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# Conduct Policies

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## Nevada Public Library Policy Manual

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## 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.

**Tobacco:** 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.

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## 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*

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## 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.

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## EQUAL EMPLOYMENT OPPORTUNITY (EEO) & NON-HARASSMENT POLICY

### **Equal Opportunity Statement**

Nevada Public Library is committed to the principles of equal employment. The Library is committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is the intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of 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 servicemember status, or any other status protected by federal, state, or local laws. The Library is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Library will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Library will take appropriate corrective action, if and where warranted. The Library prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

Both the Library and its employees (current or prospective) are responsible for upholding this policy. Any discussions or questions regarding equal employment opportunity should be directed toward an employee's Supervisor. If the question or complaint involves their Supervisor, it should be directed to another member of the Administrative Staff.

### **Policy Against Workplace Harassment**

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 servicemember 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 servicemember 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 person in charge, their immediate Supervisor, or any member of the Administrative Staff.

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, Administrative Staff 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, demotion, transfer, 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.

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## 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.

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## PUBLIC USE OF LIBRARY TECHNOLOGY POLICY

### Key Guidelines for Use

- 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](mailto: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](mailto: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 appointments.

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## 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](mailto: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.

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## Petitioning, Other Solicitation, and Campaigning

### POLICY

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 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.

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## Photography and 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](mailto: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.

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## Public Service to Minors Guidelines

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.
- Request restrictions of specific collections on your child's account; examples include:
  - No internet access without parent present
  - No YA materials without parent present
  - No Graphic Novels without parent present
  - No movies rated PG-13 or above without parent present

Note: Restrictions cannot be vague, such as reference to topics, content or other subjective terms.

### 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 15 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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## Unattended Children and Vulnerable Adult Policy

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 is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
5. Library staff is 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.