
Facilities & Safety Policies

Nevada Public Library Policy Manual

Last revised 3/27/24

Facilities Information & Use

ADA Compliance & Grievance	2
Community Bulletin Board Use	4
Public Posting	
Distribution of Community Materials	
Displays, Exhibits, & Artwork	4
Facilities information	5-6
Hours of Operation	
Library Closing- Holidays	
Library Closing- Emergencies	
Food & Drink Policy	7
Meeting Room Policy	8-9
Meeting Room Guidelines	
User Responsibilities	
Non-qualifying Uses	
Study Rooms	
Petitioning	10
Proctoring Services Policy	11
Public Services to Minors Policy	12-13
Public Use of Library Technology	14
Social Media Policy	15

Library Safety & Security

Behavioral Code of Conduct	17-21
Behavior Expectations	
Dress Code & Hygiene	
Personal Belongings, Animals, & Electronics	
Non-Harassment Policy	22-23
Photography & Video Recording	24
Policy against Workplace Violence	25
Public Health Emergency	26
Smoke-Free Environment	26
Unattended Children & Vulnerable Adults	27-28
Video Surveillance	29-32
Weapons	32

ADA Compliance

Notice under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Nevada Public Library will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Nevada Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Nevada Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in our programs, services, and activities, including qualified sign language interpreters, print magnifiers, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Nevada Public Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to use all of its services, programs and activities. For example, people with service animals are welcome in the library, even though pets are prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity at the Library, should contact the Library Director at 417-448-2770 or director@nplmo.org.

Nevada Public Library will not charge to provide a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policies or procedures.

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Nevada Public Library. The Library’s Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Library Director
218 W. Walnut St.
Nevada, MO 64772

Within 15 calendar days after receipt of the complaint, the Library Director or their designee(s) will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting the Director or their designee(s) will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Nevada Public Library and offer options for substantive resolution of the complaint.

If the response by the Director or their designee(s) does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Library Board of Trustees.

Within 15 calendar days after receipt of the appeal, representatives of the Library Board of Trustees will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Library Board of Trustees or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or the Library Board of Trustees or their designees, their appeals, and responses from these offices will be retained by the Library for at least three years.

Community Bulletin Board Use

The Library may allow for the posting or distribution of free handouts, flyers, or publications as a public service. NPL recognizes its role as a source of community information. Because of space and resource limitations, however, NPL must set limits and priorities for the distribution of non-library materials.

Community organizations may request to post information on the Community Bulletin Board on a space-available basis.

Posted material must describe community groups, organizations or events that are services to the general public and intended to educate, enrich or inform.

Political or election materials are not allowed for posting.

No lost animals or personal business/sales flyers are permitted.

No flyers for solicitation of donations. No donation receptacles.

Posted material must include the name of the organization sponsoring the information or event that is being publicized. Only one posting per organization may be displayed at any one time (except for Nevada Public Library sponsored events). All postings must be authorized by library staff.

Posting of notices or distribution of materials at the Library does not indicate NPL endorsement of the ideas, issues, or events promoted by those materials. The Library assumes no responsibility for any inappropriate use of posted information. NPL does not retain or catalog materials received from distribution.

Displays, Exhibits, & Artwork

The Library offers limited exhibit space for temporary display of personal collections of art or collectibles and for informational displays from civic and non-profit community organizations. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

The Library Director is responsible for approving and scheduling exhibits and displays in the general display areas. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for display and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. (See *appendix*: Exhibit release form) Such displays may remain for a specified, limited period of time and must be removed at the end of that period. Library administration has the discretion to call for removal at any time.

Facilities information

CONTACT INFORMATION

Library Name: Nevada Public Library
 Address: 218 W. Walnut St., Nevada, MO 64772
 Phone: (417) 448- 2770
 Website: nplmo.org

The Board of Trustees of the Nevada Public Library recognizes that the predominant service area of the District is within the boundaries of the city limits of Nevada, MO due to the main financial support of the library generated by the levied tax assessed to property owners within said boundaries.

Any person may use the library and its resources as defined in the policy manual section: Patron Services.

The library’s physical plant is located at 218 W. Walnut St, Nevada, MO.

The building was erected in 1920 for the Moss-Urner Car Dealership. It was given to the library by the Finis M. Moss Charitable Trust, and the remodeling was paid for by private donations from individuals and businesses, a matching grant was donated from the Moss Trust.

The lower level of the building is leased to the Vernon County Historical Society. The Moss Trust aided the society in transforming the basement into the Bushwhacker Museum.

The upper level of the building is leased to a private organization, Healthy Nevada, as of December 30,2019. Remodeling and restoration of the space was completely funded by the Cerner group as part of the Healthy Nevada Project.

The east end of the main floor is currently being used for library programming and is designated as the NPL Annex. The renovation and restoration of this space was funded by the NPL Foundation to create a multi-function space for library and community organization use. (rev. 6/18)

The library’s main parking lot is located West of the library. This parking lot is shared by the Nevada Public Library, The Bushwhacker Museum, Healthy Nevada and the Franklin P. Norman Community Center.

Maintenance of the physical building is primarily the responsibility of the Library governed by the NPL Board of Trustees. Requests for maintenance and repairs are submitted to the Director for action. Tenants of the leased areas of the building are responsible for utilities and maintenance of certain systems as outlined in the lease agreement with said tenant.

Hours of Operation

Monday, Wednesday, Friday	9a – 5p
Tuesday & Thursday	9a – 7p
Saturday	9a – 1p

Holidays

Nevada Public Library will be closed on the following days:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving
- Friday & Saturday after Thanksgiving
- Christmas Eve
- Christmas Day

Observance of some holidays will vary according to the day of the week on which they fall. A holiday that falls on a Saturday will be observed on the preceding Friday. A holiday that falls on a Sunday will be observed on the following Monday.

Staff Training Days

The library will be closed to the public, but open for staff training on the following days:

- January, third Monday (MLK day)- Inventory
- June, 19th (Juneteenth) - Diversity, Equity, and Inclusion Training
- October, second Monday (Columbus day)- Staff Development & Safety training.

Library Closing- Emergencies

The 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.

If conditions merit, the Executive Director or designated alternate, may change the hours of operation as needed to protect the safety of staff and patrons.

Unscheduled closings of any form will be announced to the public via the Nevada Public Library website, social media, physical signage when possible, local news media outlets, and voicemail.

Food & Drink Policy

Meals or uncovered drinks are not allowed in the main portion of the Library. Patrons can have covered drinks and snack-like food items in the Library.

Nevada Public Library staff reserve the right to ask any person to relocate or dispose of any consumable item at any time.

The meeting room has specific regulations regarding food and drink. Please refer to Meeting & Study Rooms Policies for more information.

Meeting Room Policy

Community rooms of the Nevada Public Library (NPL) are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute NPL endorsement nor approval of viewpoints expressed by participants in the program.

Meeting Room Guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming.
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and non-religious organizations. Exceptions may be made at the discretion of the Library Director.
- C. All meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting.
- D. Programs and promotion of library services will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting No solicitation for future sales is permitted without prior approval by library administration.
- F. Individuals or groups must indicate an age-appropriate designation on the application for reservation and the same must be affixed to any publication, website, or advertisement for an event held at the library per 15 CSR 30-200.015 1(e).
- G. Bookings must end no less than 15 minutes before the library's closing time.
- H. Community rooms may be reserved for a maximum of three (3) hours unless approved by the Library Director.
- I. An individual or group may have up to three reservations scheduled at a time. An organization may choose to make a donation of \$100 to NPL to schedule up to twelve consecutive meeting reservations.
- J. Refreshments are welcome. Cleaning equipment is provided for user(s) in storage room located in the Annex K. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- L. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- M. Cleaning of the community room (trash removal, tables wiped down, furniture returned to the way it was found, vacuuming of debris) must be completed by the responsible group or the deposit of \$25 will be forfeited.

User Responsibilities

- A. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- B. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be canceled if the individual or group does not check in for the reservation in that time frame.
- C. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space.
- D. Groups may request a large trash receptacle from library staff if needed.
- E. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles at the NW exterior corner of the building before leaving.
- F. Music or other audio should be limited in volume so as to not disturb other library users. G. Clean tables and floor as needed.
- G. Meetings will not generally be scheduled before or after library hours. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before or after regular library hours.
- H. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- I. Applicants placing the reservation request are responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.

Non-qualifying Meeting Room Uses

- Political campaign purposes (political forums and listening posts are permitted)
- Weddings, showers, reunions or individual/private parties
- Banquets
- Commercial use where personal or business profits are the chief aim of the meeting.
- Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library.

Study Rooms

Use of a quiet study room in the NPL Annex, or other area of the library, is available by reservation for individual patrons who require a distraction-free workspace. Use will be permitted on a first-come, first-served basis and is scheduled with the Library Director for approval.

Disclaimer

Weather or other emergency events may result in closures, in compliance with regular library policy, and may occur with little or no notice. Nevada Public Library assumes no responsibility for hardships that arise from an unexpected cancellation or room closure. The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations. The Library Director shall have final authority regarding use of library meeting room.

Petitioning

The Nevada Public Library (NPL) will make designated areas available for individuals and non-profit or governmental agencies to acquire signatures for initiative petitions for the State of Missouri and its political subdivisions or to complete public or educational research questionnaires.

PROCEDURE

The Library will provide bulletin boards and/or counter space for the display of flyers for local information and community events. Flyers must be approved by library staff before posting. The library reserves the right to remove unapproved or expired flyers from bulletin boards and other areas.

Petitioning inside Nevada Public Library buildings is prohibited. Petitioners wishing to gather signatures outside of the Library must first sign in with a Person in Charge (PIC) at the circulation desk and agree to abide by the Library's written procedures before each petition-gathering session. The circulation of petitions outside Library facilities must not be within eight (8) feet of the front doors of the main entrance nor impede the free access of the public to library entrances/exits, resources, or parking areas. Harassment of any kind of patrons or Library staff is prohibited. Petitioners violating this policy or the Library's Code of Conduct will be asked to leave Library property. Petitioners who violate this policy more than once will be banned from petitioning.

The provision of Library premises for the public expression of opinion does not constitute Library endorsement of the opinions or ideas of those individuals and organizations using the space.

Proctoring Services

Nevada Public Library provides test proctoring service to support distance learning students in our communities. If it is determined that a proctoring request is unreasonable or its demands are too burdensome to administer, the library reserves the right to deny any request for this service.

Guidelines

1. The library does not charge a fee for proctoring. All expenses, including copying and postage, are the responsibility of the test-taker. The library does not charge to email or fax testing materials. When a test is to be mailed to the school or professor/instructor, an addressed, stamped envelope with appropriate postage must be provided by the test-taker before the test is administered. Copies of completed exams will not be retained by the library.

2. The library provides a public computer workstation with Internet access for online exams. These workstations do not allow installation of any additional software. It is the test-taker's responsibility to ensure that the library's computer resources are adequate for their test-taking requirements. We cannot guarantee that a computer will be provided in a separate area or private room for test taking.

3. The exam or the instructions for taking the exam online must be sent to library director (Jodi Polk) at the library's street address (218 W Walnut St, Nevada, MO 64772) phone number (417-448-2770), fax number (417-448-2771) or via e-mail to info@nplmo.org.

The test-taker must contact the library, by email, phone, or in-person, at least 48 hours in advance to schedule an appointment to take the test. A member of the library staff will proctor the test.

4. The library cannot guarantee quiet conditions for test-taking. The library does not guarantee that the test taker will be under director observation at all times, but all measures to insure testing integrity will be taken.

5. Staff will verify the identity of the test-taker by requiring presentation of photo identification before administering the exam. Test-takers should not bring cellular phones or other equipment or materials prohibited by the exam instructions into the testing area. If such materials are brought into the library, they may be left at a service desk during the exam; however, the library is not responsible for these items.

6. Test takers are responsible for supplying all materials, such as pencils and calculators.

7. The library will not hold tests beyond their expiration dates. If the test has not been taken by that time, it will be destroyed. Once a test is sent via e-mail or fax and confirmation is received, any original test documents will be destroyed.

8. Library staff will not sign a proctoring verification that attests to any circumstances or conditions that are not accurate in describing the test taking conditions. When the library agrees to proctor a test, any staff member trained and oriented to administer tests may proctor tests. We do not guarantee any individual staff person will be the specific person administering the test.

All testing appointments must be made in advance & the student should call 24-48 hours before the test date/time to ensure that all credentials have been received by the proctor.

Public Services to Minors Policy

Nevada Public Library supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users are in violation of the American Library Association's *Library Bill of Rights*. The Nevada Public Library opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

[Free Access to Libraries for Minors](#), an interpretation of the *Library Bill of Rights* (ALA's basic policy concerning access to information) states that "Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources." Censorship by librarians of constitutionally protected speech, whether for protection or for any other reason, violates the First Amendment.

While a large children's section exists with materials specifically for younger patrons, parents should be aware that children also have access to all materials in the library. Responsibility and awareness of what a minor is checking out rests with the parent or guardian who registered the child for a library card.

Ways that parents may review or restrict their child's account activity:

- Accompany your child to the library and assist them in their selection.
- Log in to their account to see what is checked out.
- Present the child's library card to request a list of items currently checked out.

Confidentiality of Library Records – Minors

Minors have the same privacy rights as adults with regard to their use of the public library. If a library cardholder is under the age of 18, only the caregiver who signed for the child's card may be given specific information regarding the child's account record under the following circumstances:

- If the caregiver is in possession of the child's card, they may be given any information in the child's record.
- If the child's card is not present, information will only be provided to the caregiver listed on the library account upon presentation of photo identification, and will be limited to materials that are overdue, lost or damaged, or related to fines owed.

Responsibility for Charges – Minors

The adult who registered for a library card issued to a minor, age 17 and younger, is the responsible party for fines and other charges accrued on the child's card. This includes replacement costs and billing charges for lost materials. Invoices and statements on the minor's account are available to the responsible adult without the presentation of the child's card.

Computer Use – Minors

Nevada Public Library does not act In Loco Parentis, and as such, responsibility for online content accessed by children and adolescents on library computers or while using the library's Wi-Fi or mobile hotspot connections rests with their parent or legal guardians. In compliance with applicable Federal law, the internet connection at NPL employs internet filters. Parents or guardians who believe that their children cannot responsibly use the internet should personally supervise their use of library computers and wireless access devices while using Wi-Fi.

Safety of Children in the Library

Nevada Public Library offers welcoming spaces that encourage children to explore, create and connect. Library staff strives to provide a safe environment for all visitors, but safety cannot be guaranteed. While NPL staff are committed to helping children with activities and materials at the library, staff do not act as childcare providers or disciplinarians. Children are expected to adhere to the same rules of conduct as adults.

- Parents, guardians, and caregivers are responsible for their children while visiting the library. ● Children under age 10 may not be left unsupervised anywhere on the library premises. If a parent or guardian cannot be located within 15 minutes of staff initiation of attempted contact, the police will be notified.
- Parents will be notified if a child age 10 or older is not able to follow the library's rules of conduct.
- Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up after closing time will be left in the care of the police. Under no circumstances will a library staff member transport children in a vehicle or accompany them home.
- Organized groups of children, such as school classes, daycare groups, and tours, must be supervised by adults in their group at all times while in the library.

(see Unattended Children policy)

"Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors> (Accessed November 10, 2022)

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Public Use of Library Technology Policy

- Library technology cannot be used for any illegal activities (including illegal peer-to-peer file sharing); producing or transmitting any threatening, obscene, or harassing materials or computer viruses; accessing pornographic websites; attempting to circumvent filters; taking any action which could violate the privacy of another individual; or damaging or disrupting Library equipment, software, or data transmission.
- The Library cannot be held responsible for the use of Library technology for commercial purposes.
- The use of Library technology is carefully monitored by staff and video surveillance to ensure compliance with Library policies. Appropriate steps will be taken to prevent misuse or abuse of Library computers and internet services. Repeated or serious violators risk losing Library privileges and will be held financially liable for any physical damage caused.
- As with other Library materials, restriction and supervision of a child's access to Library computers and the internet is the responsibility of the parent or legal guardian.
- By choosing to use these free services, patrons agree to abide by all applicable Library District policies. Failure to read or understand rules does not excuse a user for disobeying them.

Internet Access

- The Library reserves the right to limit bandwidth on a per-connection basis on the network, as necessary, to ensure network reliability and fair sharing of network resources for all users. ● Wireless connectivity is not guaranteed at all locations within Library facilities. ● Users may not extend or modify the network in any way. This includes adding access points or installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized points of access.
- The Library assumes no responsibility for the safety of equipment, data, or personal information when connecting to the Library's network.
- While the Library network (except service available through hotspots) is filtered to comply with all applicable state and federal laws and Library policies, the Library has no control over what users choose to access. Any request to bypass the filters or access filtered websites should be directed to info@nplmo.org. A review will be conducted as soon as qualified staff is available.

Public Computers, Printers, and other Devices

- Free day passes are available for visitors without Library cards by request at the service desk.
- Nevada Public Library reserves the right to set time limits for daily use based on availability and demand. Computers automatically log off ten minutes before closing time.
- Users will be charged for all pages printed, even if they are accidental or unwanted.
- Users may not download or install any software or programs not already pre-installed by staff on Library computers. Please email requests for additional software to info@nplmo.org.
- Users bear sole responsibility for any data loss or damage to personal devices used on Library equipment. It is the user's responsibility to secure any personal data during use and delete it from Library devices when finished.
- Staff time prohibits lengthy one-on-one computer, software, or internet training outside of scheduled classes or Tech-Assist appointment.

Social Media Policy

Definition of Social Media

For the purposes of this policy, social media is defined as any web application, website, or account created and maintained by the Nevada Public Library and its staff in their role as employees of the Library. This includes but is not limited to social networking sites such as Facebook, Twitter, Instagram, Pinterest, blogs, and YouTube.

Purpose of Social Media

The Nevada Public Library endorses the use of social media technology by the Library for the following purposes:

- To raise awareness of Library materials, resources, services, programs, and facilities;
- To provide reader's advisory services;
- To foster connections, engage, and interact with community members, Library patrons, other community organizations, and Library community partners;
- To provide online customer assistance when feasible and practical under current practices and policies; and
- To disseminate time-sensitive information such as Library closings, power or phone outages, or other situations that may impact regular Library services.

Posted Content is Not Endorsement

Nevada Public Library's social media forums are an extension of other Library services and marketing platforms.

- Recommendation of a book, genre, or resource implies neither approval nor disapproval of content, topics, subject matter, or points of view by the Library.
- Posts shared from other entities containing news or events deemed relevant to Library patrons by Library staff are not endorsements of those specific businesses, organizations, or community partners.
- Social media posts about or of any private and public meetings, events, and gatherings held on Library property in no way constitutes or implies an endorsement or sponsorship by the Library or its Board of Trustees of the organizations or individuals using the space, nor of any content, viewpoints, or beliefs presented.

See Meeting & Study Rooms Policies for more information.

Maintaining Social Media Sites

The Library Director will assign staff who will assist in maintaining and editing the content of Nevada Public Library social media accounts, and engage with the public and community organizations as necessary. Whenever possible, social media sites should feature the Nevada Public Library name, logo, website, and contact information prominently.

Decisions regarding the creation of new social media accounts associated with the Nevada Public Library or its ancillary groups must be approved by the Executive Director or their designee.

Staff Use of Social Media

Social media posts and interactions by Library staff, whether on Library-maintained social media accounts or personal social media accounts, must not compromise data confidentiality, Library integrity, and patron privacy (see Confidentiality of Library Records & Third Party Partners Privacy Policy). The same standards of conduct, principles, and guidelines that apply to Library employees in the performance of their assigned duties, apply to employee social media use.

Social Media Code of Conduct

The Nevada Public Library welcomes and encourages comments, posts, and messages by the community on Library social media sites. Nevada Public Library reserves the right to moderate, and, if necessary, remove comments posted on its social media accounts that include, but are not limited to, the following: intellectual property violations or plagiarized items; off-topic comments and/or disruptive posts; commercial promotions/spam; duplicate posts from the same individual; threatening language, personal attacks, and private or personal information published without consent; obscene content and comments; sexist, racist, or libelous content; exclusive language; political advocacy; and posts that violate any laws or Library policies. Any user, or users, who repeatedly violate the Library's social media policy may be barred from further postings.

By posting on the Library's social media sites, the user grants permission to use their name or username, profile picture, and the content of any posting they make without compensation or liability. This permission ends when the posting is deleted.

Comments, posts, or messages by users on Nevada Public Library social media sites reflect neither approval nor disapproval by the Nevada Public Library of content, topics, subject matter, or points of view of those commenting, posting, or messaging. Users of the Library's social media sites, of all ages, are responsible for protecting their privacy, and should not post personally identifying information, such as last name, school, age, phone number, or address.

Patron Privacy on Social Media

The Nevada Public Library's social media accounts must not compromise data that would violate patron and staff privacy. While there is no reasonable expectation of privacy when participating in Library programming or Library sponsored events, the Library will strive to acquire consent through expressed (permission in writing) or oral consent (verbal) before posting any identifiable pictures of patrons. Please contact info@nplmo.org if you would like to request that posted images of yourself or your dependents be removed from the Library's social media accounts.

Safety & Security Policies

Behavioral Code of Conduct

Code of Conduct in Library Facilities

Nevada Public Library strives to provide the highest level of service to all Library users. In order to foster an environment in which the entire community is able to use the Library's resources, services, and programs as effectively as possible, we require that all patrons comply with the following rules of conduct. These rules are considered to be illustrative and not all-inclusive.

Libraries are for everyone's enjoyment. The following guidelines for patron and visitor conduct shall be observed and are essential to ensure respect for individuals who use the Library:

Audio Equipment should be used, i.e. earphones or headsets, in a manner that people cannot hear the noise or sound from two or more feet away.

Cell Phones should be kept on vibrate or silent mode and answered promptly. Calls should be taken outside or in the lobby area.

Children, under age 10, shall be under the direct observation of their accompanying adult at all times. Young children and babies may become fussy or loud (a normal part of childhood) and you may be asked to leave the main area of the library until your child is calm and less disruptive to others using the library. (see Policy: Child Safety)

Disturbances that disrupt or interfere with the normal operation of the Library, or disrupt Library customers and staff, including emitting strong odors or the use of abusive or threatening language or gestures, or any conduct that creates unreasonable noise are not allowed.

Food and Drink, when done responsibly, are allowed throughout the building when seated at tables. Beverages are not allowed near the computer areas.

Loitering is not allowed. Patrons & visitors of the library are required to be engaged in activities associated with the use of the Library while in the building. Anyone not engaged in reading, studying, computer use, or using library materials may be asked to leave the Library.

Smoking or vaping of any kind is prohibited in the Library and entryways.

Behavior Expectations

Any behavior that is disruptive, inappropriate, or that prevents effective use of the Library by others is prohibited.

Patrons must speak softly when in open areas of the facilities so as not to be disruptive to the Library environment.

The use of profane or threatening language or other harassment of Library patrons or staff will not be permitted.

Dress Code & Hygiene Standards

Any state of undress, including shoes, is prohibited in the Library.

Neglecting personal hygiene so that it is offensive and constitutes a nuisance to other patrons will not be allowed on Library property.

Bathing, shaving, or washing clothes in public restrooms is not permitted.

Personal Belongings, Animals, and Electronics In the Library

Weapons like knives and blackjacks are strictly prohibited on library property. Concealed firearms will be allowed, as dictated by law. (see Weapons Policy)

Nevada Public Library reserves the right to search items if left unattended.

Library patrons are expected to use a quiet voice in making or receiving cell phone calls at the Library. Phones should be switched to silent, vibrating, or a low-volume ring setting so as not to disturb other patrons.

The use of skateboards, rollerblades, or recreational scooters is not permitted on Library property. Bicycles are not permitted inside the Library.

Animals are not allowed inside the Library unless they are a part of Library programming or qualify as service animals as defined by the Americans with Disabilities Act (ADA) and Missouri disability laws.

Use of Facilities

- Selling, soliciting, panhandling, or loitering on Library premises is not permitted.
- Patrons are not allowed to sleep on Library furniture or within the Library building.
- Patrons may not receive phone calls on Library phones. If a caller asks to speak to a Library patron, staff will not confirm the patron's presence in the Library, respecting the right to privacy.
- The teen and children's areas of Library facilities are designed for children, teens, their families, and caregivers. Use of these areas by adults who are not parents, guardians, teachers, or caregivers may be restricted to ensure that patrons have adequate access to the resources provided specifically for them.
- To ensure safety, security, and service for all, the Library reserves the right to ask patrons to relocate to another area of the building.
- Library materials must be properly checked out before being removed from the building.
- Patrons must leave the Library promptly at closing time.

Consequences

Vandalism, misuse, theft, or destruction of Library facilities, equipment, or materials will be prosecuted. Violation of any of these rules, any Library policy, or any other applicable federal or state laws can result in a temporary ban, permanent expulsion, or arrest.

Code of Conduct Violations

Violation of the Nevada Public Library's Code of Conduct or the commission of illegal conduct in the library will result in one or more of the following consequences:

Level 1: Verbal and/or written warning.

An NPL supervisor will, when reasonably possible, advise the individual of the applicable rule and violation verbally and, if warranted, in writing, and if reasonably possible, afford the individual an opportunity to address the alleged violation before implementing a further consequence.;

Level 2: Suspension of library privileges including instruction to leave the library immediately and not to return to the NPL facility for the rest of the day.

This consequence may be implemented in the case of repeat violations after one or more warnings, or violations requiring immediate action, in consideration of the severity of the violation as determined by the Executive Director, or Director's designee;

Level 3: Suspension of library privileges, including removal from, and denial of access to, all in-person library services, facilities and grounds for a period ranging from more than one day to one year.

This consequence may be implemented in the case of repeat violations after one or more warnings, or violations requiring immediate action, in consideration of the severity of the violation, where a one-day suspension is inadequate, as determined by the Executive Director, or Director's designee.

Level 4: Permanent suspension of library privileges, only in extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior.

Level 5: In the case of repeat, continuing or serious violations, or entering library premises after a denial of access, an NPL manager or supervisor may notify law enforcement and request removal from library premises or other action.

Library staff may elevate consequences to any necessary level when the safety or security of the library's users and staff are in jeopardy.

Guardians of minors will be notified of any consequence except that such notification shall not be required for a verbal warning.

FORM: Incident Report

Trespass Procedure

It is NPL's goal that all patrons remain in good standing with the Library and have full library privileges. When violations of the NPL Code of Conduct occur, however, the staff member in charge can use a local library suspension (where a patron is asked to leave for a period of time) or an official trespass (where law enforcement is called and a trespass order is issued to assist with enforcing the suspension).

These guidelines outline when and how to officially trespass a patron:

STAFF GUIDELINES FOR OFFICIAL TRESPASS

NPL staff members who are designated as "persons in charge" are authorized to work with law enforcement to order an official trespass. An official trespass is a local decision that is enforced by legal means. Official trespasses are reserved for those who have actively threatened staff or other patrons, or who are so disruptive that the library cannot be used safely and comfortably. This includes, but is not limited to, any observable behavior that is prohibited by law including, but not limited to, threatening or harassing behavior (e.g. threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property); assaulting staff or other patrons (e.g. fighting); sexual misconduct or harassment (e.g. exposure, offensive touching, sexual acts); selling or using alcohol or drugs; theft of library materials, equipment, or items belonging to staff and/or other library users; intentionally damaging or destroying library materials, equipment or property; viewing or printing illegal materials (e.g. child pornography).

IMPLEMENTING A TRESPASS

An official trespass is issued by law enforcement at the request of library staff who has determined that a person willfully violated any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users.

Library staff must consult with the Director in making this determination. Library staff may use the circulation and computer management systems to look up patron information and give it to the police for the purpose of implementing an official trespass order.

An official trespass is generally no shorter than one (1) month or longer than one (1) year.

Law enforcement must issue the official trespass in person. If the patron leaves before an officer arrives, library staff may call to request an officer to issue the trespass when the person returns. The written trespass notification will include the length of trespass.

A review of the library's video surveillance recordings to corroborate the patron's behavior may be requested by library staff members authorized to do so according to the library's Video Security System policy. Library staff involved in the incident will complete an Incident Report and enter the trespass information into the Incident Report record.

VIOLATION OF A TRESPASS

If a trespassed individual is in the library, a library manager or supervisor, if available, otherwise another library staff member should call 911. The dispatcher should be informed that the individual was trespassed and that they have returned.

It is important to tell the dispatcher whether the trespasser is potentially threatening by either past or current conduct. The Library staff involved in the incident must also complete an Incident Report once the situation has been addressed.

USER RIGHT OF APPEAL

Individuals may request, in writing, a review of a suspension of privileges or trespass. The written appeal must be received at the following address within thirty (30) days of the suspension or trespass issue date:

Nevada Public Library
ATTN: Executive Director
218 W. Walnut St.
Nevada, MO 64772

The appeal must include a mailing or email address at which NPL may correspond with the individual making the appeal. The Executive Director or Director's designee(s) will review timely filed appeals, afford the individual a telephone hearing, and will respond in writing within thirty (30) days of the receipt of the appeal. The Executive Director or Director's designee shall have the power to affirm, reverse or modify the loss of privileges or trespass. Such decision will be final except as hereinafter set forth.

If the initial decision is upheld by the Executive Director, then for any suspension of privileges or trespass extending for a period of more than thirty (30) days, an individual may request, in writing, a review of the decision of the Executive Director. The written appeal must be received at the address set forth above within fifteen (15) days of the issue date of such decision.

The NPL Board of Trustees will review the timely filing of an appeal and will hold a hearing within sixty (60) days of the receipt of the appeal. The individual shall be notified in writing thirty (30) days before the hearing. Within thirty (30) days of the hearing, the Board or its designee shall issue a written decision. The Board or its designee shall have the power to affirm or reverse the loss of privileges or trespass or to remand it to the Director or designee with further instructions for reconsideration.

All suspensions and trespasses issued shall remain in full force and effect during any appeal period.

Non-Harassment Policy

Nevada Public Library has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based on an individual's age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, patrons, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or visual materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Library or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, race, color, national origin, ancestry, political opinions, religious beliefs, sex (including sexual stereotyping), sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), marital status, physical or mental disability, genetic information (including testing and characteristics), association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above-protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above-protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If an employee(s) feel that they have witnessed or have been subjected to any form of discrimination or harassment, they should immediately notify the Library Director. If the complaint is in regard to the Director, the report should be made to the Library Board President who will take appropriate action to investigate and resolve the matter.

The Library prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or Discrimination.

The Library will promptly and thoroughly investigate any claim and take appropriate action where it is found a claim has merit. To the extent possible, administration will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include but is not limited to, reprimand, suspension, and discharge. If the Library determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Library may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped.

In all cases, the Library will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Photography & Video Recording

The Nevada Public Library (NPL) is respectful of patron and staff privacy, and requests that everyone in the library respect each other's privacy. It is the policy of the Board of Directors (the "Board") of the Nevada Public Library to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library. Library staff may terminate any photo session that violates library policies, including the Code of Conduct policy, or appears to compromise public safety or security.

GUIDELINES

The Board hereby authorizes filming and photography in Library facilities as follows:

1. Classes or events sponsored by the Nevada Public Library may be photographed or video-recorded by the Library's staff or its representatives. The Library reserves the right to use any photograph or video taken at any such event in publications or other media material produced, used or contracted by the Library, including newspapers, books, television, its website, brochures, invitations, brochures, magazines, and other library publications. Attendance at an NPL-sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Nevada Public Library. However, if a person does not want their image recorded for later distribution, he or she should immediately make their wishes known to the photographer or a member of the Library staff at the time of any such recording. Additionally, to ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.
2. Casual amateur photography, filming, and videotaping are permitted in the lobby, study, and program areas of Library facilities for patrons and visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted in paragraph 3 by the Library itself, in no circumstances may anyone take a photo or film a Library patron without the consent of the patron, or their parent/guardian, if a minor.
3. No commercial or media photography or filming may occur in Library facilities without the prior written permission and approval of the Library Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films. For commercial/media requests, please call 417-448-2770 or email director@nplmo.org. Any consent granted by the Library pursuant to paragraphs 2 or 3 of this Policy to permit photography or filming may be revoked at any time by the Library upon failure to comply with terms of the Policy or other rules and regulations of the Library.

Policy against Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of everyone, Nevada Public Library is committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Zero Tolerance

The Library has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, patrons, and visitors.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
 - Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
 - Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
 - Possessing, brandishing, or using a firearm on Library property or while performing Library business except as permitted by state law.
 - Violating a restraining order, order of protection, injunction against harassment, or other court order.
- Reporting Incidents of Violence Report to the Person-In-Charge, their immediate Supervisor, or any Administrative Staff member, in accordance with this policy, any behavior that compromises the ability to maintain a safe work environment.

All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. The employee(s) involved are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject the employee(s) to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, the employee(s) will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If an employee initiates, participates, is involved in retaliation, or obstructs an investigation into conduct prohibited by this policy, the employee(s) will be subject to discipline up to and including termination. If the employee(s) believe they have been wrongfully retaliated against, immediately report the matter to the Person-In-Charge, their immediate Supervisor, any member of the Administrative Staff, or the Executive Director.

Public Health Emergency

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 staff and patrons. The Library Director has the authority to limit or temporarily suspend services, restrict attendance numbers at programs, and/or close the library building to the public to decrease the spread of illness during public health emergencies when heightened precautions are advised by local healthcare organizations.

(rev. 6/2021)

Smoke-Free Environment

Smoking is not permitted in the Library or on Library property.

(see also, Code of Conduct policies)

Unattended Children and Vulnerable Adults

The Nevada Public Library welcomes all ages and strives to provide an environment/place for all to enjoy. The safety and welfare of children and vulnerable adults at the library is of utmost importance, however, the library is a public building open to all.

Vulnerable adults and young children, ages 9 and under, should be supervised by a responsible adult at all times. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles or vulnerable adults are left unattended or issues relating to safety, disruptive behavior, or well-being occur. Library staff will follow established library procedures for the protection of the involved party and maintain an environment free from disruption in accordance with the Library Conduct Policy.

Unattended Children/Vulnerable Adults in the Library

1. An unattended child is a minor of any age whose behavior requires them to be accompanied by a parent or caregiver. A vulnerable adult is a person over the age of 18 years old who is unable or unwilling to care for themselves.
2. The library does not have staff, staff training, or State Certification to act as a childcare facility or in lieu of trained staff or family for vulnerable adults.
3. The library staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.
4. Library staff are not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
5. Library staff are not responsible for any consequences of parents or caregivers forfeiting their responsibilities.
6. Library staff may refer to the police those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside that of acceptable behavior in the library.
7. Please refer to the Library Conduct Policy for more information and procedures for addressing issues with unattended children and vulnerable adults.

Parent/Caregiver Responsibilities

1. Parents/caregivers should remain with persons in their care and be responsible for the care of those persons inside & on the premises.
2. Parents/caregivers should encourage positive behavior by persons under their care while in the library.
3. Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause damage to property.
4. Parents or guardians with children who are mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits to the library and provide a means of transportation home from the library by the time the library closes.

Staff Guidelines

Staff will attempt to contact the parent, guardian, or caregiver to address concerns of lost, unattended, or scared children or vulnerable adults, or those with behavior/conduct issues.

If the parent or responsible guardian cannot be found in the building or by phone, the proper authorities will be notified after a period of 15 minutes.

An incident report will be filled out and kept on record.

Library staff may not take children or vulnerable adults out of the building unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.

For the safety of a child or vulnerable adult left unattended in the library at closing, appropriate law enforcement authorities will be contacted to take custody after a time period of 15 minutes following closing if attempts to contact the parent, legal guardian, or custodian are unsuccessful.

Video Surveillance

Nevada Public Library strives to maintain a safe and secure environment for its staff and patrons. Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Camera location:

The video security cameras are positioned to record only those areas specified by the Library Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Signage will be posted at library entrances disclosing this activity. Camera locations shall not be changed or added without the permission of the Library Director. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms and employee break rooms.

Retention schedule:

It is NPL's intent to retain all recorded images for approximately thirty (30) days. Images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Library Director or other designated employees. Any records produced by the video security system shall be kept in a secure, locked facility or manner, and managed appropriately by library staff to protect legal obligations.

Use/Disclosure of Video Records:

- Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff: Library Director and IT designees who are authorized by the director.
- Those designated individuals may also have access to real-time images, viewable from desktop computers with a login and password. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.
- Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
- Video images will not be maintained, providing no criminal activity or policy violation has occurred or is being investigated.
- Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.

- In situations involving banned patrons, stored still images may be shared with staff. Shared images may remain posted for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices for 5 years.
- A digital log is maintained by the software.

The Nevada Public Library strives to maintain a safe and secure environment for the public and staff. In pursuit of this objective, the Library reserves the right to utilize continuous video surveillance and recording in selected public, interior, and exterior areas at the Library as deemed appropriate by the Library administration. This policy is in force to deter theft, vandalism, disturbances, and/or Library Policy violations in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes.

Signage in Areas under Surveillance: The public will be notified using clearly worded signs prominently displayed at the main entrance and other areas where Library premises are under video surveillance. However, the absence of such signage will not affect the validity or operation of the video surveillance system.

Security Camera Locations: Reasonable efforts shall be made to safeguard the privacy of the public and staff. The video security cameras will be positioned to record only those areas specified by the Library and will complement other measures to maintain a safe and secure environment in compliance with Library policies. The Library will only install cameras in locations where the public and staff would not have a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, computer areas, delivery areas, hallways, and exits. Cameras will not be installed in areas where staff and the public have a reasonable expectation of privacy nor to reveal the specific material which a person may elect to read, view, or listen to while in the Library.

Use of Video Records: For purposes of this Policy, the term “Video Records” includes still shots, streaming live and recorded video, and selected portions of recorded data.

- Video Records may be used by Library staff or law enforcement personnel (i) to identify, prosecute or take other action against the person or persons responsible for Library Policy violations, damage to Library property, criminal activity on or near Library property or actions disruptive to normal Library operations or (ii) to identify and take action with respect to any person who had been previously suspended from or denied access to Library property.
- Video Records may be used by Library staff for the purpose of assessing risks or other problems and establishing new policies or rules and regulations relative to the operation and use of the Library and to maintain a safe and secure environment.
- Video Records may be used by law enforcement personnel for law enforcement purposes.

Disclosure of Video Records

Pursuant to Missouri law, all Video Records that identify 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, Video Records are for internal use and not available for viewing by the public.

All requests from external sources to the Library for the release of Video Records shall be coordinated through the Library Director. The Library shall comply with any search warrant, lawfully issued and served a subpoena, or court order requiring the release of Video Records to the extent that the Video Records sought have been retained and disclosure is permitted by Section 182.817.

Requests by Law Enforcement Personnel: All requests by law enforcement personnel seeking the release of Video Records derived from the use of surveillance cameras without a search warrant, lawfully issued subpoena or other court order requiring the release of Video Records shall be referred to the Library Director. It is the policy of the Library Board of Trustees that staff should, under typical circumstances, cooperate with law enforcement without the need for further documentation or warrant. When presented with a search warrant, staff shall comply with such warrant.

Release Pursuant to Subpoena: Upon receipt of a subpoena seeking Video Records, the subpoena shall be immediately delivered to the Library Director. The Library may consult with legal counsel, if necessary, and may request legal counsel to file a motion to quash the subpoena if there are questions about the propriety of releasing the records or the subpoena itself. The Library shall comply with any lawfully issued and served subpoena in accordance with state law to the extent that the records sought have been retained and are available.

Retention and Storage of Video Records

Video Records are stored digitally on hardware in the Library and shall not be accessed, viewed, edited, or manipulated except by the Library Director and/or other Library staff on a strictly need-to-know basis in accordance with applicable law and Library policies and procedures. All equipment and storage hardware shall be kept in a secure area to avoid access or tampering by unauthorized persons.

Logs showing access to and use of recorded data will be kept by any person accessing or using such data in order to provide a property audit trail.

In accordance with the Public Record Retention Schedule promulgated by the Missouri Local Records Board, all Video Records will be retained for a minimum period of 30 days. If Library staff extracts any Video Records associated with a specific incident involving criminal or other liability issues, any such extracted Video Records must be maintained until administrative or judicial proceedings are complete.

Video Surveillance in the parking lot and building exterior

The Library acknowledges that the parking lot is shared with Moss Building tenants and with the City. The City of Nevada or Moss Building tenants may establish video cameras covering the parking lot and other parts of the building exterior. Such video cameras, and the records therein, are maintained by the owner of the video surveillance equipment and are not governed by this Policy.

Unauthorized Access and/or Disclosure

- Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
- A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director.

Disclaimer of Responsibility

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Nevada Public Library website.

Questions from the public may be directed to the Library Director or their designee.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy. The Library is not responsible for video archives that are lost due to power outages, hardware failure or other circumstances beyond the owner's control.

Weapons

No person shall possess a weapon on Library 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 employee violating this policy shall be disciplined in accordance with the Employee Handbook.