

GARFIELD COUNTY
PUBLIC LIBRARY
POLICIES
AND
PROCEDURES

Burwell, Nebraska
October, 2019

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I. SELECTION AND COLLECTION DEVELOPMENT POLICY

A. MISSION STATEMENT

The Garfield County Public Library believes it is essential to provide materials and services which will help Garfield County residents obtain information meeting their personal, educational, and professional information needs. The library will serve as a center for learning and enrichment for all residents regardless of age, gender or race. The library's collections will reflect broad subject coverage with materials acquired in a variety of formats, including the use of information technologies.

B. THE ACQUISITIONS OF LIBRARY MATERIALS:

1. To provide recreational reading materials for leisure and personal enrichment.
2. To facilitate continuing education both formal and informal.
3. To collect materials of local historical interest as a means of preserving the heritage of the Garfield County and Burwell area.

C. OBJECTIVE OF THE GARFIELD COUNTY PUBLIC LIBRARY

The general library objective of the Garfield County Library shall be:

1. To assemble, preserve and administer, in organized collections, books and related educational and -recreational material in order to promote, through guidance and stimulation in communication of ideas, an enlightened citizenship and enriched personal lives.
2. To serve the community as a center of reliable information.
3. To provide a place where inquiring minds may encounter the original, sometimes unorthodox -and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
4. To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
5. To provide opportunity for recreation -through the use of literature, music, videos, and other art forms.

D. SELECTION CRITERIA

When selecting materials the following criteria will be noted:

1. Authority of author or publisher
2. Factual accuracy
3. Clear presentation and readability
4. High artistic quality
5. Current information or recency.
6. General suitability
7. Price of the material

Selection priority shall be given to materials which have the following distinction:

1. Award-winning and honor books
-Medal & Golden Sower Awards

2. Listed on the Best-Seller List and popularity of author.
3. User demand. If three or more requests by separate individuals are received by the staff for a title, the book should be purchased.

E. SELECTION TOOLS

1. Award winner lists
2. Medal Winner lists
3. Ingram catalog (Advance)
4. Best seller lists

F. SELECTION RESPONSIBILITY

1. The Library Director shall have the responsibility for selection and purchase from the mass of available materials, those books and materials which best meet the interests and needs of Garfield County. Only books coming through regular library channels be promoted or circulated.
2. Children's Librarian shall select material designated for the children's section with the Library Director having the final approval.

G. INTELLECTUAL FREEDOM

1. The Garfield County Public Library adopts the Positions Statement of the American Library Association, the Library Bill of Rights and the Freedom to Read statement on book selection and controversial materials. Copies of these are reprinted in the appendix. "The library does not endorse the ideas contained in books in our collection.
2. It is the responsibility of the Library Director, supported by the Library Board, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards and tastes upon the community at large. To meet these challenges the following procedure for dealing with a Book Selection Complaint should be followed:
 - a. Make certain that the complaint has been filed in writing, by requesting the patron fill out the Request for Withdrawal of Material form located in the appendix.
 - b. Within five days of receipt of the formal complaint, the Library Director will appoint a committee consisting of three community representatives and the Library Director to evaluate the material. The Library Director shall also request professional reviews on material in question from the Nebraska Library Commission for use by this committee.
 - c. Prior to the first committee meeting, individual members shall examine the materials in question for review.
 - d. The committee shall meet within ten days of its appointment to reconsider the materials. At this meeting the decision shall be one of the following:
 1. The material is compatible with the philosophy and criteria of this policy and should not be restricted or removed.
 2. The material is not compatible with the philosophy and criteria of this policy and should be restricted or removed.
 3. The material should be limited to conditions specified by this committee.
 - e. The Library Director will present the committee's decision to the Board at the following Board meeting.
 - f. The Library Director will notify the patron in writing of the decision within 10 days of that meeting.

- g. Material which has undergone a challenge may not be re-challenged until one calendar year after the recommendation of the Reconsideration Committee.
3. Garfield County library patrons have a right to privacy, which will be supported by the library staff and policies. The library board shall resist the issuance or enforcement of any process, order, or subpoena, as may be authorized under the authority of, and pursuant to federal, state, or local laws relating to civil, criminal, or administrative discovery until such time as proper showing of good cause has been made in a court of competent jurisdiction.

H. WEEDING

1. Materials which 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 using the CREW Method as a guideline.
2. Weeding will be done on a continuous basis.
3. Materials no longer useful may be sold for a small fee, taken to a used book warehouse, given away or destroyed.

I. GIFTS, BEQUEATHS, AND MEMORIALS

1. The Library accepts unrestricted gifts of books, pamphlets, films, records, and the like with the understanding that they will be added to the library collection only if and when needed. The same principles of selection which are applied to purchases are applied to gifts. The Library Director does have the right to refuse any items. Some gifts may not be used to full advantage because:
 - a. Book may be a duplicate of an item of which the library already has a sufficient number, in which case we will sell the book for a small fee or give the book away.
 - b. Book may be interesting, but not of sufficient present reference or circulation value to the library which must scrutinize every book with shelf space in mind,
 - c. Book may be in poor physical condition—would not justify expense of processing, cataloging, and preparing it for circulation.
2. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Library Board. Gifts of bequests with specific restrictions attached will be reviewed by the Library Board and the Garfield County Commissioners before acceptance. Money not deemed for a specific purpose will automatically be deposited in the Memorial Fund.
3. Textbooks, personal property, portraits, antiques, and other museum objects will not be accepted.
4. The library does not appraise gifts.

J. SERVICES OF THE LIBRARY

1. The library will select from the mass of available materials, and organize for easy access, those books and materials which best meet the needs of the community.
2. The library staff will provide guidance and assistance for people to obtain the, information they seek- as recorded in print and audiovisual resources.
3. The library will initiate programs, exhibits, book lists, etc., to stimulate the use of library, materials for the enlightenment of people of all ages.
4. The library accepts a responsibility for securing information beyond its own resources by:
 - Borrowing for patrons with serious interests materials which are not owned by the library and which cannot be purchased, or materials for which demand does not justify purchase.
5. The library will endeavor to maintain a balance in its services, to men, women, young people and children, the public library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.

6. Library services will be provided during the hours which best meet the needs of the and through service outlets located at points of maximum convenience to the public.
7. Periodic review will be made of library service to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.
8. The Library provides some services at a small fee including:
 - Black & White Printing/Copying - \$0.10/per page
 - Color Copying - \$0.25/per page
 - Outgoing Fax - \$1.00/per page
 - Inter-Library Loan - return postage (generally \$3-\$4)

K. LIBRARY MATERIALS

1. The library will provide any materials which help to meet the library's objectives. Materials may include: books, periodicals, pamphlets, newspapers, films, music scores, maps, recordings, microfilm and digital formats.
2. Materials acquired will meet high standards of quality in content, expression and format.
3. The library will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplication.
4. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and institutions of higher learning.
The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
5. All materials except those which are in special demand and cannot be rare and fragile items, will be lent for home under library regulation and procedures.
6. The library subscribes to the Library Bill of Rights of the American Library Association.
7. Materials which 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. Such materials will be sold at the library book sale or destroyed. The library will not be guilty of lowering the standards of institutional and individual collections by giving away soiled, damaged, mediocre, and obsolete materials.

L. COOPERATION WITH OTHER LIBRARIES

The library board recognizes that no single library can meet all demands in its community.

Libraries in different political subdivisions working together, sharing their services and resources, can meet more fully the needs of their users.

II. USE OF THE PUBLIC LIBRARY

A. WHO MAY USE THE LIBRARY

1. The Library will serve all residents of the Burwell community, service will not be denied or abridged because of religious, racial, social, economic, or political status. Persons residing outside of Garfield County but owning property in Garfield County, shall be considered County residents. Non-resident fees will be \$5.00 for an individual card or \$10.00 per family card. All individual card holders may check out up to four items. Families are limited to 25 items. All fees payable annually.
2. The use of the Library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of library

property, disturbance of other library patrons, or any other objectionable conduct on library premises.

3. Within the library, the use of all references and collections is free to all.

4. Library Services for People with Disabilities

Libraries play a catalytic role in the lives of people with disabilities by facilitating their full participation in society. The Garfield County Library shall use strategies based upon the principles of universal design to ensure that library policy, resources and services meet the needs of all people.

For the purposes of this policy, “must” means “mandated by law and/or within GCL’s control” and “should” means “it is strongly recommended that libraries make every effort to...”

a. The Scope of Disability Law

Providing equitable access for persons with disabilities to library facilities and services is required by Section 504 of the Rehabilitation Act of 1973, applicable state and local statutes and the Americans with Disabilities Act of 1990 (ADA). The ADA is the Civil Rights law affecting more Americans than any other. It was created to eliminate discrimination in many areas, including access to private and public services, employment, transportation and communication. Most libraries are covered by the ADA’s Title I (Employment), Title II (Government Programs and Services) and Title III (Public Accommodations). Most libraries are also obligated under Section 504 and some have responsibilities under Section 508 and other laws as well.

b. Library Services

The Garfield County Library must not discriminate against individuals with disabilities and shall ensure that individuals with disabilities have equal access to library resources.

GCL should strive to include persons with disabilities as participants in the planning, implementing, and evaluating of library services, programs, and facilities.

c. Facilities

The ADA requires that both architectural barriers in existing facilities and communication barriers that are structural in nature be removed as long as such removal is “readily achievable.” (i.e., easily accomplished and able to be carried out without much difficulty or expense.)

The ADA requires that modifications to communications must be provided as long as they are “reasonable,” do not “fundamentally alter” the nature of the goods or services offered by the library, or result in an “undue burden” on the library.

GCL should strive to meet the ADA facilities requirements.

d. Collections

Library materials must be accessible to all patrons including people with disabilities. Materials must be available to individuals with disabilities in a variety of formats and with accommodations, as long as the modified formats and accommodations are “reasonable,” do not “fundamentally alter” the library’s services, and do not place an “undue burden” on the library. Examples of accommodations include assistive technology, auxiliary devices and physical assistance.

B. PATRON EXPECTATIONS

1. Food and drink is permitted only in the kitchen area, except under special circumstances approved by the Library Director.

2. Patrons must at all times maintain proper dress in the library, including shoes and seasonally appropriate clothing.

3. Noise level will be maintained at levels appropriate to the library section and event. If a library staff member deems noise to be above such a level patrons will receive a warning before being asked to leave for the remainder of the day.
4. All minors under the age of 6 will be accompanied by a responsible adult, older sibling, or babysitter.
5. Patrons shall not engage in verbal or physical abuse of other patrons or staff. No warning shall be given if such behavior occurs the person will be removed from the library for the day- and may be banned for a longer period at the discretion of the Library Board.
6. Sleeping is not permitted in the library, except in the case of babies.
7. The following are not permitted within the library: controlled substances, alcohol, smoking, vaping, aggressive animals.
8. Computer use: patrons shall not view graphic materials on any library computer, computers are shut down 10 minutes prior to the library closing, wanton destruction of computers may result in suspension of computer privileges.

C. CONDUCT IN THE CHILDREN’S LIBRARY

1. All minors under the age of 6 will be accompanied by a responsible adult, older sibling, or babysitter.
2. The staff’s discretion will be used regarding discipline for inappropriate behavior. Discipline will consist of: verbal warnings, being asked to leave the library, temporary bans from the library, or temporary suspension of library privileges.
3. The Children’s Library has a zero tolerance policy for: verbal or physical violence, stealing or destruction, bullying.
4. Computer use: children shall not view graphic materials on any library computer, computers are shut down 10 minutes prior to the library closing, wanton destruction of computers may result in suspension of computer privileges, time on computers may be limited at the discretion of library staff if others are waiting for computer access.

While staff are welcoming and dedicated to the success of our young patrons we do not take responsibility for their reading choices or act as babysitters. The library adheres to the strictures of the Children’s Internet Protection Act- available in its most up to date form at: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

C. OPENING HOURS

1. The Garfield County Public Library will be open as follows:
Monday and Wednesday -2pm -7pm
Friday -2pm -5pm
Saturday-9am - noon
2. The Library Director may close the Library in instances of threatening weather.

D. HOLIDAYS

- 1. The Library will be closed on Federal Holidays per the Garfield County Offices practice.**
- 2. The Library may also be closed at the discretion of the Library Director with approval of the Library Board.**

III. PERSONNEL

A. EMPLOYMENT

1. Selection of the staff is based solely upon merit, with due consideration

of personal, educational, and physical qualifications of training and aptitudes for the positions regardless of race, color, creed or sex.

2. Job applications shall be made to the Library Director or President of the Library Board. All applications will be reviewed by the Library Board.
3. All appointments are made for a probationary period of six months, during which time the employee's performance is subject to close examination as to their competency to carry out the responsibilities and assignments of the position. An employee may be released at any time during their probationary period, after being given two weeks' notice, if their services are unsatisfactory or if they proved to be unqualified for the position to which they have been appointed. This six-month probationary period is a prerequisite for permanent appointment.
4. All categories of employment shall be ascertained by the job description schedule.
5. All employees will be directly responsible to the Library Director for their work requirements and conduct while on duty for the Library. Librarian will be directly responsible to the Library Board for their work requirements and conduct while on duty for the Library.

B. SALARIES

1. All salaries paid to employees of the Garfield County Library shall be set with the approval of the Library Board.
2. All salaries will be commensurate with the duties of each employee as outlined in the job description schedule.
3. All employees must be paid at least current minimum wage set according to the Fair Labor Standards Act of the Federal Government.
4. All salaries are subject to review each year by the Library Board in June.
5. All personnel will be paid monthly with deductions made according to county schedules.
6. Salary increases are at no time automatic, but are dependent upon the availability of funds. Salaries may be adjusted at the discretion of the Board in consideration of qualifications, tenure, and quality of service rendered by the person being considered. Cost of living adjustments follow County Office schedule and rate.
7. Library Director shall be paid a monthly salary; all other employees shall be paid an hourly wage.

C. DISMISSAL

1. The Library Director has the right and the authority to recommend to the Board dismissal from the staff of any employee whose professional attitude, professional ethics and conduct, or performance of duties warrant such action. In every case, the employee shall have the right to present their case both to the Library Director and the Board. Both sides should be reported in writing to the Board; no staff member under permanent appointment shall have their services terminated without cause, except in the ease of unavoidable financial retrenchment.
2. All employees may be dismissed for the following reasons but dismissal may not be limited to these specific reasons: Inefficiency, incompetency, fraud, negligence, failure to work harmoniously with the public or other employees, conviction of a felony or misdemeanor, repeated tardiness or absence without leave.

D. RESIGNATIONS

1. The Library requires a written resignation at least 14 days and 30 days if possible, prior to the effective resignation date. Any other manner of resignation will not be regarded as a "resignation in good standing."

E. STAFF BENEFITS

1. Insurance

- a. While performing duties for the Library, all employees are covered by the Workman's Compensation Policy of the County of Garfield.

The following benefits are provided for the Library Director and Children's Librarian.

2. Emergency Leave

- a. Emergency leave is given employees in case of death or tragedy of an employee's or their spouse's immediate family, "Immediate family" in this case means spouse, children, grandparents, grandchildren, brother, sister, or persons bearing the same relationship to the spouse. Three days is granted for each contingency and is not accumulative.
- b. Employees are also granted time off for jury duty or required court appearances, without salary deduction.
- c. Employee must notify a member of the Board and co-worker by phone before such leave is taken. The Library Director will report all leaves taken at each monthly meeting of the Board.

3. Leave of Absence

- a. If not detrimental to the service of the Library, a staff member may be granted, at the discretion of the Board, leave of absence without pay.
- b. Volunteer help may not be used at any time to cover leave of absence time since employees are paid. A substitute will be hired at minimum wage to cover personnel absence.
- c. Employee must notify a co-worker by phone before leave is taken.

4. Vacation/ Sick Leave

- a. Personal leave is set by the County at a rate of 48 hours/year.
- b. Requests for vacations must be submitted in advance to the Library Director and must be approved by Library Director and the Board.
- c. The Library Director will keep accurate records of all vacation time taken and report such records at each Board meeting.
- d. An employee on sick leave shall produce a doctor's statement as to the nature and extent of the disabling sickness if requested to do so by the Board.
- e. The Library Director will keep accurate records of all sick leave taken and report such leave at each Board meeting.

5. Job Descriptions

- a. Detailed descriptions for each position are listed in the appendix.
- b. Job descriptions and requirements may be reviewed and changed by a majority vote of the Board at any regularly scheduled meeting of the Library Board.

VII. PROFESSIONAL EXPENSES

A. CONVENTIONS, MEETINGS, CONTINUING EDUCATION AND TRAVEL

1. The Board encourages the attendance of all staff members and Board members at professional meetings, conventions, and continuing education classes. When possible, time will be allowed for staff members to attend.
2. Library funds will pay mileage for one car, registration fees and expenses for staff members and Board members to attend state and system library meetings.
3. The current rate/mile set by the county will be paid for mileage.
4. Attendance at any of the above mentioned meetings etc. must be approved by the Board.

VIII. PUBLICITY AND PUBLIC RELATIONS

A. PUBLICITY

1. All publicity concerning the Library shall be under the direction of the Library Director, who shall inform the public of the services the Library performs, and its activities as a public relations agent between the Library and the community.

B. PUBLIC RELATIONS

1. The Board recognizes 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.

IX. LIBRARY BOARD

1. The Board will consist of five members serving a five (5) - year term, beginning with the July meeting.
2. Any member selected to the Board must be approved by a majority vote of the Board with final approval by the Garfield County Commissioners. Board members may be appointed for additional terms by consent of the Board member and the Board with final approval by the Garfield County Commissioners.
3. A new Board member is chosen to fill unexpired terms at the next regular meeting of the Board after the vacancy occurs,
4. Board members will use the list of responsibilities of the Board in the Nebraska Library Board Manual.
5. Board Members who have failed to attend 3 consecutive board meetings without contacting the Director or Board President may be removed by a majority vote and replaced as with any vacant position.

B. MEETINGS

1. Regular meetings of the Library Board Shall be held the third Wednesday of each month at 7:00 p.m. at the Library.
2. Special meetings of the Board may be called by the President or by any two Board members, for the transaction of such business as is stated in the call, and twenty four (24) hour notice of any special meeting Shall be given to each Board member and the Library Director, unless such notice is waived. Notice of any special meeting and purpose of that meeting must be advertised in the County newspaper. (If there is not sufficient time to advertise in the paper, notices must be placed in three separate local public meeting places as soon as possible prior to the meeting.
3. At all meetings of the Board, three Board members shall constitute a quorum, and a majority vote of all Board members present shall be required for the adoption of any motion or resolution.
4. Board members must notify the President as soon as possible when they are unable to attend a meeting to insure a quorum will be met.
5. The presiding officer shall be entitled to vote on all motions.

C. OFFICERS

1. The officers of the Board shall consist of a President, Vice-President, and Secretary/Treasurer, who shall be elected from the membership every two years at the regular meeting in June.
2. The term of each officer shall be for two years after the regular meeting in June and until his/her successor has been duly elected.
3. A vacancy in any office shall be filled at the next regular meeting of the Board after the vacancy occurs.

D. DUTIES OF OFFICERS

1. President
 - a. Preside at meetings
 - b. Appoint the standing committees.
 - c. Sign all necessary documents
 - d. Call special meetings of the Board, either on his/her own motion when the occasion requires or on request of any two Board
 - e. Perform other duties as generally pertain to the office, or may be directed by the vote of the Board.
2. Vice President
 - A. Perform all the duties of the President in the latter's absence or disability.
3. Secretary/Treasurer
 - a. Keep an accurate record of the proceedings of all meetings of the Board.
 - b. Record the attendance at such meetings
 - c. Have the custody of all official books, records, accounts, and documents of the Board.
 - d. Present financial report at all regular board meetings.

E. ORDER OF BUSINESS

1. Call meeting to order
2. Roll
3. Reading of minutes
4. Report of Library Director
5. Correspondence and communication
6. Unfinished business
7. New business
8. Agenda items requested for next meeting
9. Adjournment

APPENDIX I-A
JOB DESCRIPTION-- Library Director

1. Act as technical advisor to the Board and to recommend employment of all personnel and supervise their work.
2. Carry out the policies of the Library as adopted by the Board and recommend needed policies for Board action.
3. Maintain an active program of public relations and act as publicity chair.
4. Prepare an annual budget for the Library in July in consultation with the Board and give report of actual expenditures against the budget at each meeting.
5. Select and order all books and other library materials according to Board policy.
6. Thoroughly inspect all materials ordered and check against invoices to insure the order is complete.
7. Identify appropriate classification of all new materials and mark them accordingly.
8. Attend all Board meetings and submit monthly report of all pertinent business to the Board.
9. Submit a summary of all claims for the preceding month at each regular Board meeting.
10. Keep accurate records of all leaves each employee has taken and record and report these to the Board at each meeting.
11. Develop and organize promotional projects such as Summer Reading Programs, National Library Week, and Children's Book Week as staff, budget, and time permits- and present these plans to the Board.
12. Pick up and open all mail. Mail all outgoing mail.
13. Complete and mail the Statistical report, certification and grant application to the Nebraska Public Library Commission.
14. Subscribe to professional library materials (books/periodicals) as budget allows. Attend professional meetings and workshops approved by the Board,
15. Shelf books and put magazines away on a daily basis.
17. Check on all office supplies and order replacements when they are needed.
18. Process Inter-Library loan requests and record all incoming and outgoing materials. Call patrons to notify them when their materials are in or overdue on Inter-Library loan.
19. Inventory and weed collection on a systematic, continuous basis.
20. Open and close Library.
22. Assist patrons whenever needed.
23. Give permission for group meetings to be held in the Library at the discretion of the Library Director and keeping in mind that the Library belongs to the people of Garfield County.
24. The Library Director shall not incur any indebtedness or liabilities of any kind without express authority from the Board.
26. Answer telephone and call patrons who have books in on the reserve list.

APPENDIX I-B
JOB DESCRIPTION -- CHILDREN'S LIBRARIAN

1. Shelve books and put magazines away on a daily basis.
2. Assist Patrons
3. Check out books and magazines.
4. Repair and Mend books.
5. Open and Close the Library.
6. Read shelves to ensure books are in the correct order.
7. Discard magazines on a regular basis.
8. Catalog/process all new youth books after the Library Director has classified and inspected them.
9. Order materials, develop program plans, and lead Storytime.
10. Answer the telephone and call patrons who have books on reserve when they become available.
11. Assist Library Director with clerical work or projects when time permits.

APPENDIX I-C
JOB DESCRIPTION -- LIBRARY PAGE

1. Shelve books in proper order according to the standards set by the American Library Association and the Dewey Decimal System.
2. Alert the Library Director when books are in poor condition.
3. Assist with circulation as needed.
4. Assist with other library projects as they arise.

APPENDIX I-D

Garfield County Library

Burwell, Nebraska 68823

REQUEST FOR WITHDRAWAL OF MATERIAL

AUTHOR _____ TITLE _____ DATE _____

PUBLISHER AND PUBLICATION DATE _____

I REPRESENT: Myself _____ Group or Organization _____

Did you examine the entire item or book? _____ If not, which parts?
Identify as accurately as possible. _____

What do you believe to be the theme of this item? _____

Are you aware of the judgement of this item by professional critics? _____
Which ones? _____

Will you identify exactly the passages or segments you feel to be objectionable
and state the grounds for your opinion? _____

Is there anything good about the item? _____ if so, what? _____

Would you recommend this material for any given age group? _____

Which one? _____

Do you feel harm would result from reading this item? _____ if so,
what harm? _____ Why? _____

What would you like the librarian to do in this case? _____

Signature of requestor