3) consecutive 3-year terms, but may be reappointed by the City Board of Aldermen after a term's absence.

The Board of Trustees shall have the following powers and duties: encourage the development of public libraries, recommend policies and programs for the advancement of the library, and cooperate with public and private groups in advancing the best interest of the public library.

1. Trustees shall not lend their efforts toward patronizing any particular field of literature but shall provide for the public literature covering all the branches of knowledge as the finances of the library permit.
2. No Trustee shall use his/her office to further any personal, political, or other aspiration, nor shall the Trustees as a whole take part in any movement not in keeping with the betterment of the Library.

## SALEM PUBLIC LIBRARY

3. Officers of the Board of Trustees shall be chosen at the September meeting of the Board and shall be as follows: President, Vice-President, Secretary, and Treasurer.
4. The chairperson shall appoint such committees as s/he deems proper.
5. The Library Director shall be an ex-officio member of the Library Board of Trustees and shall have sole charge of the administration of the library under the direction of the Library Board. S/he shall deposit fine money, memorial funds, and any other funds collected, never keeping large sums of money (over \$100.00 cash) in the library.
6. The Board of Trustees should direct the Library Director to work with the office of City Clerk, making all appropriate and necessary payments, providing documentation and yearly budget.

### ARTICLE 5. - Meetings

The Board of Trustees shall meet at the library on a monthly basis. All meetings of the Board will be open to the public should anyone want to attend. An agenda will be posted at the library 24 hours prior to the meeting. Copies of the agenda will be available upon request.

### ARTICLE 6. - Parliamentary Procedure

In the absence of rules in this policy to the contrary, the proceedings of the meeting of the Board of Trustees shall follow established parliamentary procedure.

### ARTICLE 7. — Attendance

Members of the Library Board of Trustees are required to faithfully attend meetings. After three (3) unexcused absences, the Trustee will be notified by phone or mail. At the fourth missed meeting the Board may vote to remove the Trustee and initiate replacement procedures.

## SALEM PUBLIC LIBRARY

### STATEMENT ON INTELLECTUAL FREEDOM

- A. The library has the responsibility of keeping on its shelves a representative selection of books on all subjects of interest to its readers, including books representing differing sides of controversial issues.
- B. The library does not endorse any idea or presentation contained in books and materials made available.
- C. The library does believe in the right of each individual to decide for himself/herself what s/he does or does not wish to read from a variety of offerings - not all may be universally popular.
- D. Responsibility for the choice of reading material of children rests with their parents and legal guardians. Selection will not be inhibited by the chance that books may inadvertently come into the possession of children.
- E. Members of the library staff will use their best judgement in the selection of materials. The following publications may be used to help in the selection process: Booklist, Library Journal, Public Library Catalog, Fiction Catalog, Children's Catalog, and other publications.
- F. No book or material shall be judged solely on a single passage taken out of context.
- G. The library does endorse the principles set forth in the Library Bill of Rights. (See Appendix A.)
- H. Objections to, or criticism of, books or materials in the library shall be presented to the librarian in writing. Printed forms provided by the library are to be completed in full. The complainant must be a registered borrower of the Salem Public Library.
- I. The Salem Public Library Board of Trustees will review the complaint if the librarian has been unable to satisfy the complainant about the item's inclusion in the collection. The person making the complaint will be notified when the Library Board of Trustees will meet to consider the item and should attend the meeting. Each item in question will be reviewed one time.

## SALEM PUBLIC LIBRARY

### GENERAL POLICIES

#### MISSION STATEMENT

The Salem Public Library will be a reliable resource center and an advocate of intellectual freedom for the community by providing free and equal access to information, materials, services, and programs. It will acquire, organize, and circulate books, non-print materials and services that help educate, enrich, entertain and inform individuals of all ages. It will promote and encourage the maximum use of its services and materials by the greatest number of people in its service area.

In fulfilling this mission the library will emphasize: (1) children's literature; (2) general fiction and non-fiction for non-curriculum related needs and interests; (3) information for individuals pursuing a program of non-curriculum related independent learning; (4) current, high-demand, high-interest materials and information, and (5) the technology for accessing on-line services.

#### PRIMARY ROLES OF THE LIBRARY

1. The library encourages young children to develop an interest in reading and learning through services for children, and for parents and children together.
  - a. Provides services to meet the needs of preschoolers
  - b. Fosters reading readiness
  - c. Presents story hours
  - d. Develops a collection of materials to support the programs
  - e. Organizes programs
  - f. Supports adult literacy training
  
2. The library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
  - a. Maintains a collection of high interest materials
  - b. Provides popular materials
  - c. Includes recreational materials in collection
  - d. Provides DVDs cassettes in collection
  - e. Uses merchandising techniques
  - f. Offers services for all age groups
  - g. Periodicals
  - h. Books on CD



## SALEM PUBLIC LIBRARY

3. The library supports individuals of all ages pursuing a sustained program of learning on an independent basis.
  - a. Serves people of all ages
  - b. Supports independent learning projects
  - c. Offers strong non-fiction collection
  - d. Provides materials in a variety of formats
  
4. The library procures technology for accessing on-line services.
  - a. Participates in MORE-NET
  - b. Provides automated library services for patrons
  - c. Offers public access catalog services
  - d. Provides access to Missouri State Library database and collection
  - e. Filtering software to comply with CIPA through University of Missouri - Columbia MOREnet

## ORGANIZATIONAL STRUCTURE

The Salem Public Library is a political subdivision of the city government. In addition to circulation, services provided through the library include Internet access, books for the homebound, preschool programs, adult programming, summer reading programs, adaptive technology and reading materials, and a community meeting room. The library will continue to develop its collections, staff and facilities to meet both American Library Association Standards and Missouri Library Association Standards for Public Libraries.

## EXTENSION OF SERVICES

The Salem Public Library extends services into the community through its programming. The library uses surveys and studies to identify the growing and changing needs of the community and plan effective services.

## HOURS OF OPERATION

The Salem Public Library is open six (6) days a week. Present hours are 10 a.m. to 5 p.m. on Monday, Tuesday, Wednesday, and Friday, 10 a.m. to 7 p.m. on Thursday, and 10 a.m. to 1 p.m. on Saturday. Hours may be changed as becomes necessary.

## SALEM PUBLIC LIBRARY

### COOPERATION WITH OTHER LIBRARIES

It is the plan of the Salem Public Library to continue cooperation with other libraries, information services, networks and systems on all bases -- local, state, regional, and national.

### COOPERATION WITH OTHER AGENCIES

The Salem Public Library will work with educational institutions and community agencies to provide more complete service.

### LIMITS OF SERVICE

Service does not include providing information that is judgmental in nature. The librarian will direct the patron to sources of information. Falling into the category of judgmental are requests for advice on medicine, law, taxes, and consumerism.

### CONTINUING EDUCATION FOR PERSONNEL

Continuing education is a necessity for library staff members. This important aspect of growth through seminars, conferences, workshops, and continuing education programs will be encouraged and at times financially supported by the Library Board of Trustees.

### CLOSING OF FACILITY

The Library Director will have the authority to close the library due to weather or other emergency situations. Closings will be on a day to day basis. All employees who are scheduled to work will receive their regular pay.

### FACILITY POLICY

The use of all tobacco products inside the library is prohibited.

#### Drug-Free Workplace Act Compliance

1. All grantees receiving grants, including cooperative agreements, from any Federal agency must certify that they will provide a drug-free workplace, or, in case of a grantee who is an individual, certify to the agency that his/her conduct of grant activity will be drug-free. Every

## SALEM PUBLIC LIBRARY

except a State or State agency, is required to make this certification for each grant. A State agency may elect to make a single annual certification so each Federal agency from which it obtains grants if the Federal agency has designated a central location for submission. The grantee certifies that it will provide a drug-free workplace by:

2. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 2.
4. Notifying the employee in the statement required by paragraph 2 that, as a condition of employment under the grant the employee will:
  - a. Abide by the terms of the statement, and
  - b. Notify the employer in writing of any criminal drug statute conviction or a violation occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing within ten calendar days after receiving notice under subparagraph 4b from an employee of otherwise receiving actual notice of such conviction.
6. Taking one of the following actions, within 30 days of notification.

## SALEM PUBLIC LIBRARY

### CIRCULATION POLICY

#### BORROWER'S CARD REGISTRATION

1. New cards -- Adults (18 years and over) must be residents of the City of Salem, own property inside the city limits or pay a county residents fee of \$40.00 a year/\$20.00 for 6 months. The applicant must present proof of identity and residency or ownership of property and fill out an application card. The most common types of proof are a driver's license, voter's registration card, tax receipt, or a utility bill, but other proof is acceptable.
2. New cards -- Children (17 years and under) must have a parent or legal guardian sign a waiver in the presence of a librarian to receive an individual card. The parent/guardian must meet the requirements of an adult card.
3. Duplicate of a lost card -- Duplicates of lost cards may be obtained for a fee of \$1.00. Duplicates of lost cards will be laminated at no cost to the individual.
4. Agency/Business -- An agency or business may have a company library card to be used by clients (nursing homes or churches) or employees for business research. A responsible person of the agency or business (the owner or director) must apply for the card.
5. The Library Director may deny service to any person for failure to return borrowed items, for refusal to pay fines, for destruction of library property, or for objectionable conduct in the library. In any of these cases, the librarian's decision will be final unless the Library Board of Trustees, in reviewing a case, reverses the decision.

#### CIRCULATION OF MATERIALS

At the time application is made for a new borrower's card, the applicant may check out one (1) item. On the next business day, the card holder may check out five (5) items per name on the card, up to a maximum of 20 items per family. Audio, video, DVDs, CDs, and magazines will be limited to five (5) per family. There will be a limit of one (1) new book per patron. School teachers may check out up to twenty (20) for two weeks in the teacher's name. The Library Director can use discretion in individual cases.

#### RENEWALS

Materials, with the exception of magazines, may be renewed once, either by phone or in person. Magazines may not be renewed.

## SALEM PUBLIC LIBRARY

### FINES/OVERDUE CHARGES

Materials become overdue at the opening of the library the day following the due date on the book. A fine of \$.05 per item per day is charged on all materials. Interlibrary loans have a service charge of \$2.00 per item.

Overdue notification will be made weekly until the fourth notice, at which time statements will be issued. If library materials are not returned after 4<sup>th</sup> notice, the matter will be turned over to a collection agency and a \$10.00 service fee added to patron's account.

Persons who accumulate excessive fines, refuse to return overdue books or refuse to pay for lost or damaged books will have their library privileges denied.

### DAMAGED OR LOST MATERIALS

1. Carrying cases and containers -- \$1.00.
2. Removal of bar code -- \$1.00.
3. Rebind book -- current binding price.
4. Materials lost or damaged beyond repair -- current retail price as listed in Books in Print plus \$5.00 for processing. Any out of print adult item will be a minimum of \$15.00 plus \$5.00 for processing, and any out of print child item will be a minimum \$10.00 plus \$5.00 for processing.
5. Materials which can be repaired by the library staff -- \$2.50.

### FEES

The fee for interlibrary loans will be \$2.00 per item requested.

A typewriter is available for public use. The first hour is free and after that, the fee is \$1.00 per half-hour.

Copier fees are \$.25 per sheet. Color copy fees are \$.50 per sheet. Fax fees are \$.50 for each page sent/received. Computer paper charges are \$.25 per page. Microfilm paper charges are \$.25 per page. Lamination fees are \$.25 business card size, \$.50 letter size, and \$.75 legal size.

## SALEM PUBLIC LIBRARY

### RESERVING MATERIALS

Any circulating cataloged material may be placed on hold or reserved. A total of three (3) items per person may be placed on reserve.

### FORFEITURE OF LIBRARY USAGE

Anyone violating the regulations of the library may, at the discretion of the library staff, be asked to leave the premises and forfeit his/her library card.

### EMPLOYEE RESPONSIBILITIES

All employees are required to perform the duties delineated in the job description for the position. Job descriptions will be periodically updated to meet with the changes and technological advancements made in the library. (See Appendix B, Employee Job Descriptions.)

### EMPLOYEE BENEFITS

1. Employees may take the equivalent of one (1) working week paid vacation after one year of employment, the equivalent of two (2) working weeks paid vacation after two years of employment, and the equivalent of three (3) working weeks paid vacation after ten years of employment. Library Director may take the equivalent of four (4) working weeks paid vacation after twenty years of employment.
2. Vacation time is left to the discretion of the Library Director and employee, with the approval of the Board of Trustees.
3. Employees are entitled to yearly non-accumulative paid sick leave equivalent to the days worked in a normal two week period.
4. Effective February, 1991, full-time employees will receive two personal days with full pay per year.
5. The Library Director may request employees to attend specific expense-paid professional meetings and workshops with the approval of the Library Board of Trustees. The library will reimburse the driver at the rate of \$.585 per mile per IRS standards.
6. Employees serving on jury duty should turn over their jury pay to the library and the library will then pay the employee his/her regular salary. Trials of long duration will be considered exceptions to this and require individual decisions by the Library Board of

## SALEM PUBLIC LIBRARY

Trustees.

### EMERGENCY PROCEDURES

Situations arise from time to time that require action on the part of the library staff to insure the welfare of patrons and library personnel. Incidents are generally related to "Acts of God" or threats to persons and/or property. Procedures for specific emergency situations are available in the vertical file of the Salem Public Library.

The emergency procedures policy should include these elements:

1. A statement reflecting the library's desire to assure the safety and well-being of patrons and staff.
2. Various types of "emergency" situations (fire, weather-related problems, terrorist acts, chemical hazards, criminal behavior, etc.).
3. Steps to follow to resolve each situation.
4. Clear designation of person(s) responsible for carrying out the prescribed procedure when an event occurs.
5. List of any local, state and/or federal agencies to be contacted, with appropriate telephone numbers.
6. References to existing emergency procedures (which may include evacuation because of weather, bomb threats, or chemical spills), designated hospitals for emergency services, etc.

### HANDICAPPED ACCESSIBILITY

The Salem Public Library will make every effort possible to maintain full compliance with the Americans With Disabilities Act, and all other local, state, and federal regulations regarding services for handicapped individuals.

## SALEM PUBLIC LIBRARY

### GIFT POLICY

Due to the size, nature, and staffing of the Salem Public Library, the library should not and cannot, act as a museum or research facility. The library does accept gifts of books, pamphlets, periodicals, and other materials with the understanding that they will be added to the library collection when and if needed.

1. The Salem Public Library Board of Trustees shall have the right to accept or refuse all donations to the library, including books, periodicals, recordings, etc. The Library Board would evaluate special or unusual items (furnishings, paintings, and personal collections).
2. Materials received will become the property of the Salem Public Library.
3. All books and materials are accepted with the understanding that the library reserves the right to make such disposition as is fitting of duplicates and titles not needed by the library.
4. It is the policy of the library not to accept special collections on the condition that they be kept together as a separate physical entity. Material will be accepted only with the understanding that it may be integrated into the general collection.
5. When the library receives a cash gift for the purchase of materials, selection will be based primarily on the needs of the library.
6. Donors wishing a receipt for donated items are to prepare their own lists. No estimate of value or record of items will be furnished by the library. A donor of a rare item or one of unusual value should employ an appraiser for tax purposes.
7. The library reserves the right to decide the conditions of display, housing, and access to the materials.
8. When gift materials are deemed no longer useful, the library will dispose of them on the same basis it disposes of other materials.



SALEM PUBLIC LIBRARY

GIFT RECEIPT FORM

Gifts of materials are accepted by the library with the understanding that they may or may not be added to the library's collection. The decision to include gift materials will be based on the following considerations: the materials meet the library's standards for material selection, the physical condition is satisfactory, and the library needs the title, or added copies of the title.

Please understand that the library cannot make a dollar evaluation of gifts. If you need a list of titles given, it should be made before donation of the materials and the list will be certified at the time of donation.

A bookplate giving your name as donor can be placed in each book selected. Bookplates are not used for magazines. Please indicate your preference.

\_\_\_\_\_ Bookplate (Sign name below as you would like it to appear)

\_\_\_\_\_ No Bookplate

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

## SALEM PUBLIC LIBRARY

### MATERIALS SELECTION POLICY PURPOSE

The purpose of the Materials Selection Policy is

1. To guide the staff in the selection of materials.
2. To inform the public about selection principles.

### RESPONSIBILITY FOR SELECTION

The staff of the library under the direction of the Library Director will be responsible for materials selection, using their knowledge of the collection, the needs of the community, and their critical judgment of the materials available.

### CRITERIA FOR SELECTION

Acquisitions are considered in terms of the following standards: contemporary significance or permanent value, accuracy, authority of the author in the field, relation of the work to the existing collection, price, and format.

1. Evaluation of works of information and opinion:
  - a. Authority of the author.
  - b. Comprehensiveness and depth of treatment.
  - c. Objectivity of approach.
  - d. Accuracy of information.
  - e. Clarity and logic of presentation.
  - f. Representation of varying points of view.
2. Evaluation of works of imagination:
  - a. Represents important movements, genre, trends of national cultures.
  - b. Vitality and originality.
  - c. Artistic presentation and experimentation.
  - d. Sustained interest.
  - e. Effective characterization.
  - f. Authenticity of historical or social setting.

## SALEM PUBLIC LIBRARY

### PATRONS' REQUESTS

Suggestions for inclusion of materials that have not yet been added are welcomed.

### USE OF BOOK SELECTION AIDS

Ideally all materials added to the library should be read or viewed before purchase. The reality of the numbers of items annually available and purchased make this next to impossible. The Library Director will be aided in her/his selection by various publications: basic general lists, current general lists, special bibliographies for reference books and particular subject materials, book reviewing journals and newspapers. While book reviews are a major source of information about new books, they are not to be followed blindly. No one publication is relied upon exclusively. The critical opinions of reviewers should be checked against each other where feasible.

The library recognizes that many materials (books, videos, records, etc.) are controversial and that any given item may offend some patrons. Responsibility for the reading and viewing of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that the materials may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interests of the community.

### MAINTENANCE OF THE COLLECTION

The collection will be periodically examined and weeded to maintain a balanced, timely, and attractive book stock.

### SUGGESTED FOR PURCHASE

I suggest the Salem Public Library purchase the following item:

\*TITLE \_\_\_\_\_

\*AUTHOR \_\_\_\_\_

PUBLISHER \_\_\_\_\_ YEAR PUBLISHED \_\_\_\_\_

SALEM PUBLIC LIBRARY

\*Where did you hear about this title? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give as much information as possible. All items starred (\*) must be completed before the library can consider your suggestion. Thank you.

SALEM PUBLIC LIBRARY

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL

Date: \_\_\_\_\_

Material questioned:

Book: Author \_\_\_\_\_

Title \_\_\_\_\_

Other media: Type \_\_\_\_\_

Title \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Do you represent: Yourself \_\_\_\_\_

An organization \_\_\_\_\_  
(Name)

Other group \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you a registered borrower of the Salem Public Library?

\_\_\_\_ Yes    \_\_\_\_ No    Card Number \_\_\_\_\_

Have you read, seen, or heard this material in its entirety?

\_\_\_\_ Yes    \_\_\_\_ No    If no, what parts did you read, see or hear? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ (page numbers)

SALEM PUBLIC LIBRARY

To what do you object? (Please be specific, site pages.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you believe is the main idea of this material? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading or using this material and why? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In your judgement, is the material of any value? \_\_\_\_\_

What reviews of this material have you read? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In its place, what material of equal literary quality would you recommend that would convey as valuable a picture of and/or perspective of the subject?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Complainant

Received by \_\_\_\_\_ Date \_\_\_\_\_

SALEM PUBLIC LIBRARY  
MEETING ROOM POLICIES

**Who may use:**

The library meeting room is available for booking by non-profit/civic organizations. There will be no charge to approved organizations and groups in or near Salem, MO. We expect all groups to make use of the room in a careful and dignified manner. We ask for the cooperation of all users in observing rules and responsibilities governing the room in order to assure its continued availability.

**Who may not use:**

Sales meetings are prohibited. The facility is not available for commercial or religious purposes. The courtesy room is not available for political groups, dances, or bazaars.

**Reservation of the meeting room:**

Requests for use of the facility shall be made through the library staff who will book the room on a first come-first use basis. Application for its use must be made in advance and in person. Persons requesting the reservation of the room must be 18 years of age or older. Reservations may be made no more than 60 days in advance.

**Availability of meeting room--Priority/Frequency/Hours:**

The library's own meetings, both for the staff and the public, will be given priority.

The library will not accept reservations for a series of meetings which would designate the library as the regular meeting place for any organization.

The meeting room is available for use during library hours. Special arrangements for meetings which extend beyond the library's regular closing time may be made with approval of the Library Director.

**Financial responsibility:**

The person reserving the meeting room agrees to pay for the replacement or repair (at the library's choice) of any lost or damaged property which occurred during the reserver's use of the facility.

**Money and meetings:**

All meetings must be open to the public. Nothing can be sold, no admission may be charged, no solicitation for money may occur, and no sales pitch can be made.

## SALEM PUBLIC LIBRARY

### **Clean-up responsibility/Kitchen usage:**

A group or organization using the meeting room is responsible for providing adequate supervision for the activity, leaving the facility in the same condition as which it was found, and cleaning up after their program/activity. Room must be left neat. Kitchen facilities, if used, must be cleaned. No meals may be prepared on the premises. Special permission must be obtained for catered or covered dish affairs. All silverware and dishes are to be furnished by the group.

### **Our own oddities:**

No illegal drugs or alcoholic beverages may be brought into or consumed on the library premises.

Smoking or chewing of tobacco products is prohibited anywhere in the library building. No gambling, games of chance, nor raffles of any description will be permitted.

### **Final note:**

The facilities are for use subject to the above rules. The Library Board of Trustees reserves the right to amend the rules and/or refuse the use of the meeting room to anyone.

adopted 3/7/94  
amended 3/2000



SALEM PUBLIC LIBRARY

**Application for Use of Library Meeting Room**

Date of application \_\_\_\_\_ Date/Time of reservation \_\_\_\_\_

Name of organization \_\_\_\_\_

President of organization \_\_\_\_\_

Mailing address of organization \_\_\_\_\_

Name of person making application \_\_\_\_\_

Address of applicant \_\_\_\_\_

Phone number of applicant \_\_\_\_\_

Phone number of president \_\_\_\_\_

Anticipated number of persons that will occupy meeting room \_\_\_\_\_

Purpose of meeting (25 words or less) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The group will use kitchen facilities. Yes \_\_\_\_\_ No \_\_\_\_\_

The group will serve food. Yes \_\_\_\_\_ No \_\_\_\_\_

The group or person reserving the room is responsible for preservation of order. The library is not responsible for accidents, injury, or loss of individual property while groups are using the building for meetings. The person reserving the room must be 18 years of age or older.

I hereby acknowledge receipt of a copy of the policy concerning use of the Salem Public Library Meeting Room and do hereby agree to abide by these policies.

\_\_\_\_\_  
Signature of person reserving room

\_\_\_\_\_  
Name of organization

adopted 3/7/94

## SALEM PUBLIC LIBRARY

### PUBLIC ACCESS MICROCOMPUTER POLICY

1. A person must be registered and in good standing as a computer and/or card holder to use the computer.
2. The library will provide each user with an individual orientation session as needed. During that session the correct operation of the computer and rules for use will be explained.
3. After patrons are oriented and have signed a microcomputer user agreement and user directory registration form, they may use the computer. A child's microcomputer user agreement must be signed by his/her parent or guardian. This agreement identifies the patron as having been shown how to use the computer and has demonstrated his/her ability to use the equipment appropriately. The microcomputer user agreement is filed at the library.
4. Internet supervision is the responsibility of the parent or legal guardian. Children under the age of 17 must be accompanied by a parent/guardian approved adult user who has a responsibility statement on file, or have a signed waiver form from a parent or legal guardian on file. This waiver gives parental/guardian permission and approval for the minor to access the Internet without adult supervision.
5. The Salem Public Library provides Internet services to use resources from information networks throughout the world. The Internet, while providing access to ideas and information, is an unregulated medium. As such, it may enable access to some material that may be offensive, disturbing, and/or illegal. The library cannot successfully control or monitor the vast amount of material accessible. Individual users must accept responsibility for determining content and suitability.
6. While library personnel cannot provide full-time monitoring of waived minors, those found to be accessing sites, using electronic mail, chat rooms, and other forms of direct electronic communications to engage in offensive, disturbing, potentially harmful and/or illegal communications, or gaining unauthorized access, including "hacking" and other unlawful activities can have their computer/Internet rights revoked and their parents/guardians notified.
7. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.
8. Use of the computer will be scheduled by reservation. Patrons may use the computer for longer periods of time if no one else has reserved it. The time begins on the hour and ends at ten minutes before the next hour. The library clock is the official timepiece.
9. Reservations may be made up to one week in advance, one use per day. A patron has until 10

## SALEM PUBLIC LIBRARY

minutes past the hour to claim his/her reservation. After that time the reservation may be forfeited to another patron. Reservations will be made on a first come, first served basis.

10. No more than two people may sit at the computer at one time. Both must have a responsibility statement on file.
11. Patrons using the computer who are disrupting the library may be asked to leave.
12. Patrons may not bring their own program disks.
13. Use of the computer is limited to normal library hours.
14. Computer equipment may not be checked out of the library.
15. Patrons misusing the equipment may lose their computer privileges. Patrons are responsible for paying damages if they abuse the library's computer equipment or software.
16. If the microcomputer is not operating for any reason, the patron's time will be canceled. It is up to the patron to make another reservation.
17. Salem Public Library reserves the right to review any material in files or programs on the public access computer and delete privately stored information.
18. The use of the Internet system is a privilege which may be revoked by the library at any time for abusive conduct. Such conduct would include, but not be limited to, the placing of unlawful information on the system, the use of obscene, abusive or otherwise objectionable language in either public or private messages, chatting, instant messaging, pornography or violation of this agreement. The Salem Public Library will be the sole arbiter of what constitutes abusive conduct.
19. Any use of the Salem Public Library's Internet access for commercial purposes is prohibited.

## SALEM PUBLIC LIBRARY

### PUBLIC ACCESS MICROCOMPUTER USER AGREEMENT

1. The user agrees to all regulations as stated in the Public Access Microcomputer Policy in the Salem Public Library By-Laws.
2. Salem Public Library microcomputer user agrees to take proper care of equipment, recording media, manuals, magazines, books, and other equipment that is the property of the Salem Public Library. When there is a fault with any equipment or materials, the user will immediately report any difficulty or problem to the library staff.
3. User agrees to pay replacement cost of any equipment or materials lost or damaged because of carelessness by the user or failure to inform library employees of malfunction.
4. User agrees to observe all copyright laws. User agrees not to duplicate any computer program or documentation provided by the library that is not in the public domain.
5. The Salem Public Library makes no guarantees, either express or implied, about any equipment, programs, or other library materials, their quality, performance, or fitness for any particular purpose. All materials and equipment are of a "demonstration" nature, and are given for use "as is". The equipment/programs documentation is with the user. In no event shall the Salem Public Library be liable for actual, incidental or consequential damages arising from the use of any equipment, program, or other library materials.
6. When needed, all users may bring in and use their own recording media (thumb drives & flash drives) The library will store recording media at no charge. Any data lost because of faulty media, programs, etc. is not the responsibility of the Salem Public Library, its operators or employees. No private files may be stored at the library or on library media.
7. There will be a fee of 25 cents per page of computer paper used in the printer.
8. Failure to observe any part of the above agreement may result in a suspension of the user's right to use the microcomputer.
9. I, the undersigned, have read and agreed to comply with the Salem Public Library's Public Access Microcomputer Policy.
10. There will be no instant messaging or chatting on library computers. If caught, one warning will be issued; if caught a second time, computer usage will be revoked.

---

Signature

---

Date



SALEM PUBLIC LIBRARY  
VIDEO AND DVD GENERAL POLICY

1. By law, these videocassettes and DVDs may NOT be duplicated, either in part or completely.
2. By law, these videocassettes and DVDs may NOT be used for commercial or theatrical distribution and cannot be broadcast or cablecast.
3. By law, certain videocassettes and DVDs may NOT be shown in a public place. According to copyright law, a public performance is one that takes place outside the home or where a substantial number of persons outside the normal circle of family and its social acquaintances is gathered.
4. The borrower, whether a library or a patron, is responsible whenever a producer or distributor brings about legal action for copyright infringement.
5. The borrower, whether a library or a patron, takes responsibility for the care of any videocassette and DVD borrowed and for determining the appropriate audiences for the content.
6. The Salem Public Library is not responsible for damage caused to a borrower's equipment by playing the videocassettes and DVDs.
7. The Salem Public Library is not responsible for any changes made in the content of the videocassettes and DVDs (such as inserted graffiti).
8. The library is not responsible for material generated or viewed by or on computer.

## SALEM PUBLIC LIBRARY

### EXHIBIT POLICY

#### PURPOSE OF EXHIBITS

Exhibits function as an integral part of the Salem Public Library's total program of public service. They are planned to direct the attention of the public to the materials, services and aims of the library.

The following rules shall serve as guidelines:

1. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters that advocate the election or defeat of a candidate for public office, or that advocate an affirmative or negative vote regarding any propositions, political or otherwise.
2. No exhibits shall be permitted that advocate a particular religious belief or that encourage attendance at a religious service. No display shall be set up in the library for distribution of religious materials. No display shall be permitted that denigrates any religious belief or advocates atheism or any other philosophical stance against religion.
3. No organization or individual shall be permitted to place in the library any box, receptacle, or canister that solicits donations. Posters announcing programs sponsored by organizations may be displayed at the discretion of the Library Director.

#### PLANS OF EXHIBITS

1. The Library Director shall control the content and arrangement of exhibits. The library reserves the right to reject any part of an exhibit or to change the manner of display if the items to be exhibited are contrary to the library's community responsibility. Every item used must meet the library's standards of value and quality.
2. Booklists, posters, signs, brochures, publicity, and all materials relative to any exhibit shall be controlled by the library.

#### COORDINATION OF EXHIBITS

All exhibits and displays shall be coordinated through the Library Director. The length of time for any exhibit shall not exceed four (4) weeks.

#### TYPE OF EXHIBITS

1. The library will use materials from its own holdings whenever possible to publicize the

## SALEM PUBLIC LIBRARY

collections and services of the library.

2. The library may invite outside exhibitors to display materials in the library, when the materials are appropriate to the library's needs and purposes and follow the exhibit policy.
3. Non-solicited requests for display space from outside exhibitors shall be directed to the Library Director who will carefully evaluate the requests. The request must be submitted in writing, including a list of the contents of the exhibit and a description of the presentation.
4. The final authority regarding the acceptance or rejection of outside exhibits for library displays rests with the Library Director or Library Board of Trustees. The decision is final.

## CONDITIONS OF EXHIBIT

1. Responsibilities of the exhibitor shall include, but not be limited to the following:
  - a. Identification on the display of the group or individual sponsoring it.
  - b. Set-up and removal of the display.
  - c. Maintaining the display in a condition acceptable to the head librarian.
  - d. Signing a written release assuming sole responsibility for all damages to the display and the facility because of the display, either directly or indirectly.
  - e. Providing a statement, if required by the head librarian, that the viewpoints of the display are not necessarily those of the City of Salem or the Salem Public Library.
2. The library will provide no insurance for exhibits. Precautions will be taken to assure the safety of exhibits.
3. The exhibitor is responsible for setting up and dismantling exhibits and any such related activities under the direction of library personnel.
4. The library shall in no way act as agent for the sale of items from an outside exhibit.
  - a. Purchase prices shall not be posted, nor shall they be listed in exhibit brochures.
  - b. Inquiries from visitors to the exhibit regarding purchase prices shall be referred to the outside exhibitor or his official agent.
  - c. Transactions for the purchase of exhibit items shall be directly between the purchaser and the outside exhibitor or his official agent. Such transactions shall not be conducted in the library.
  - d. The library shall receive no fees, commissions or other remuneration with the sale of material from outside exhibits.



## SALEM PUBLIC LIBRARY

- e. Library staff members shall be treated as any other citizens concerning the purchase of items from outside exhibits.
- f. No exhibit material that is sold during its display in the library may be removed from the exhibit before the end of the exhibition period, unless such removal and rearrangement of the display is approved by the Library Director.

If the library does not receive notification of where an exhibit shall be shipped (i.e., a traveling exhibit), or if the exhibit is not claimed within fifteen (15) days after the closing date, there shall be a charge of ten dollars (\$10.00) a day storage fee. This fee shall begin on the sixteenth (16th) day following the close of the exhibit. If the items in question are not claimed within four (4) weeks after the closing date of said exhibit, the library is not responsible for the exhibit and may dispose of the items as they see fit.

SALEM PUBLIC LIBRARY  
EXHIBIT LOAN AGREEMENT

Date: \_\_\_\_\_

This certifies that I have read and understand the policy on Exhibits in the Salem Public Library. In signing this agreement I consent to honor all sections of the Policy on Exhibits. I also understand that the library and its staff are not responsible for any loss of, or damage to, an exhibit item in the library.

Title of exhibit \_\_\_\_\_

Dates of exhibit \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Inventory of contents (use additional sheets, if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

## SALEM PUBLIC LIBRARY

### SELECTION PROCEDURE

1. Selection will be made based on the Materials Selection Policy. (See page 13.)
2. All items purchased must have at least one positive review cited from an acceptable source. The library staff will regularly read reviews in Booklist, Library Journal, Forecast, Best Seller List, and the H. W. Wilson Company.
3. The Library Director will read and utilize professional review media.
4. A computer entry will be completed for each item selected, including all pertinent information.

### COLLECTION DEVELOPMENT

#### PURPOSE

To accomplish its goals, the Salem Public Library needs a well-selected, current collection of materials. The purpose of good Collection Development is to provide a framework that the library staff can use to weed, evaluate, and rebuild the collection to obtain a solid, basic up-to-date collection.

#### OBJECTIVES

1. To weed from the entire collection the old, unused and out-of-date materials in an organized manner.
2. To evaluate the entire collection by comparing it to professionally accepted lists of recommended basic materials.
3. To rebuild the collection by setting aside specific monies for purchase of current books in each subject area.
4. To provide guidelines for the librarians throughout the processes of weeding, evaluating and selecting materials.

## SALEM PUBLIC LIBRARY

### POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS\*

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or 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.
3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.\*\*

\*Note: See also ALA POLICY MANUAL 54.16 - CODE OF ETHICS, point #3, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

\*\*Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, July 2, 1986,  
by the ALA Council

See next page for suggested procedures for implementation.

## SALEM PUBLIC LIBRARY

### SUGGESTED PROCEDURES FOR IMPLEMENTING "POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS"

When drafting local policies, libraries should consult with their legal counsel to insure these policies are based upon and consistent with applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

Suggested procedures include the following:

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users, will immediately refer the person making the request to the responsible officer of the institution, who shall explain the confidentiality policy.
2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena "duces tecum" [bring your records] requiring the responsible officer to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.)
4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.
5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the responsible officer.

Adopted by the ALA Intellectual Freedom Committee  
January 9, 1983; revised January 11, 1988

## SALEM PUBLIC LIBRARY

### Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

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

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

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

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

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

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980,  
by the ALA Council.

Endorsed by Salem Public Library,  
Summer, 1996.

## SALEM PUBLIC LIBRARY

### Appendix B--JOB DESCRIPTIONS

#### **Circulation Assistant**

**Position:** Circulation Assistant

**Classification:** Library Assistant I

*updated 2/18/00*

#### **Essential Functions**

- Routinely checks-in, checks-out and renews library materials.
- Registers patrons for library cards and other library functions.
- Assists patrons with directional information.
- Collects overdue fines, book deposits and other fees, makes change, issues receipts.
- Routine computer searches, data entry.
- Computer, keyboard work.
- High volume telephone communication with public.
- Routine filing and shelving.
- Check-in newspapers, magazines and sort mail.
- Light copy machine maintenance.
- Ability to interact pleasantly, constructively, and cooperatively with library patrons and staff.
- Perform light housekeeping and maintenance tasks.

#### **Education/Experience**

- High school diploma or equivalent.
- Public service experience.

#### **Skills/Job Knowledge**

- Ability to interact pleasantly, constructively, and cooperatively with library patrons and staff.
- Excellent communicative skills, oral and written.
- Ability to effectively listen to and respond to patron inquiries.
- Ability to perform essential job functions during times of high public usage.
- Basic knowledge of circulation and library functions.
- Computer and keyboard skills.

## SALEM PUBLIC LIBRARY

### Responsibilities

- Perform all duties in a pleasant, constructive and cooperative manner.
- Check-out, renew and check-in library materials.
- Register patrons for library cards.
- Answer telephone and direct calls.
- Collect overdue fines and other fees.
- Handle departmental problems in absence of supervisor.
- Assist with other related departmental duties as assigned.
- Performs essential functions during high patron volume.

### Contact

- Regular, daily public contact.
- Works closely with other staff members.

### Supervision

- Supervised by Library Director.

### Physical Demands

- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height.
- Routine lifting of library materials weighing up to 30 lbs.
- Displays good coordination and mobility.
- Uninterrupted standing and walking for lengthy periods.

### Working Environment

- Primarily indoors with heating and cooling regulated in a general library environment.

### Miscellaneous Requirements

- Must be able to pass a security background check, if applicable.
- This is a part-time position, approximately 12 hours per week. Work will be performed during days, evenings, and weekends. Applicants need to be available year round, any hours the library is open. As a condition of employment, work schedules may change as necessary to best provide user services and to meet the Library's responsibility to the citizens of the area. Other hours may be required as needed.



## SALEM PUBLIC LIBRARY

### Library Director

#### Essential Functions

- Acts as technical advisor to the board.
- Recommends needed policies for board action.
- Recommends employment of all personnel and supervises their work.
- Carries out the policies of the library as adopted by the board.
- Suggests and carries out plans for extending the library's services.
- Prepares regular reports embodying the library's current progress and future needs.
- Maintains an active program of public relations.
- Prepares an annual budget for the library in consultation with the board and gives a current report of expenditures against the budget at each meeting.
- Knows local and state laws; actively supports library legislation.
- Selects and orders all books and other library materials and supplies.
- Oversees deletions from the library's collections.
- Attends all board meetings other than those in which the director's own salary or tenure are under discussion.
- Affiliates with the state and national professional organizations and attend professional meetings and workshops.
- Makes use of the services and consultants of the state library.
- Performs all bookkeeping duties, including payroll.
- Reports regularly to the board, gives monthly reports to local government offices, and to the general public.
- Performs or delegates correspondence and filing duties.
- Orders interlibrary loans.
- Keeps technological equipment and training current.
- Seeks appropriate grants to maintain and expand the library's holdings.
- Oversees adult and children's programming.
- General maintenance of the library.

#### Education/Experience

- State Library's Summer Institute degree or enrollment in college.
- Public service experience.

#### Skills/Job Knowledge

- Ability to interact pleasantly, constructively, and cooperatively with library patrons

## SALEM PUBLIC LIBRARY

and staff.

- Excellent communicative skills, oral and written.
- Ability to effectively listen to and respond to patron and staff inquiries.
- Ability to perform essential job functions during times of high public usage.
- Computer and keyboard skills.

### **Responsibilities**

- Performs all duties in a pleasant, constructive and cooperative manner.
- Checks-out, renews and checks-in library materials.
- Registers patrons for library cards.
- Answers telephone and directs calls.
- Collects overdue fines and other fees.
- Performs essential functions during high patron volume.

### **Contact**

- Regular, daily public contact.
- Works closely with other staff members.

### **Supervision**

- Supervised by Library Board of Directors.

### **Physical Demands**

- Performs bending, squatting, kneeling and reaching from floor level to 6 feet in height.
- Routine lifting of library materials weighing up to 30 lbs.
- Displays good coordination and mobility.

### **Working Environment**

- Primarily indoors with heating and cooling regulated in a general library environment.

### **Miscellaneous Requirements**

- Must be able to pass a security background check, if applicable.
- This is a full time position.

SALEM PUBLIC LIBRARY

Appendix C

WAIVERS

Library Card Age Waiver Form

THIS WAIVER MUST BE COMPLETED BY THE PARENT OR GUARDIAN IN THE PRESENCE OF A LIBRARY STAFF MEMBER.

I, \_\_\_\_\_, parent or legal guardian of  
\_\_\_\_\_, a child under 18 years of age,

request that the age restrictions be waived for the above mentioned child. I assume full responsibility for all overdue fines, lost or damaged items, loss of library card, or other fees incurred through the use of this card.

I understand that my child will be expected to conduct himself/herself in a quiet, orderly manner while at the library. The librarian may request the child to leave the premises if the child's conduct is inappropriate. Loss of library privileges may result if behavior is repeated.

I realize issuance of this library card may change the checkout allowances of my adult patron card.

\_\_\_\_\_  
Child's Signature Date

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone

SALEM PUBLIC LIBRARY

Appendix C

WAIVERS

Computer Use Age Waiver Form

THIS WAIVER MUST BE COMPLETED BY THE PARENT OR GUARDIAN IN THE PRESENCE OF A LIBRARY STAFF MEMBER.

I, \_\_\_\_\_, parent or legal guardian of \_\_\_\_\_, a child under 17 years of age,

request that the age restrictions be waived for the above mentioned child. I assume full responsibility for my child's compliance with all the regulations and restrictions defined in the Salem Public Library's Public Access Microcomputer User Agreement, a completed copy of which is attached, and Public Access Microcomputer Policy.

Internet supervision is the responsibility of the parent or legal guardian. Children under the age of 17 must be accompanied by a parent/guardian approved adult user who has a responsibility statement on file, or have a signed waiver form from a parent or legal guardian on file. This waiver gives parental/guardian permission and approval for the minor to access the Internet without adult supervision.

While library personnel cannot provide full-time monitoring of waived minors, those found to be accessing sites, using electronic mail, chat rooms, and other forms of direct electronic communications to engage in offensive, disturbing, potentially harmful and/or illegal communications, or gaining unauthorized access, including "hacking" and other unlawful activities can have their computer/Internet rights revoked and their parents/guardians notified.

No other student or unauthorized adult may sit with my child at the computer. Other than library staff members, the adults listed on the back of this sheet are those I designate as authorized to sit at the computer with my child.

I understand that my child will be expected to conduct himself/herself in a quiet, orderly manner while at the library. The librarian may request the child to leave the premises if conduct is inappropriate. Loss of computer privileges may result if negative behavior is repeated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

SALEM PUBLIC LIBRARY

Appendix C

WAIVERS

Computer Use Age Waiver Form  
Non-Internet Access

**THIS WAIVER MUST BE COMPLETED BY THE PARENT OR GUARDIAN IN THE PRESENCE OF A LIBRARY STAFF MEMBER.**

I, \_\_\_\_\_, parent or legal guardian of  
\_\_\_\_\_, a child under 18 years of age,

request that the age restrictions be waived for the above mentioned child. I assume full responsibility for my child's compliance with all the regulations and restrictions defined in the Salem Public Library's Public Access Microcomputer User Agreement, a completed copy of which is attached, and Public Access Microcomputer Policy.

This waiver is for computer use only without Internet access.

No other student or unauthorized adult may sit with my child at the computer. Other than library staff members, the adults listed on the back of this sheet are those I designate as authorized to sit at the computer with my child.

I understand that my child will be expected to conduct himself/herself in a quiet, orderly manner while at the library. The librarian may request the child to leave the premises if conduct is inappropriate. Loss of computer privileges may result if negative behavior is repeated.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code