

Library Administrative Policy - 100 Part 5: Safety & Security	
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100 : 5.1 Building Maintenance

(policy under review)

100 : 5.2 Public Health Procedures, Disinfecting

It is the policy of the Board of Trustees of Nevada Public Library to create a safe and sanitary environment within the Library for all patrons. However, there are times when certain services might have to be limited or temporarily suspended to decrease the spread of germs and illness.

Below are procedures for different scenarios:

Phase 1 (everyday general disinfecting)

1. Computer keyboards, mice, and chair backs, copier buttons and door handles are to be wiped down with disinfecting wipes or misted with Lysol occasionally and 10 minutes prior to close.
2. Countertops and tables are to be wiped down with disinfectant spray no more than 30 minutes prior to close.
3. Janitor will be responsible for disinfecting the bathrooms during his/her shifts.

Phase 2 (flu season)

1. Door handles will be wiped down no more than 30 minutes prior to close.
2. Non-easily disinfected objects in the children's department will be temporarily removed until flu season is over.
3. Materials returned to the book drop or returned by patrons should be wiped down with disinfecting wipes or diluted bleach mist on a paper towel. Several items can be wiped down with one wipe..
4. A notice will be placed on the door stating the following:

“If you are running a fever or otherwise contagious DO NOT come into the Library. Please return your books to the book drop located at the front door or call the Library at 417-448-2770 to renew your items. Our online collection is always available, please check out our eBook and eAudiobook collection using the Libby App.”

Phase 3 (Contagious Disease Outbreak, library open to public)

1. All materials returned should be quarantined or handled as advised by ALA or CDC guidelines for shared materials.
2. All programming for large groups (10 or more attendees) will be cancelled.

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3. All public meeting rooms will be closed to groups of 25 or more.
4. Every other computer station will be out of service to create “social distancing” space between patrons using the public computers.
5. Computer keyboard & mouse are to be disinfected by staff after each use with disinfecting spray and/or wipes.
6. High-touch surfaces will be disinfected by staff at least once per hour.
7. Personal protective equipment will be provided for staff & may be worn at their discretion.

Staffing: The health and safety of our employees is of the utmost importance to the administration of NPL. Employees may elect to use their earned time off (or take off without pay, if ETO is unavailable) in lieu of reporting for shift.

Policy exception of “doctor’s note for 3+ consecutive days” is not required during this phase, this change in policy allows employees, who do not wish to risk infection, to stay home at their discretion. Notice to the Director is required.

Staff should not report for their shift if they have symptoms of infectious disease.

Employees should notify the Library Director for further guidance if symptoms are present.

Phase 4 (Contagious Disease Outbreak, library building closed)

The building may be closed to the public at the Director’s discretion, examples include unavailable staffing (at least two employees/shift) or direct exposure of staff to known positive/ infectious cases.

Notice will be posted on the library’s website, on the building’s front door and a voicemail greeting will state the following information:

“In order to minimize the spread of (insert contagious disease name here) the Library is closed to the public.

During this time, **Curbside Pickup service** may be available at the front vestibule.

*Please place holds online with your patron account via NPL’s card catalog.

You may also make requests for title/author by email at info@nplmo.org

or call the library at 417/448-2770.

We will let you know when your items are ready for pickup.

Digital Collection (MoLib2Go) is always available using the Libby App.

Wi-Fi will be available outside of the building. No password is required.”

Staffing: same as Phase 3, staff should be available for curbside staffing, and will be compensated for hours regularly scheduled. Staff may be assigned tasks to complete remotely and will be compensated for remote work hours as assigned by the Library Director.

Phase 5 (mandated closure by Local/State/Federal order)

The Library will not be open for pickup services, staff does not report to the building, until such time we are able to reopen to the public.

Staffing: Staff WILL NOT report to work.

All staff will be compensated with pay (not debited from ETO) for regularly scheduled shifts for the duration of the mandated closure.

100 : 5.3 Public Health Procedures, Library Operations

Stage 1: Administrative staff only may work in the building. Administration & support staff work remotely, as assigned by the Library Director.

Observed as long as Stay-at-home order in effect.

* Director (or designee) providing limited reference and assisting patrons via email, handling mail, processing new materials, community & library communications (State Library, local authority, Library Board, & staff connections)

*all fiscal, personnel, and statistical tasks

* empty book drop; returned items are immediately quarantined for 72 hours prior to being processed for check-in

Stage 2: Limited number of Full-time staff work in the building, as assigned by the Library Director. *Stay-at-home order lifted and Director approves additional staff members to return to building.*

* Circulation work (checks & shelving)

* Collection maintenance tasks (inventory, processing tasks such as relabeling or weeding)

* other non-public tasks can be performed by support staff while working in the building

Stage 3: FT & PT staff work in the building (shifts as assigned by Library Director) and limited public services restored OUT OF BUILDING.

This service level can resume at the discretion of the Director. Staff safety, virus viability on materials, availability of staff, and local outbreak numbers will all be taken into account at the Director's decision.

* Curbside delivery/pick-up of collection materials for public;

* limited reference services continue;

* Interlibrary loan services restored when MALA courier is available for our service area.

* other tasks, as listed in Stage 2, performed by support staff while working in the building

Stage 4: Additional public services restored to LIMITED NUMBER OF PATRONS IN BUILDING

All FT & PT staff resume regularly scheduled hours, shifts varied.

Limited Library hours/ M-F; 9-5.

Local Health Authority & State Library guidelines are observed and LIMITED reopening to the public is approved by library board.

** Public access inside of the main building is limited to:*

10 non-staff people at a time to browse and choose materials from the collection.

4 public PC stations for use & printing in the main library.

** one staff member will be assigned to circ desk for transactions &*

** one staff member will be assigned to lobby duty for counting/ access control & to distribute curbside materials.*

** Public services for copying/faxing/scanning tasks available in the main library.*

Stage 5: LIBRARY OPEN to the public with EXTRA PRECAUTIONS and provided that adequate sanitation supplies are available to frequently clean high-touch public service area surfaces.

Local Health Authority & State Library guidelines are observed and FULL-SERVICE reopening to the public is approved by the Library Board. Social distance guidelines remain, additional sanitation procedures continue.

** LIBRARY OPEN to public for regular business hours / regular staff shifts*

(M, W, F; 9-5)(Tu, Th; 9-7)(Sat 9-1)

** Social distancing accommodations, such as moving public seating/computers 6 feet apart.*

** Public meeting rooms remain closed, library programming suspended.*

Stage 6: LIBRARY OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled. *Library board will lift restrictions on large group gatherings.*

Public meeting rooms open, programming resumes.

Sanitation procedures returned to general everyday disinfecting.

100 : 5.4 Public Health Procedures, Staffing

Stage 1: Administration only

Director only in building

Director working remotely for tasks listed

Staff may be assigned work to complete remotely and/or training.

All staff paid as regularly scheduled hours.

ETO continues to bank

Insurance continues to be provided for FT staff

Stage 2: Processing returns & Collection maintenance (non-public transactions)

FT staff report to building for work as assigned by Director

Work may be done remotely, when applicable.

New procedure for staff:

Staff scheduled to work in the building must "self-report" to the Director if symptomatic.

Pre-shift wellness checklist must be completed prior to each shift during Stages 2-5.

All staff paid for regularly scheduled hours. ETO continues to bank.

Insurance continues to be provided for FT staff.

Stage 3: Curbside services

Director will assign FT & PT staff to shifts to cover curbside service (M-F; 9-5)

All staff will be paid for regularly scheduled hours as long as they are willing to work shifts as assigned for curbside or other library duties, including remote work from home, as assigned by the Director.

Staff who do not feel comfortable with, or have been advised by a healthcare provider to avoid public contact, may use ETO (if available), may take off time without pay, and/or may file for government relief programs such as EFMLA, if applicable.

Stage 4: Curbside continues, public services in building on limited basis

Director will assign FT & PT staff to shifts to cover limited service hours (M-F; 9-5)

All staff will be paid for regularly scheduled hours as long as they are willing to work shifts as assigned for curbside or other library duties, including remote work from home, as assigned by the Director.

Staff who do not feel comfortable with, or have been advised by a healthcare provider to avoid public contact, may use ETO (if available), may take off time without pay, and/or may file for government relief programs such as EFMLA, if applicable.

Stage 5: Curbside continues, Library building open to public with extra precautions

FT & PT staff will resume regularly scheduled shifts.

Library service hours return to normal operating hours

Any staff member who is still unable or unwilling to resume normal shift hours at this stage may be relieved of their position by management if they have not filed for government program to protect their position at NPL.

Stage 6: Staffing/Hours, continue with “business as usual.”

100 : 5.5 Safety & Emergency Procedures

(see attached chart document)

100 : 5.6 Video Surveillance System

Nevada Public Library (the “Library”) utilizes a video surveillance system to record selected public, interior and exterior, areas. As used herein, the term “Recorded Video” includes still images, live streams, recorded video footage, and any portion or duplicate thereof, derived from the use of the Library’s video surveillance system.

The video surveillance system may be installed in locations where the public and Library staff do not have a reasonable expectation of privacy. The Library will not install surveillance cameras to monitor or record in areas where individuals have a reasonable expectation of privacy.

The Library will notify the public and Library staff that video surveillance devices may be in use on Library property. These notifications will occur through normal communication channels including Library newsletters, the Library’s website, employee handbooks, Library policies, location signage, and other means determined appropriate by Library administration.

The primary purpose of the video surveillance system is to identify those individuals involved in federal/state/local law or Library Code of Conduct violations; to assess risks or other problems and establish new policies relative to the operation and use of the Library; and to maintain a safe and secure Library environment.

5.6 a Video Surveillance Recording

A network video recorder continuously records all surveillance video cameras. Recorded Video will be created and maintained digitally on a secured server and shall not be accessed, viewed, edited, or manipulated except by the Library administrators on a strict need-to-know basis in accordance with applicable law and Library policies and procedures. All video surveillance system equipment and storage hardware shall be kept in a secure area to avoid access or tampering by unauthorized persons.

In accordance with the Public Record Retention Schedule promulgated by the Missouri Local Records Board, the retention period of all Recorded Video will be a minimum of thirty days. If Library management extracts any Recorded Video associated with a specific incident involving criminal or other liability issues, any such extracted video must be maintained until administrative or judicial proceedings are complete.

Pursuant to Missouri law, all Recorded Video that identifies a person or persons as having requested, used, or borrowed Library material and/or identifying the names of Library users are confidential and will not be disclosed except as permitted by Section 182.817, RSMo. Except as otherwise required by applicable law or provided herein, Recorded Video is for internal use and is not available for viewing by the public. All requests from external sources to the Library for the release of Recorded Video shall be coordinated through the Library Director’s, or designee’s, approval prior to release.

The Library shall comply with any search warrant, lawfully issued subpoena, or court order requiring release of Recorded Video to the extent that the Recorded Video sought has been retained. The Library will respond to public records requests for Recorded Video in accordance with the provisions of the Missouri Sunshine Law, Sections 610.010 – 610.035, RSMo.

5.6 b Requests by Law Enforcement Personnel

Law enforcement personnel seeking to view Recorded Video without a search warrant, lawfully issued subpoena, or other court order requiring release of Recorded Video must complete and sign the Security Video Request Form. Archived files may not be released without search warrant, lawfully issues subpoena, or other court order requesting a copy of the archived video image file.

100 : 5.7 Weapons Policy

No person shall possess a weapon on Library District premises unless authorized by law.

Any person violating this section shall be denied entrance to the building or ordered to leave the building.

Any Library District employee violating this policy shall be disciplined in accordance to the Employee Handbook.

100 : 5.8 Weather & Emergency Closing

The Library Director shall have the authority to close the Nevada Public Library when necessary, including, but not limited to construction, power outages, and weather. The Board President may authorize emergency closures when the Library Director is unable to immediately respond to emergency notifications.