

100: 1.1 NPL's Mission, Vision and Service Priorities

Nevada Public Library's Mission Statement

"Transforming lives and building community through information, education and recreation."

Nevada Public Library's Vision

Nevada Public Library will be a quality library that responds to the needs of our patrons and serves as a cornerstone of our vibrant community by;

- Uniting and strengthening the community we serve by providing access to resources and programming that enriches the lives of library users,
 - Implementing visionary innovation that responds to the changing information and learning landscape, and
 - Fostering community engagement that supports the advancement of services and the growth of the local economy.
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Nevada Public Library's Service Priorities

1. Customer Experience

Provide an outstanding library experience to everyone.

2. Learning and Discovery

Connect people to information, experiences, and experts that help them learn and grow.

3. Community Connections

Bring people together to share ideas and engage in collaborative community projects.

4. Innovation and Leadership

Embrace technologies that improve our library and empower our community.

5. Good Stewardship

Secure the future of our library through sound financial policies and a diversified funding strategy.

100: 1.2 Library Contact Information, Hours of Operation and Service Program

CONTACT INFORMATION

Library Name: Nevada Public Library

Address: 218 W. Walnut St., Nevada, MO 64772

Phone: (417) 448- 2770

Website: nplmo.org

HOURS OF OPERATION

Monday, Wednesday, Friday 9a – 5p

Tuesday & Thursday 9a – 7p

Saturday 9a – 1p

100: 1.3 Library Service Program

Nevada Public Library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community.

The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

100: 1.4 ALA's Library Bill of Rights

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

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

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

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

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

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

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

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

100: 1.5 ALA's Core Values of Librarianship

The foundation of modern librarianship rests on an essential set of core values that define, inform, and guide our professional practice. These values reflect the history and ongoing development of the profession and have been advanced, expanded, and refined by numerous policy statements of the American Library Association. Among these are: access, confidentiality/privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, the public good, professionalism, service, social responsibility, and sustainability.

It would be difficult, if not impossible, to express our values more eloquently than ALA already has in the Freedom to Read statement, the Library Bill of Rights, the ALA Mission Statement, Libraries: An American Value, and other documents. These policies have been carefully thought out, articulated, debated, and approved by the ALA Council. They are interpreted, revised or expanded when necessary. Over time, the values embodied in these policies have been embraced by the majority of librarians as the foundations of their practice. These selections are direct quotes from the ALA Policy Manual.

Access

All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users. ALA Policy Manual B.2.1.14 Economic Barriers to Information Access

Confidentiality/Privacy

Protecting user privacy and confidentiality is necessary for intellectual freedom and fundamental to the ethics and practice of librarianship. ALA Policy Manual B.2.1.17 Privacy

Democracy

A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free and equal access to information for all people of the community the library serves. Interpretations of the Library Bill of Rights, Economic Barriers to Information Access

Diversity

We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve. ALA Policy Manual B.3 Diversity, Libraries: An American Value

Education and Lifelong Learning

ALA promotes the creation, maintenance, and enhancement of a learning society, encouraging its members to work with educators, government officials, and organizations in coalitions to initiate and support comprehensive efforts to ensure that school, public, academic, and special libraries in every community cooperate to provide lifelong learning services to all. ALA Policy Manual A.1.1 Introduction

Intellectual Freedom

We uphold the principles of intellectual freedom and resist all efforts to censor library resources. ALA Policy Manual B.2 Intellectual Freedom, ALA Code of Ethics, Article II

The Public Good

ALA reaffirms the following fundamental values of libraries in the context of discussing outsourcing and privatization of library services. These values include that libraries are an essential public good and are fundamental institutions in democratic societies. 1998-99 CD#24.1, Motion #1

Preservation

The Association supports the preservation of information published in all media and formats. The association affirms that the preservation of information resources is central to libraries and librarianship. ALA Policy Manual B.8.3. Preservation, Preservation Policy

Professionalism

The American Library Association supports the provision of library services by professionally qualified personnel who have been educated in graduate programs within institutions of higher education. It is of vital importance that there be professional education available to meet the social needs and goals of library services. ALA Policy Manual B.7.1 Graduate Programs in Library and Information Studies

Service

We provide the highest level of service to all library users. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession. ALA Code of Ethics

Social Responsibility

ALA recognizes its broad social responsibilities. The broad social responsibilities of the American Library Association are defined in terms of the contribution that librarianship can make in ameliorating or solving the critical problems of society; support for efforts to help inform and educate the people of the United States on these problems and to encourage them to examine the many views on and the facts regarding each problem; and the willingness of ALA to take a position on current critical issues with the relationship to libraries and library service set forth in the position statement. ALA Policy Manual A.1.1 Mission Priority Areas, Goals

Sustainability

ALA is supporting the library community by showing its commitment to assisting in the development of sustainable libraries with the addition of sustainability as a core value of librarianship. This consists of practices that are environmentally sound, economically feasible and socially equitable. Libraries play an important and unique role in promoting community awareness about resilience, climate change and a sustainable future. They are also leading by example by taking steps to reduce their environmental footprint. ALA Policy Manual A.1.4 Core Organizational Values

Adopted January 2019, by the ALA Council.

100: 1.6 ALA's Freedom to Read Statement

The Freedom to Read Statement

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, 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 or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

100: 1.7 ALA's Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

100: 1.8 NPL's LIBRARY POLICY RELATED TO MISSOURI STATE SUNSHINE LAW

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That the acting Nevada Public Library Director be and hereby is appointed custodian of the records of Nevada Public Library and that such custodian is located at 218 W. Walnut Street, Nevada, MO, 64772.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fee to be charged for access to or furnishing copies of records shall be as hereinafter provided: 10 cents per page for paper copies, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.
4. That it is the public policy of the Nevada Public Library that meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That Nevada Public Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

Adopted by Trustees of Nevada Public Library 04/2017

100: 1.9 Confidentiality and Retention of Library Records

The following policy statement regarding the confidentiality and retention of library records was adopted by the Nevada Public Library Board of Directors in April 2017.

The Nevada Public Library agrees in spirit with the U.S. Privacy Act of 1974 and the Policy on the Confidentiality of Library Records adopted by the Council of the American Library Association, January 20, 1971, and affirms the belief that people have the right to be secure against unreasonable or unwarranted invasions of privacy. Administrative and Library records are retained in accordance with **MO Rev Stat § 109.255 (2020)**. See retention schedule [general operations](#) & [library-specific](#) documents.

In addition, the library supports and complies with applicable Missouri Statutes regarding the confidentiality and disclosure of library records. Pursuant to these Missouri statutes, **MO Rev Stat § 812.815 & 812.817 (2020)**, all library records that identify a person or persons as having requested, used or borrowed library material and all other records identifying the names of library users are confidential. Library materials include any book, ebook, digital resource or material, document, film, record, artwork, or other library property which a patron may use, borrow or request. These include, but are not limited to, registration information, circulation records, database search records, computer use records, and interlibrary loan or reference records. Library staff may access these records only for the purpose of performing their assigned duties and as necessary for the efficient operation of library programs and services.

Library records will not be released or disclosed except

1. In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of such a record is necessary to protect the public safety or to prosecute a crime, after confirming that the order is in proper legal form.
2. To the library's contractors and consultants for use in the course of carrying out library operations, or for conducting surveys and evaluations of the library's delivery of services.
3. To a recovery agent contracted by the library for the collection of fines, fees, and non-returned library materials.
4. In response to a person's written request to release or disclose the patron's library records. Written consent for the release or disclosure of such records may be obtained generally in advance or in specific situations. The person identified in the record or person to whom records are being released or disclosed shall present identification as required by library staff.
5. In response to the written request of a parent or guardian of a minor child to release or disclose library records pertaining to the child's account for which they are responsible. The parent/guardian's name must be listed on the child's account. Written consent for the release or disclosure of such records may be obtained generally in advance or in specific situations. The parent/guardian or person to whom records are being released or disclosed shall present identification as required by library staff.

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the library from exercising its right to enforce its Code of Conduct or other policies, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the security of library patrons, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.