
Facilities Basics, Safety & Security Policies

Nevada Public Library Policy Manual

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CONTACT INFORMATION

Library Name: Nevada Public Library

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

Phone: (417) 448- 2770

Website: nplmo.org

HOURS OF OPERATION

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

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.

Inclement Weather & Emergency Closing Policy

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

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.

LIBRARY HOLIDAY SCHEDULE

Library will be closed to allow staff to observe the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Staff Training Day*
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve (early closing at 5:00 p.m.)

If the holiday falls on a Saturday, it is observed on the preceding Friday. If the holiday falls on a Sunday, it is observed the following Monday.

The Library may be closed on other days designated by the Board of Trustees, or for special circumstances or emergencies.

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.

SMOKING POLICY

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

Video Surveillance Policy

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.

Requests from the Public: The Library will respond to public records requests for Video Records in accordance with the provisions of the Missouri Sunshine Law, Sections 610.010 – 610.035, RSMo.

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.

Adopted by the Nevada Public Library Board of Trustees

WEAPONS POLICY

Purpose: To outline the guidelines regarding weapons on library premises.

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

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

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

Public Health Procedures, Disinfecting

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

Phase 1 (everyday general disinfecting)

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

Phase 2 (flu season)

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

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

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

1. All materials returned should be quarantined or handled as advised by ALA or CDC guidelines for shared materials.
2. All programming for large groups (10 or more attendees) will be canceled.
3. All public meeting rooms will be closed to groups of 25 or more.
4. Every other computer station will be out of service to create a "social distancing" space between patrons using public computers.
5. Computer keyboard & mouse are to be disinfected by staff after each use with disinfecting spray and/or wipes.
6. High-touch surfaces will be disinfected by staff at least once per hour.
7. Personal protective equipment will be provided for staff & may be worn at their discretion.

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

Policy exception of "doctor's note for 3+ consecutive days" is not required during this phase, this change in policy allows employees, who do not wish to risk infection, to stay

home at their discretion. Notice to the Director is required.
Staff should not report for their shift if they have symptoms of infectious disease.
Employees should notify the Library Director for further guidance if symptoms are present.

Phase 4 (Contagious Disease Outbreak, library building closed)

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

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

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

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

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

You may also make requests for title/author by email at info@nplmo.org or call the library at 417/448-2770.

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

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

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

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

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

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

Staffing: Staff WILL NOT report to work.

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

Public Health Procedures, Library Operations

Stage 1: Administrative staff only may work in the building. Administration & support staff work remotely, as assigned by the Library Director. *Observed as long as Stay-at-home order in effect.*

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

- *all fiscal, personnel, and statistical tasks

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

Stage 2: Limited number of Full-time staff work in the building, as assigned by the Library Director.

The stay-at-home order was lifted and Director approves additional staff members to return to the building.

- * Circulation work (checks & shelving)

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

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

Stage 3: FT & PT staff work in the building (shifts as assigned by Library Director) and limited public services restored OUT OF BUILDING. *This service level can resume at the discretion of the Director. Staff safety, virus viability on materials, availability of staff, and local outbreak numbers will all be taken into account at the Director's decision.*

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

- * limited reference services continue;

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

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

Stage 4: Additional public services restored to LIMITED NUMBER OF PATRONS IN BUILDING All FT & PT staff resume regularly scheduled hours, shifts varied.

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

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

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

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

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

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

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

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

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

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

* LIBRARY OPEN to public for regular business hours / regular staff shifts
(M, W, F; 9-5)(Tu, Th; 9-7)(Sat 9-1)

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

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

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

Public meeting rooms open, and programming resumes.

Sanitation procedures returned to general everyday disinfecting.

Public Health Procedures, Staffing

Stage 1: Administration only

Director only in building

Director working remotely for tasks listed

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

All staff are paid as regularly scheduled hours.

ETO continues to bank

Insurance continues to be provided for FT staff

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

FT staff report to the building for work as assigned by Director

Work may be done remotely, when applicable.

New procedure for staff:

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

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

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

Insurance continues to be provided for FT staff.

Stage 3: Curbside services

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

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

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

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

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

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

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

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

FT & PT staff will resume regularly scheduled shifts.

Library service hours return to normal operating hours

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

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