

## **Letcher County Public Libraries**

### **Policy and Procedure Manual**

#### **PREFACE**

The purpose of this policies and procedure manual is to provide guidelines, direction and consistency in library operations and service to the public of Letcher County. All library staff is to be familiar with the contents of this manual. Reference should be made to the manual whenever necessary. All policies and procedures are subject to revision by the Letcher County Library Board should circumstances make it necessary.

#### **INTRODUCTION**

It is expected that all members of the Letcher County Library staff will support fully the public service objectives of the library and that they will be alert to opportunities both within the library system and the community to advance its image and prestige. This implies courtesy in dealing with the public, continuing attention toward improving services, a dedication to the understanding of the needs and interests of the community.

It is the purpose of the library administration to encourage all opportunities for the professional growth and development of staff members. In addition to inservice training, employees are encouraged to take advantage of continuing education through workshops formal education classes, and professional meetings. Employees are also encouraged to participate in public and community affairs as long as participation does not interfere with library duties.

It is inevitable that with a vital organization there will be disagreements on policy and procedures. Open communication through channels on these matters is sought between staff, supervisors, and director. Criticism of policies should be directed to the proper channels and discussed at staff meetings only. Constructive suggestions for change and innovation are to be thoroughly discussed and agreed upon with final decisions to be made by the administration at the monthly board meetings.

#### **PURPOSE OF THE MANUAL**

##### Basic Objectives

The purpose of this manual is to bring to the service of the library the high degree of understanding, cooperation, efficiency, and unity which comes through systematic application of good procedures for the handling of personnel, and to provide a uniform policy for all employees, with all the benefits such a program insures. The fundamental objectives of good personnel administration are:

- a. To promote and increase efficiency and economy in the service of the library.*
- b. To provide fair and equal opportunity to all qualified persons to enter library employment on the basis of demonstrated merit of fitness as ascertained through fair and practical methods of selection.*
- c. To develop a program of recruitment, advancement; and tenure which will make the service of the library attractive as a career and encourage each employee to render their best service to the library.*
- d. To establish and maintain a uniform plan of job evaluation and pay based upon the relative duties and responsibilities of positions in the service of the library.*
- e. To promote high morale among library employees by providing good working relationships, uniform policies, opportunities for advancement, and consideration for employee welfare on the basis of demonstrated merit of fitness as ascertained through fair and practical methods of selection.*
- f. To develop a program of recruitment, advancement; and tenure which will make the service of the library attractive as a career and encourage each employee to render their best service to the library.*
- g. To establish and maintain a uniform plan of job evaluation and pay based upon the relative duties and responsibilities of positions in the service of the library.*
- h. To promote high morale among library employees by providing good working relationships, uniform policies, opportunities for advancement, and consideration for employee welfare.*

## **APPLICABILITY**

This manual shall apply to all employees in the service of the library, full-time, part-time, hourly, and substitute. A full-time employee is defined as an employee who performs a normal week of forty hours. A part-time employee is

defined as an employee who performs at least twenty hours per week, but less than thirty-seven hours of scheduled work within a normal workweek. An hourly employee is defined as an employee who works a regularly scheduled number of hours per week less than twenty. A substitute employee is defined as an employee who works on a call in basis instead of a regularly scheduled basis.

### **Organizational Structure**

- A. Board of Trustees
  - 1. Function
  - 2. Number
  - 3. Selection
  - 4. Officers
  - 5. Committees and sub-committees
  - 6. Meetings
    - a. Frequency
      - Regular
      - Special
      - Committee
    - b. Calendar and notification
  
- B. Administration
  - 1. Director
    - a. Authority
    - b. Responsibilities
  - 2. Supervisory Staff
    - a. Authority
    - b. Responsibilities
  - 3. Supporting Staff
    - a. Duties
    - b. Responsibilities

1 See Kentucky Public Library Trustee's Handbook: KDLA, 1988.

### **HISTORY**

The Letcher County Public Library, which serves Letcher County was established in June, 1967. It was incorporated under the laws of the Letcher County Public Library District.

The library is governed by a board of trustees consisting of five members, who are recommended by the state librarians, and are appointed by the Letcher County Judge

Executive, for a term of four years each. The trustees serve without remuneration of any kind.

Legal responsibility is vested in the board, which is the policy forming body of the institution. As stated in its bylaws the board's responsibilities include selection and appointment of the county library director, promotion of library interests; securing of funds adequate for a progressive, expanding program; and control of library funds, property and equipment. Subject to existing statutes and ordinances, it has the power to determine the rules and regulations governing library service and personnel.

Regular meetings of the board are held on the 3<sup>rd</sup> Thursday of each month.

### **OBJECTIVES OF THE LIBRARY**

The Letcher County Public Library District provides, on equal terms, free service to all individuals and groups in the community. It accepts as its basic objectives the provision and servicing of expertly selected materials which aid the individual in the pursuit of education, information, or research, and in the creative use of leisure time. Since financial limitations generally prevent equal emphasis on all aspects of these objectives, the library recognizes that its major concerns must be positive contributions toward the development of the individual as a citizen and the removal of ignorance, intolerance, and indifference.

Educational service to adults is a primary function, and the library pursues an active program of stimulation, leadership, and cooperation with other agencies in encouraging the reading of socially significant materials. It accepts also its responsibilities for the direct communication of ideas (*e.g., through organization of discussion groups, institutes, film forums, and the like*), seeking thereby to direct individuals toward a continuous learning process through use of books and related materials. In meeting its objective of providing recreational materials, it encourages such use of leisure time as will promote personal development and social well being and tends increasingly to leave to commercial agencies the provision of trivial, purely ephemeral materials.

The library, recognizing its responsibility to develop adult citizens for the use of books and other media of communication is a necessary and natural part of intelligent living, provides special service for young people. It seeks to direct and stimulate young readers by making available expertly selected collections and skilled individual and group guidance.

In provision of special services for children, the library strives to guide the child toward a love of reading and an awareness of books as a means of satisfying mental, emotional, and activity interests. To integrate this program, the library works closely with parents, schools, and other educational agencies, as well as with the children themselves.

As a tax supported institution, all activities of the library are motivated by the idea of public service. The library is a part of municipal government, and its management must be cognizant of the principles generally accepted and enforced in good public administration. Paramount in the staff member's mind should be the idea that they are a public employee and that the activities of the institution in carrying out its objectives are of first concern. Staff members, as well as the trustees and director, take an active part in community affairs and work consistently toward making the library an integral part of constructive community activities. All library employees avoid public criticism of the library and of administrative policies.

Library service is rendered on a strictly impartial basis to all individuals and groups in the community.

Careful and constant planning with other libraries and institutions in the area avoids needless duplication of service and ensures cooperation and mutual understanding of objectives. The library pursues a liberal policy of inter-library lending to other libraries in accordance with the provisions of the Inter-Library Loan Code.

### **Director**

The Director is the Chief Executive Officer of the library and reports directly to the Library Board of Trustees. The Director has full responsibility for the operation and management of the library, consistent with policies determined by the Library Board.

### **Responsibilities are:**

Supervision of programs, services and personnel.

Makes annual recommendations to the Board of Trustees concerning preparation of the library budget.

Recommends positions needed for the operation of the library and employs all staff members (*with the authorization and approval of the board.*)

The Director is responsible for  
 community and public relations,  
 for building and maintaining the library collection,  
 general administration of the library,  
 supervision of building maintenance, and  
 participation in preparation of the annual budget.

### **Qualifications** of the Director are:

Graduation from an accredited college of university and an accredited library school.

Must meet State Certification requirements.

Knowledge of administrative management principles

Ability to supervise, ability to meet and deal successfully with the public, and

Ability to plan and implement programs.

Shows initiative and motivation.

**General Statement of duties**---This is a highly responsible administrative and professional library work of complex difficulty in directing all operations and activities of the public library system.

Plans, organizes and directs all activities concerned with the administration of library services including a system of branch libraries.

Oversees the preparation of agendas for meetings of the Library Board; attends all board meetings; prepares reports and reviews minutes of the board and advises the Board relative to library system policies.

Confers with the Library Board and Board President on policies and long range library programs and concerning the correlation of such policies; and programs with activities and operations of the local government.

Oversees the employment, retention, promotion, transfer, and termination of library personnel consistent with approved personnel policies, rules, and regulations.

Provides for in-service training.

Administers the borrowing and investment of funds to ensure the smooth fiscal operation of the library system.

Represents the library system at various professional conferences and public meetings.

Supports state and national library legislation.

Makes use of services and consulting personnel offered by district and state library personnel

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Performs related work as required.

**Supervision received**

Work is performed in accordance with board policies and objectives outlined by the Library Board of Trustees  
Reviews work and results through reports to the board at regular board meetings.

**Supervision exercised:**

Supervision extends to the entire staff of the library.

**Required knowledge, skill and abilities :**

Requires comprehensive knowledge of the principles, methods and practices of professional library science and administration.

Comprehensive knowledge of public management principles as they relate to library operations and administration.

Thorough professional knowledge of reader interest levels and group and community interests, and a wide knowledge of professional library literature.

Demonstrated administrative ability and ability to organize, direct, and train a large staff of professional, para-professional, and other library personnel which compose the library system.

Ability to analyze library system services in relation to needs of the community leaders, public officials, professional groups, and the general public.

Ability to speak and write effectively.

**Position: Head Librarian**

**General Statement of Duties-**

This is administrative and professional library work of moderate difficulty in supervising the operation of a library or branch library.

**Examples of Work-**

Supervises personnel in a library or branch library.

Plans and develops continuing and special programs for the libraries; explains program requirements to staff and trains them in revised techniques and procedures.

Maintains contact with community leaders and organizations and modifies library service consistent with community and public needs and established library policy.

Selects books and materials for circulation; weeds existing book, record and other collections; and evaluates gift books for addition to the library collection.

Orders equipment and supplies for the library; arranges for their proper custody and use.

Participates in interviewing candidates to fill vacancies; advises on employee selections, in-service transfers and promotions, and termination's; counsels staff regarding personnel regulations and requirements.

Prepares periodic statistical reports; attends and participates in meetings with the Library Director; correlates work of the assigned unit with that of the other departments.

Prepares budget requests for the library.

Performs related work as required.

### **Supervision Exercised-**

Supervision extends to a small staff of assistant librarians, substitute personnel and custodial subordinates.

Required Knowledge, Skills, and Abilities---Considerable knowledge of professional library principles, methods, materials, and practices, especially as they relate to the field of specialization in which work is to be performed?

Considerable professional knowledge of reader interest levels, books, and authors, periodicals and pamphlet materials, and appropriate library guides and publications.

Administrative ability and ability to supervise and train subordinates in library and associated techniques.

Ability to establish and maintain effective working relationships with other employees, department heads, community leaders, library patrons, and the general public.

### **Desirable Experience, Education and Training-**

Para-professional or Work Experience Certification.

### **Special Requirements**

Possession of a Para professional Certificate or work experience certificate issued by the Kentucky State Board for Certification of Librarians.

### **Position: Cataloging Technical Librarian**

### **Distinguishing feature of the job:**



Broad work assignments. Generally works independently and is accountable for specified results. Exercises a moderate degree of discretion within general guidelines, practices and procedures. Assists in the development and implementation of enhancements/improvements to policies, and services. Develops and implements strategies/activities to achieve desired results. May take on leadership roles. Has and is expected to make use of specialized and/or technical expertise. May train or monitor the work of others. Job performance skills are learned through a combination of library education and library work experience.

**Immediate supervisor:** Library Director

**Positions Directly Supervised:** None- but oversees specific tasks performed by Library Assistants.

**Overview:** Supports the library mission by (1) organizing/cataloguing library materials so they are easily accessed by the public and (2) carrying out public service, circulation and other library tasks as assigned.

### **Job Duties and Responsibilities**

Makes library materials accessible to customers by cataloguing them according to MARC format using the ITS.MARC records database or performing original cataloging.

Works with automation system vendor to address cataloguing and related issues.

Assists in collection development and maintenance, including reclassification and withdrawing.

Interprets the library's mission, policies and procedures in a customer-responsive manner.

Interprets the library's mission, policies and procedures in a customer responsive manner.

Carries out Library Assistant's duties and responsibilities as required.

Performs related work as required and assigned for the efficient and effective operation of the library.

### **Skill, Knowledge, Abilities**

Knowledge of and commitment to excellent customer service.

Ability to work independently, manage time and resources to achieve results and appropriately delegate tasks.

Ability to analyze issues and to exercise good judgement to solve problems and make decisions.

Good interpersonal and communication skills in person, by phone and on-line.

Skilled at working cooperatively and collaboratively with customers and staff to achieve results.

Knowledge of cataloging skills including expertise in MARC records.

Ability to teach cataloging skills to other staff and monitor their work.

In depth knowledge of library materials and services , both generally and specific to HMCL.

Ability to learn, implement, communicate and recommend library policies and procedures.

Ability to both follow and give oral and written instructions.

Ability to master the library's online catalog and automated circulation system including trouble shooting problems.

Ability to see, read and understand catalog records and to apply the information they contain.

Ability to operate, troubleshoot and perform routine maintenance on library and office equipment.

Ability to stand, walk and use hands to perform tasks the majority of the work day.

Ability to type 30 wpm and to efficiently use the computer to carry out job responsibilities.

Ability to carry out Library Aide and Assistant duties and responsibilities.

Flexible, adaptable and able to flourish in a changing environment.

Dependable, motivated and self starter able to work a flexible schedule, including evenings and weekends.

Ability to secure and retain library certification.

### **Education, Training and Experience**

Bachelor's degree with coursework in library science OR post high school education with coursework in library science and relevant library experience.

Status: This is a full or part-time position requires some evening and weekend work.

### **Position: Circulation Librarian**

#### **Basic Function:**

Performs routine and nonprofessional and some professional work in the library such as shelving, processing and maintaining books and other library materials in proper order.

**Distinguishing Features of the Class:**

This classification performs routine work in shelving, circulating and processing library materials in a safe and efficient manner. Some basic clerical work is performed as well. The work follows established practices and patterns, and close supervision is provided whenever special assignments are given.

**Characteristic Duties and Responsibilities:**

Sorts, obtains books for barcoding. Applies bar codes to books and returns books to proper shelves.

Assists in the physical processing of materials, including typing labels.

Checks library materials in/ out and registering new card holders.

Assists customers with directions/ questions, and with using the copier, on line catalog and on line computers.

Sorts, alphabetizes, shelves, and retrieves library materials.

Reads library shelves for order and neatness.

Prepares library materials for circulation and delivers to appropriate area.

Keeps room and areas and some equipment in orderly condition.

Checks in newspapers and periodicals. Sorts and shelves past issues of periodicals and newspapers. Prepare old issues of newspapers and periodicals for recycle or sale.

Loads and unloads books from carts, and/or bookdrop to be delivered to proper area.

Performs basic, routine typing and filing tasks.

Keeps track of overdue books and send ot notices to patrons.

Sends back interlibrary books through courier.

Assists in various library programs by assisting in preparation of program materials and maintaining order among program participants.

Performs minor repairs to library materials.

Sort and carries books for book sale. Mans book sale areas and accepts payment for sale.

Keeps circulation desk clean, orderly and organized. Maintains order and cleanliness of library shelves and halls.

Assists patrons with the use of computers and on line catalogs.

Assists patrons with the use of microfilm machine and copiers.

Assists patrons with use of genealogy materials.

Assists in compiling statistical reports of circulation and collection.

Responsible for collecting fines and charges and delivering these money to the Director.

Performs related work as required and assigned for the efficient and effective operation of the library.

### **Knowledge, Skills and Abilities:**

Ability to alphabetically and numerically (decimal) file accurately, and perform simple clerical work; tact and courtesy; ability to work in a team environment; good judgment.

### **Position: Bookmobile Librarian**

Develops and maintains the bookmobile collection; provides one on one and group training for library patrons. Provides programming for children, youth and adults. Performs reader's advisory service, collection development and acquisitions.

### **Essential functions of the job:**

Drives the bookmobile and keeps vehicle in good working order by scheduling regular maintenance as needed.

Maintains and schedule regular stops.

Sorts, obtains books for barcoding. Applies bar codes to books and returns books to proper shelves.

Assists in the physical processing of materials, including typing labels.

Maintains, develops, process bookmobile collection.

Checks library materials in/ out and registering new card holders

Assists patrons with their library needs.

Checks in and out library materials.

Shelves and maintain collections in an orderly and neat manner

Assists patrons with on line catalog and data base.

Explains library policies and procedures to patrons.

Plans and presents library programs for patron of all ages.

Publicizes library activities and materials through displays and flyers.

Collect statistical data of collection and circulation.

Produces vehicle maintenance reports monthly. Circulation reports as scheduled and data for annual report.

Maintains the cleanliness of the bookmobile.

Maintains laptop and phone equipment.

Other duties as assigned.

**Job requirements:**

Education/Experience

Paraprofessional certificate in five years.

Computer skills

Valid Kentucky driver's license

Skills/ Characteristics

Ability to work independently

Ability to communicate verbally

Ability to work with the public

Requires filing skills

Requires computer skills

Ability to help older/or patrons with limited mobility onto the bookmobile

Physical Demands

Sitting (while driving and at stops)

Mobility

Walking to homebound patrons possibly on grade/ or over rough terrain

Reaching to top shelves

Bending, reaching and kneeling to lower shelves  
 Carrying and lifting of 25 lbs of books or materials  
 Visual ability to drive

*Lunch Hour:*

Closed during lunch hour  
 Sign posted on window during this time  
 No restrictions on where to stop during lunch hour.

*Accident and Mechanical problems:*

Notify Library Director  
 Take Bookmobile to appropriate facility for repair  
 File accident and insurance Report

*Institution Served:*

Bookstope in local stores  
 Day care centers  
 Nursing homes

**Insurance** is provided by the Library Board and implemented by Library Director

**Position: Library Assistant**

**General Statement of Duties –**

This is a non-professional library work of routine difficulty which requires the application of clerical skills to varied library functions.

Work in this class is distinguished from that in Library page and clerical classes by the greater degree to which library fundamentals must be applied in work procedures.

**Example of Work—**

Performs general circulation's duties; registers new patrons; checks in and checks out library materials; computes and collects fines for overdue books; and maintains daily statistical recorders.

Reserves material for patrons and notifies them when reserves are available.

Assists library patrons in using photocopier, audio-visual equipment, and card catalog, and in locating basic reference materials.

Straightens and reads shelves to ensure that they are in proper order.

Assists with special project including story hours craft workshop, and film show; oversees group visits by children to the library.

Files stock reports and other business periodical that must be continually updated.

Assists the public and answer routine request for information

Performs related work as required.

### **Supervision received**

This is an enter level class in library work and incumbents must possess and interest in and willingness to learn the basic fundamentals of library science. Once basic procedures are learned, an employee in this class is excepted to carry out routine duties with minimum of supervision although a superior can be consulted on any unusual or difficult problem.

### **Position: Bookkeeper**

**Objective:** To provide accurate financial records.

To write check for bills and salaries.

Details of the objective

1. Keep accurate single-entry records of library and income and expenditures.
2. Make deposit of income checks.
3. .Write checks for bills and salaries as authorized by the director when approved by the board.
4. File federal, state, country and city forms as required.
5. Provide information for the audit.
6. Prepare monthly financial statement.
7. Prerare W-2 forms at the end of the calendar year.
8. Other duties as required by the director.

### **Qualifications**

Must have a high school education and be able to work well with figures and keep detailed, accurate records.

### **JANITORIAL**

Purpose: To provide cleaning service for the building; to perform minimal maintenance.

Inside Cleaning Duties:

1. Vacuum or sweep all floors weekly.
2. Mop floors weekly unless specified by the director or head librarian.
3. Mop office floors and kitchen weekly.
4. Wax or clean carpet as required by the director or head librarian.
5. Vacuum or sweep lesser used storage areas monthly.
6. Empty trash cans.
7. Clean bathrooms twice weekly, maintaining a regular supply of towels, tissues, and soap.
8. Clean glass doors and plate glass and outside doors weekly.
9. Clean both sides of the windows or doors as needed.
10. Wash tables and circulation desk weekly; wash chairs monthly.
11. Dust or wash tops of bookcases, card catalog, windows ledges, magazine shelves and exposed parts of shelves weekly.
12. Request purchase of materials required to accomplish the above duties.

**WORK WEEK**

Work schedules for the county library director will determine the library employees.

The library director is authorized to alter work schedules as deemed necessary in order to provide the best service in each library facility.

Schedules:

1. Full-time employees work five days, 40 hours per week on the following schedule. 9:00 am-5:00 p.m. with one hour for lunch and two 15 minute breaks, one in the morning and one in the afternoon. \* Schedules may vary as per the needs of the library.
2. Part-time employees work regularly scheduled work hours. However, times may vary according to the library needs with prior authorization for the library director.

**PAYMENT OF SALARY.**

Salary checks will be paid on the 15<sup>th</sup> and the last day of the month. Times may be faxed to the Director or Bookkeeper by the 15<sup>th</sup> (Working day) and the last day of the month (on a working day) by 12:00PM.. Time sheets/cards should be mailed to the director on the last day of the pay period. (Revised on Jan 19, 2006)

Newly hired employees after January 2006 will have pay checks held for a week .  
(Revised on 1/19/2006)

**TIME CLOCKS**



Employees must punch their own time cards. If an employee is out of the library on library business then they may write their times in on the time card. Under no circumstances may any employee punch the card for any one else. Punching any one else time card in ground for dismissal.

### **TARDINESS**

The Letcher County Library recognizes that lateness is sometimes unavoidable. However habitual tardiness is a cause for dismissal? Tardiness is defined as being late in reporting to work, returning from lunch, or returning from breaks. More than three instance of tardiness per month will be considered habitual. In case of inclement weather, except in the events of general transportation disruptions, each staff member is expected to maintain the regular schedule.

### **COFFEE BREAK AND LUNCH**

Lunch hours and coffee are arranged with due regard for service to the public and the efficient functioning of each department.

Lunch break is normal one hour, which is counted as part of the eight-hour working day. Staff member is allowed two fifteen-minute coffee breaks with in an eight-hour working day. These breaks are intended to provide relief during a four segment of work. Breaks may not be used to extend lunch or supper hours, shorten work schedules, or make up time. If a staff member is unable to a break the unused time is cumulative. Lunch and rest periods may not be used to shorten working hours, alter time of arrival or departure, accrue vacation, or count as over time work if not taken.

### **OVER TIME**

Employees shall work over time only when authorized by the director. Whenever possible over time shall be avoided by rescheduling staff hours in the same workweek.

### **DAYS WITHOUT PAY**

The Letcher County Library Board grants twelve vacations, twelve sick days, and ten holidays for a total of 34 paid days off. This is deemed sufficient for most purposes. They're for the practice of taking days off without pay is discouraged. There for the number of days without pay that an employee can take in a year is limited to six. Any more than that will be considered excessive absence and may be grounds of disciplinary action.

### **EXTREME WEATHER OR TRANSPORTATION CONDITIONS**

If Letcher County School is on snow day's delays the library will also be on a delay. In the event of severe weather conditions or other emergency situations, employees will be

notified as to the state of the operation of the library. The director will, if possible, contact each staff member either by telephone or through an announcement over the local radio station.

## **EMERGENCY CLOSINGS**

Emergency library closing may be authorized by the director, chairman, or vice chairman of the board of trustees. Staff members will be notified if they do not have to report to work that day. They will be paid for the number of hours normally scheduled to work.

When the library is open, but extreme weather conditions make it impossible for the staff members to arrive at the regular time, reasonable allowances for tardiness will be made. If the employee can not report for work within reasonable time, they may charge the day off to vacation. The library should, of course, be notified as soon as possible.

If an emergency occurs during hours the library is open the director or, in the absence of the director, the person in charge, may authorize closing. Employees will be paid for any remaining hour scheduled.

When the library is closed for weather or other emergencies, compensatory time off is not allowed for those on day off or on vacation.

### **Revised policy on library closings**

In the event that a library is closed due to a local emergency, (electricity or water off) and is non-weather related, the workers from that library will be required to work in another branch, take the day without pay, or take a vacation day. The Director can have the discretion to allow the worker to work at the closed facility with pay.

Approved on March 28, 1996

## **HOLIDAYS**

A yearly calendar with paid holidays is to be prepared and presented to the board on the first board meeting in January. The following holidays are to be allotted.

*Memorial Day – 1 day*

*July 4th – 1 day*

*Labor Day – 1 day*

*Thanksgiving – 3 days*

*Christmas – 3 days*

*New Years – 1 day*

*Martin Luther Day- 1 day\**

\*(Approved by the Board on July 2001)

## **STAFF ELIGIBLE FOR PAID HOILDAYS**

Full time employees are eligible for all holidays. Staff working less than forty hours per week is not eligible unless the holiday falls on their regularly scheduled workday. Substitute librarians are not eligible for paid holidays.

## **SICK LEAVE**

Sick leave is earned at the following rate:

*40 hr. / week worked earns 8 hr. / month*  
*20-39 hr. /week worked earns 4 hr. /month*

Sick leave may be accumulated for total of not more than 36 days.

Sick leave is granted only when an employee is incapacitated by illness or injury; when hospitalized or confined for observation following illness or injury; when absent for medical, dental, or optical examination or treatment; or when quarantined following exposure to a contagious disease. In the event of critical or server illness in the immediate family (*father, mother, sister, brother, spouse, child residing with the employee, immediate in-laws, or other person residing in the same household.*) sick leave may be taken.

No terminal pay will be authorized for accumulated sick leave.

Employees who are absent more than three days for unconfirmed illness may be required by the department head to submit a physician's statement.

When taking a day of sick leave the immediate supervisor or library director must be notified within a reasonable time period (**not to exceed one hour.**) of the scheduled time to work.

If the sick leave privilege is abused, a doctor's certificate may be required for any sick leave is taken.

Misuse of sick leave shall constitute grounds for dismissal or other appropriate disciplinary action.

## **VACATION**

Vacation leave is earned at the following rate:  
*40 hr./week worked earns 8 hr./month*  
*20-39 hr./week worked earns 4 hr./month*

Vacation may not be taken during the six-month probationary period but the days accumulate at the above rate.

Vacation must be taken within the vacation year in which granted and does not accumulate.

Employees **must** give at least one-week notice before taking vacation days and consideration in granting vacation is dependent upon adequate staffing. Notice must be given to the director.

### **Revised Policy on Vacation (Rev on October 1993)**

All permanent, probationary full time and part time employees accrue vacation leave with pay at the above rates and may be granted to the employee as soon as she/he has earned it. It should be noted that vacation leave is not posted until the first day of the month following the month in which the leave is earned. Employees are required to request the use of the vacation leave from the Director within a reasonable time and must give a week's notice if planning to take more than three vacation days in a series. Maintaining adequate staffing levels will be of primary concern of the Director in approving vacation days.

Vacation leave may accumulate not to exceed 24 days. An employee may be required to take vacation leave if accumulated leave is in danger of exceeding this limit.

In the event of an employee's termination of employment, all accumulated vacation leave must be paid in full.

Leave absences granted for sick and vacation must be taken in at least one hour increments.

### **Medical Insurance Benefit**

All fulltime employees are entitled to full medical insurance. The library pays full medical coverage to every full time employee three months after attaining permanent status appointment as a staff member.

Part time employees and family coverage may be requested by any staff member as long as the staff shoulders the payment of their premiums.

*Approved on August 2002/ Inclusion to the budget Proposal.*

### **OTHER LEAVE WITH PAY**

**Circumstantial leave** occurs when circumstances develop over which the employee has no direct control. In the case of circumstantial leave the employee will not be docked for leave time. These circumstances must fall within the realm of the conditions outlined below:

- A. *Jury duty*
- B. *Court appearances under subpoena or amiss curie.*
- C. *Military duty*
- D. *Quarantine*
- E. *Unusual circumstances such as calamities of nature weather and atmosphere.*
- F. *A calamity declared by the president, governor, county judge, and mayor or board president through the director.*

**Compassionate level** shall be granted to the employee upon the death of the immediate family member of the employee, (**spouse, parent, child.**) Compassionate level shall be five working days for a maximum of forty hours occurring time period. The employee will not be docked from time either from sick leave or vacation time if the special circumstances occur. It will not be considered crucial that the employee report the compassionate level request is beyond their control. An explanation upon return will be considered.

**Funeral leave** it is different from compassionate level in that it is granted for attended the funeral of other family members (**sister, brother, grandparents, uncle or aunts**). Time taken as funeral leave is deducted from accrued sick leave or accrued vacation time. Attending funerals of individuals other than those outlined shall be considered as annual leave for the employee and should be recorded and requested as general annual leave.

### **SPECIAL LEAVE**

Employees special leave with pay and reimbursement to attend professional conference, conventions or short schools, or to visit other cities in the interest of the library shall be authorized by the library director and / or the library board. If the special leave doesn't require the full workday the staff member is expected to report back to work.

### **ABSENCE WITHOUT LEAVE**

No employee may absent themselves from duty without permission of their immediate supervisor. An employee who is absent from duty without permission shall receive no pay or benefits for the duration of the absence and shall be subject to dismissal or other appropriate disciplinary action.

### **LEAVE WITHOUT PAY**

**Definition:** "Leave without pay is defined authorized absence for a specific time during which an employee is not on pay status but retains the right to a job, and usually, seniority. It differs from other leaves in that it is usually granted in response to unusual circumstances and is not a fringe benefit to which employees are entitled." (**Copied verbatim from The Personnel Manual: and outlines for Libraries, American Library Association Chicago, 1977 p. 27**)

Circumstances: Leave without pay is generally granted for the following reasons:

- A. *Extended illness.*
- B. *Extended travel with purpose the library feels is important.*
- C. *Education.*

## **MATERNITY LEAVE**

When it becomes necessary for an employee to interrupt service because of pregnancy, a leave of absence without pay may be granted. Sick leave accumulation may however be used for this. Maternity leave is not to exceed three months.

## **FAILURE TO RETURN FROM LEAVE**

Failure to return to work at the expiration of a leave from absence shall be construed as a resignation unless an extension has been requested and approved before expiration.

## **ESTABLISHMENT AND DIS-ESTABLISHMENT OF POSITION**

The library board and only the library board can establish or dis-establish any library position. Employees to be hired are recommended by the county library director who must follow procedure as outlined in policies for hiring. Final approval of employees to be hired is the prerogative of the library board.

## **INJURY**

An employee shall report any on-the-job injury to their supervisor. The supervisor, upon being notified of such injury, shall complete an accident report immediately and submit it to the director. Leave resulting from on-the-job injury shall be subject to workmen's "*Compensation laws*".

## **CIVIC DUTIES**

No deduction shall be made from an employee's wages or salary due to absence from work because of service as a juror or because of attending court or a coroner's inquest as a witness. Verification is required. If civic duty does not require the full work day, the staff member is expected to report to work when free such as service

## **APPOINTMENT OF LIBRARY STAFF**

### **Appointments**

The library recruits primarily at the entrance level of each class of position, but it must seek applicants, both internally and externally, for vacant positions at all levels. Although its policy is to fill vacancies in higher grades by promotion from within, it is always necessary to ensure that higher level positions are filled the best-qualified people available.

The usual channels of recruitment are followed as appropriate, such as schools, advertising in professional journals and the local press, and contact with

employee agencies and business schools. In such transactions, a description of the job, the qualification required, and the salary schedule is given. Local residents are considered solely on the basis of their qualification and are shown preference only when credentials warrant.

Selection of staff members is based solely on the requirements of the position, with due attention to educational and technical qualifications, as well as personality, intellectual ability, and general aptitude for the position involved. Purely personal considerations do not enter into the selection of staff members, nor is there discrimination or favoritism because of race, sex, marital status, political opinions, or religious beliefs.

1. All applicants are expected to supply the information requested on the application form and to submit names of references that are familiar with their character and abilities. These records are carefully investigated to ensure that the candidates are qualified for the job and meet state certification requirements. Personal interviews at a convenient place are arranged. Ideally the director, staff members, conducts interview.

The director in accordance with the powers vested by the library board makes appointments. Notice of appointment, serving in lieu of a legal contract, is made in writing and specifically describes the position to which the person is appointed, including the classification grade; working title, duties of salary, probation, tenure, hours of service and applicable policies. Acceptance of appointment is made in writing address to the official from whom the appointment came. Such acceptance on the part of the employee is in the nature of a contract and carries with a normal obligation to abide by the terms specified in the letter.

For temporary appointments (i.e. for six months or less

If), preference were given to those with qualifications which would entitle them to consideration for permanent positions. When position are temporary, this is clearly stated at the time of appointment.

Since page work offers an opportunity for financial aid during schools years, but is in no sense a "career services,"page appointments are not permanent and are normally held only by those are still of school or college age.

S substitutes are occasionally engaged for irregular, temporary emergencies, and, when satisfactory, are placed on a standing substitute list. They are subject to call when needed.

The first six months constitutes a probationary period, of the job. Throughout this period the supervisor frequently discusses with the probationer their strengths and weakness and makes recommendations for further improvement.

As the training of probationers is costly and constant turnover is expensive, the library makes every effort to train probationers for efficient services, so that they may be added to the permanent staff. If a new staff member fails to give satisfactory services in the first assignment, opportunity may be offered to prove ability in another position and under a different supervisor of the. A probationer is to be allowed to complete the full probationary period, but is not to be continued in services after the expiration of the probationary period, they are given at least one-month notice prior to the expiration probationer throughout the period. The library is not obligated to retain a satisfactory and

there is little evidence that further training would rectify the situation. If deemed necessary the library has the option to extend the probationary period up to two years.

A staff member who resigns in good standing is eligible for reappointment at a future time and may be considered when an opening is available providing their qualifications are satisfactory. However, the library is under no obligation to give them preferences over other qualified applicants.

### **\*BACKGROUND CHECK AND DRUG TESTING POLICY**

Background check will be required of all employees effective immediately.

All new employees must submit to drug testing before employment and all current employees are subject to random drug testing.

Presence of illegal drugs in an employee's system maybe caused for termination

*\*Adopted on April 2003*

### **SEPARATION**

An employee is expected to give two weeks notice when terminating employment. When termination of employment is at the direction of the library board is obligated to give neither notice nor severance.

### **RE-HIRING**

If for any reason a past library employee is re-hired no probationary period is required. Any accrued benefits are not carried over. The employee does not retain benefits or seniority.

### **TRANSFERS**

All librarians work for Letcher County public libraries system and as needed can be transferred to any and all facilities at the discretion and need of the board.

### **OUTSIDE EMPLOYMENT**

Outside employment or moonlighting is acceptable as long as it does not interfere with scheduled hours or job performance.

### **PROBATION**

All employees are on probation for the first six months of employment. The board may choose to wave probation at its discretion. The employee will be evaluated at three months and at six months to prove guidance on a job performance. The evaluation will be



discussed with the job employee and become a part of their record. If an employee deemed unsatisfactory at the end of the probation period they may be dismissed.

## **DISCIPLINARY ACTIONS AND PROCEEDURES**

In order that all employees will be aware of the disciplinary procedures used in Letter county public libraries, the following is an explanation of the steps of progressive discipline. Intent of disciplinary action is not to embarrass employees, but to correct the problem that an individual is having. The final steps are listed below.

Step 1 **Verbal warning** – does the library director in situations involving disciplinary problems use an informal measure. It is a moderate warning issued to employees verbally, and should include discussion of solutions that will help the employee improve their performance. The supervisor will make a record of such a warning. A verbal warning in and of itself is not an appealable penalization and is not a basis for appeal.

Step 2 **WRITTEN REPRIMAND--** The library director may give an employee a written reprimand as a preliminary disciplinary measure. A copy of the written reprimand shall be placed in employee's personnel file in the agency and a copy shall be given to the employee. The employee shall be given the opportunity to reply in writing to the written reprimand and to include this reply in their personnel file with their written reprimand, in and of itself, is not a appealable penalization and is a basis for appeal.

Step 3 **SUSPENSION**—The library director, upon written notice stating the reasons therefore, a copy of which shall be sent the library board, may suspend the employee with out pay or other compensation as a punishment for disciplinary cause. The period of suspension to be three days. In case of an employee with status, such reasons shall be specific as to the violation, time, place, and persons by name involved in the alleged violation, and be specific description of the alleged activity.

Step 4 **DISMISSAL**—The Board of Trustees at the recommendation of the library director may remove any employee with status only for cause after furnishing the employee with a written statement of the specific reason for dismissal. Such reason shall be specific as to the rule violation, and place, persons, by name involved in the alleged violation, and a specific description to the alleged unlawful activity. Notifications of dismissal that do not properly specify the reasons shall be considered invalid and the employee shall remain on the payroll until such time as proper charges are effected.

Notifications of dismissal shall inform the employee that received, to reply there to in writing, or upon request, to appear personally with counsel and reply to the appointing authority or deputy.

An employee who has status may appeal dismissal as set forth in 101 KAR 1:130 **(discussed in the following section—Appeal procedure).**

An employee who has been dismissed for cause or who resigned while charges for dismissal for cause were pending and who seeks further employment with the state

shall not be certified to the agency from which separated unless the agency requests such certification.

## **GRIEVANCE PROCEDURES**

Employees who have any grievance or personal complaint shall have the right of appeal to their immediate supervisor, director, and then the library board in the order named. Appeal may be made orally or in writing.

Compliant procedure shall be simple and informal. Supervisors may require a signed compliant at their discretion, but all discussion shall be conducted in a manner most conducive to a quick and satisfactory solution.

## **STAFF RELATIONSHIPS**

In public institution the ultimate employer is, of course, the people of the community. The laws and regulations that represent their will are as binding upon the board of trustees and the director as they are upon staff. Each staff member shall have input in formulating the policies and procedures that will enable the library to achieve its major objectives of services to the community. Few important decisions are made without staff participation in thinking and planning. Staff members, formally in meetings and by informal discussions, consider and plan the way in which the program of work and policies can be formulated and the methods, procedures, and practices improved to maintain an efficiently functioning unit. Committees, composed of representatives of the various work units, study specific problems and by so doing, contribute greatly to administrative planning. Further more, suggestions from individual staff members for changes in policy or procedures are welcome and encouraged. Such suggestions may be made, in writing, to the director. It is important that there be effective and systematic communication. Toward this and staff meetings are held on schedule or upon special call and include general staff meetings, branch meetings and meeting of employees engaged in committees.

## **DEVELOPMENT AND TRAINING OF STAFF**

New staff members are given orientation in the general operation of the library, its objectives and history, during the first few days of employment, as well as instructions concerning their own duties. All new staff members are expected to familiarize themselves with the policy and procedure manual.

Each supervisor is responsible for the constant development of staff members. The supervisor is expected to see that employees are thoroughly familiar with the duties of their positions and that they are trained in the efficient performance of each duty. They should be kept in close touch with the evolving plans and policies of the institution. Each individual must be given an opportunity to assume responsibilities for which they are equipped, to find channels for self- development, and to make use of special interests,

knowledge, and abilities. Supervisors may also make recommendations for transfers as a means of in-service training

Training for supervisor is a continuous process, which takes place formally and informally. Through meeting for discussion of the supervisor’s problems, committee assignments, and methods of training, guidance, and direction.

**PERFORMANCE APPRAISALS**

The library has instituted a policy of written appraisal so that both supervisor and employees can have an opportunity to review together the duties of the position and the degree to which these duties are being satisfactorily or extraordinarily performed. It is at this time that the employee should feel free to express personal thoughts as to possible improvements concerning the work and work environment. The evaluation should give praise as well a constructive criticism and should be viewed as an opportunity for a friendly exchange of thoughts and ideas. The director and head of each unit is required semi-annually to evaluate the abilities, performance, and potential of staff members. The evaluation reports represents the formal record of an appraisal interview between each staff member and their supervisors. Singing by the employee does not indicate agreement, only an acknowledgment of the evaluation. Should the employee and supervisor be unable to agree on a point, the evaluation form provides a space for the employee to enter an onion. Should there be a major disagreement concerning the evaluation, the employee may request arbitration. The supervisor is obliged to enter this request upon the evaluation form, said arbitration with the director or Library Board, whichever appropriate, talking place within 10 days of the evaluation. The decision of arbitration is final. During the probationary period reports are required every three months. Like wise, after a temporary or permanent promotion of an employee to a new position involving added or different responsibilities, reports are fault with any staff member during the probationary year, the director and when appropriate board member, discuss the matter frankly with the employees, who maybe given further opportunity to improve or a chance in another assignment.

Evaluation forms are provided for use by supervisors who should receive written and oral instructions in the importance of appraisal interviews and the need for objectivity and frankness. The need for written recorders is obvious for the protection of both the library and the individual. Individual reports are kept in the directors office in a private file, but may be seen upon request by the person rated or the supervisors concerned.

Attachment : Employee Evaluation *Board approved on: December 13, 2006*  
 SCORING SHEET

**LETCHER COUNTY PUBLIC LIBRARIES  
 EMPLOYEE EVALUATION**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Period of Evaluation: From: \_\_\_\_\_ to \_\_\_\_\_

	Unsatis factory	Improvement Needed	Satisfactory	Very Good	Excellent
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	1 point	2 points	3 points	4 points	5 points
1. QUALITY OF WORK Accuracy, completeness, Neatness.					
Follows instructions (Quantity not considered)					
2. QUANTITY OF WORK: Amount of work accomplished					
Completed on schedule (Quality not considered)					
3. KNOWLEDGE: Knowledge of methods, and Other fundamental information.					
Reader's advisory skills					
Reference skills					
Knowledge of computer and technology skills to perform library tasks and to assist library patrons.					
Technical skills					
	Unsatis- factory 1 pt	Improvement Needed: 2 pts	Satisfactory 3 pts	Very Good 4 pts	Excellent 5 pts
4. LEARNING ABILITY Speed and thoroughness in learning procedures, rules and other details.					
Alertness					
Perseverance					
5. WORK HABITS: Organization of work, Care of equipment, facility.					
Deals with safety and security.					
6. ATTENDANCE: Absence and Punctuality					
Good use of work time					
7. RELATIONSHIPS WITH PEOPLE: Ability to get along with others;					
Ethical conduct;					
Relations with public, other employees and					
Telephone manners					
8. DEPENDABILITY: Degree to which an employee can be relied upon to do the job without close supervision.					

9. ATTITUDE and ADAPTABILITY	Unsatisfactory 1 pt	Improvement needed 2 points	Satisfactory 3 pts	Excellent 5 pts	Comment
Enthusiasm for the work;					
Willingness to meet job requirements					
Accepts suggestions;					
Initiative					
Loyalty.					
Responds positively to new or situations					
Performance in new or unusual situations					
Problem solving					
10. PERSONAL FITNESS:					
Emotional stability,					
Physical condition,					
Appearance and Personal habits.					
11. POTENTIAL WORTH:					
Requirements for growth and development in the job					
Acceptance of additional responsibilities.					
12. PROJECTS:					
Creativity					
Execution, follow through					

COMMENTS/Goals for the coming year:

Professional growth and development (Please list continuing education, new skills, in-service training and other growth areas).

Evaluation Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Member \_\_\_\_\_

Comments:

This is a recommended percentages for rating employees to receive a raise every July of the year

		Rating	Comment
Cost of Living (Usually 3% is the cost of living rate among state employees)	3%		
Performance Evaluation:			
Excellent	3%		
Outstanding	2%		
Satisfactory	1%		
Needs improvement	0%		
Unsatisfactory	0%		
Special Project (Creativity, Execution & follow through)	2%		
Total for employee			

Approved by Board of Trustees on December 13, 2006

## **Continuing Education**

Since the Letcher County Public Libraries' staff is required to be certified and recertified, the Board has in its budget, money set for continuing education both for staff and board members. This means that:

- Tuition fees and books for courses are paid by the Board. In the event that a staff fails a course and his/her tuition fee has been paid for by the Library Board, the staff will be required to reimburse the library for the tuition fee except for an extraordinary reason or circumstance and has to be approved by the Director.
- Staff may attend classes during office hours if classes are being offered at that time.
- The Board pays mileage to and from classes. Rate is forty two cents a mile.(Adopted on \_\_\_\_\_)
- Staff may take off a year without pay if an employee wishes to take courses full time and their position will be reserved for the employee if she requests for it.
- Staff may use office hours to do homework and projects to complete their courses.
- An employee is paid her salary while attending workshops and her attendance to workshops are considered working days.
- Lodging and per diem are paid by the Board at hotel rates and a per diem of \$30.00 per day for overnight stays. Lunch fees will be reimbursed not to exceed \$12.00 a day for non overnight trips outside of Letcher County.
- An incentive pay of \$500.00 is paid for one time as soon as a staff achieves initial certification.

*Adopted on June 15, 2006*

## **PROMOTIONS, TRANSFERS, DEMOTIONS, TENURE**

When vacancies occur, it is the library's policy to evaluate for promotion or transfer candidates with the necessary qualification who are on staff. However, the library is also free to seek candidates from other sources in an effort to ensure that the best-qualified person available fills the vacancy.

Whenever confidential information or time limitations do not prevent, announcements are made to the staff of pending vacancies. Request for promotion or transfer to a vacancy, or to a particular type of position, maybe made at any time by any member of the staff who is qualified for the position. Such a request should be submitted to the director in writing.



Promotions are based upon evidence of satisfactory performances, services ratings, promise of future, development, and educational, technical, and personal qualifications. Length of services, unaccompanied by increased efficiency and interest in the work, is a reason against, rather than in favor of promotion. Seniority is a determining factor only when two or more candidates have equal qualifications. Promotion is provisional for at least six months, permanent appointment to the higher grade being dependent upon satisfactory services during this period.

If an appointee fails to meet the requirements of the position as evidenced by evaluations, then the employee is returned to the former grade and salary. Such action does not prejudice future opportunities for promotion.

In case of vacancy, it is sometimes possible to place a staff member on an acting assignment and so to test fitness for promotion. Whenever practicable, this work is given to an employee who is being considered for advancement in salary.

If, for reasons of ill health, age or other responsibilities, an employee is unable to fulfill the requirements of a position, and if circumstances permit, they may be transferred to a position of equal rank involving less strain or to part-time employment.

Promotions and transfers are discussed in advance with staff members concerned, in order to explain reason for moves and whenever possible, to give consideration to employees' wishes.

Following the satisfactory completion of the probationary period, a staff member, unless appointed on a temporary basis, is assured of continuous and permanent tenure as long as duties are performed competently and in accordance with the general policy outlined by the governing body. If necessity for dismissal arises, the employee shall be given the option of hearing after given due and ample notice.

#### **\*Background and drug testing policy**

- Background check will be required of all employees effective immediately.
- All new employees must submit to drug testing before employment and all current employees are subject to random drug testing.

*\*Adopted on April 2003*

#### **STAFF OBLIGATIONS**

**DRESS** each staff member is expected to dress suitably for the position held. Staff members who work with the public are encouraged to take special care with their grooming and dress.

**ATTITUDE** Staff members are the library's ambassadors of good will. Patrons should always be treated in a courteous, helpful and obliging manner.

**COMPLAINTS** In cases when a patron is upset over situation or policy, the staff member should ask the supervisor to handle it. When the supervisor is unable to solve the problem the director should be called in.

**PROBLEM PATRON** Each library is responsible for maintaining peace and order in its areas. All employees are requested to be observant- reporting problems to the head librarian who must act immediately. The head librarian must not hesitate to call the police for assistance.

**PUBLIC RELATIONS** Courteous treatment of the patron is the best form of public relations. All staff members are expected to use good judgment when dealing with patrons. Staff members should direct news reporters to the director. Flyers, press release, and interviews must be likewise be cleared through the director.

**WORK PERFORMANCE** Staff members are to be punctual and strive for the best job performance possible. In order for the library to provide quality service, everyone must be accurate and pay close attention to detail. Quality work is necessary to warrant salary increase

**PRINCIPLE OF CONFIDENTIALITY**. All transactions between the library staff and patrons are confidential in nature. The library is obliged to protect the privacy of its patrons. This includes registration files, circulation records, and reference transactions. Violations of patrons right to privacy maybe considered grounds for dismissal.

**CONFLICT OF INTEREST** Staff members must inform the director of any possible conflict of interest between their own or their family's business and library purchasing or contracting.

Staff member must not accept any premium or "**gift**" which would be considered as a bribe, kickback, or its equivalent in connection with their library position.

**CODE OF ETHICS** Staff members have a special responsibility to maintain the principles of the ALA LIBRARY BILL OF RIGHTS and the FREEDOM TO READ STATEMENT

**TELEPHONE ETIQUETTE** The library is judged every day by the manner of those who talk to patrons by telephone. These directions have been prepared to help staff members use the phone to the best advantage.

1. *Answer calls promptly.*
2. *Identify the library then yourself.*
3. *Reference calls: when they can't be answered immediately, ask for the callers name and indicate they will be called as soon as possible.*

## **STAFF BORROWING OF MATERIALS**

The staff is subject to the same circulation and lending policies that apply to library patrons. All lending of materials will be decided on a first come first serve basis with no consideration being given to seniority or position.

## **CHILDREN OF LIBRARY STAFF**

Children of the library employees are welcome for regular library use and subject to the same library policies involving children's services. However, the library reserves the right to request that staff members not bring their child during working hours for extended periods and / or it having the child present interferes with job performance.

### **\*Use of Facility and equipment after hours**

Any employee who uses the facility and equipment after office hours – for any reason-work related or personal reasons must ask approval from the Director.

**Non-emergency** personal use is prohibited except in case of employees who are taking courses and want to work on projects using the library's resources.

Employees using the library without clearance are given one verbal and written warning and asked to sign a copy of the policy stating that they have read the policy and understand that their second offense will result in termination of position in the library.

*\*Adopted on: July 21, 2005*

## **SEPARATION OF SERVICE**

Resignation are submitted in writing to the director. Two weeks notice is requested, under ordinary circumstances. Whenever possible, exit interviews are held with all full-time staff. Dismissals are made by the director in accordance with the vested powers from the board.

**INCOMPETENCE OR UNFITNESS.** *No arbitrary discharge shall threaten the security of staff members on permit appointment.* Since the fitness of the staff members is carefully tested and reported on during the probationary year, it is expected that cause for dismissal will not arise except under unusual circumstance or changed conditions. Dismissal for incompetence, insubordination, or mental or physical disability man, however, be made for the good of service. If the work of a staff member is unsatisfactory, they shall be advised by the supervisor. If, within a reasonable time, the employee fails to improve the quality or quantity of work so that its meets the required standard, they will be warned and, if circumstances warrant such consideration, transferred for trail to a different type of work or to another unit. If dismissal is indicated, two weeks notice is given. The employee concerned may request a hearing before the director and the board.

**INFRACTION OF LIBRARY POLICY** Regarding personal conduct, operating procedures, and public service will be grounds for dismissal. Termination will depend on upon the seriousness and nature of the infraction. Drinking of alcoholic beverages on the job grounds for termination. Repeated tardiness or excess absenteeism would be grounds for termination if continued after due warning is given.

**TERMINATION FOR CAUSE.** A staff member, guilty of conduct which criminal, infamous, or dishonest in the eyes of the law, is subject to dismissal. A staff member, charged with an offense which may necessitate termination for cause, may be suspended without pay pending the outcome of the hearing. If the employee is cleared by investigation, restitution of unpaid salary is made.

**MALFEASANCE** or evidence the employee has converted public property to personal use, or pilfered, shall be grounds for dismissal without prior notice.

**FINANCIAL EXIGENCY** In the event of clearly evident financial exigency, urgently needed retrenchment, or the discontinuance of an activity, it may be necessary to terminate the service of staff member. In this case the employee first affected shall be those with the poorest service records, and then those with the shortest periods of service. In such cases, as long a notice is given as possible. Every assistance possible is given the employee in finding a suitable position elsewhere, including an explanatory statement for use in seeking position.

**RETIREMENT AGE** The retirement age for all staff shall be upon the individual's 65<sup>th</sup> birthday, but the board may allow continued employment beyond that age.

**DEMOTION** An employee may be demoted for just cause, in the interest of good discipline. Demotion may be accomplished by reducing pay within the salary range of the position held or by assigning the employee to a position of lower salary. An employee may request voluntary demotion to a less difficult position when it would be to their advantage and to the good of the library.

## **PROCEDURE FOR CHANGING LIBRARY POLICIES**

Any library policy which needs revision is to be recommended to the *Policy and Procedure Committee* for reevaluation. Their recommendation of a re-write policy is to be submitted to the Board at the next board meeting at which time the board may retain the prior, adopt the revised policy or return the policy to the committee for further study. All policies are in effect until such time as they revised and adopted by the Board.

## **BUDGET**

Annually, well in advance of the beginning of the new fiscal year, the library director and the budget committee, composed of minimum of three members including board members and staff, should prepare a preliminary budget for board.

The budget is the fiscal expression of the library goals, objectives and planning. The budget is a planning tool to assess need and services that require funding as well as a method for record keeping.

### Procedures for Accounting

In accordance with Kentucky statute 173.540, the treasurer of the board shall:

- A. *Have the custody of all money, securities, and obligations belonging to that district, and shall disburse money for only the uses and propose of the district and in manner prescribed by the bylaws on itemized vouchers allowed by the board, signed by the secretary and the counter-signed by the president.*
- B. *The treasurer shall keep or see that an accurate account of all receipts and payments is kept.*
- C. *The treasurer shall render statements of accounts, funds, and books whenever required by the board.*
- D. *The treasurer shall have all accounts and records fully made to the last day preceding the annual budget meeting and present the same to the board at its annual budget meeting.*

All records are to be kept open at all reasonable times for inspection of the auditor of public accounts.

Librarians will submit all invoices and all payments to director on itemized payment vouchers one week prior to the monthly board meeting.

Librarians will prepare monthly budget reports and submit to the library director the week prior to the monthly board meeting detailing all programs and expenditures for the next month.

## CHILDRENS' SERVICES

### **DISCIPLINING OF CHILD PATRON:**

It is not the Letcher County Library Policy for librarians to be responsible for the discipline or training of children however, when the safety of the child or the preservation of the library materials correction is necessary the following guidelines apply.

- 1) No library employee may use physical force to correct a child.*
- 2 )A verbal reminder of correct library behavior is suggested.*
- 3 )If after a verbal warning the child 's behavior doesn't cease then the parent / guardian should be notified.*
- 4) If the child is not accompanied by their parent the child may be asked to leave the premises. If this isn't sufficient then the parent / guardian is to be notified.*

**GENERAL RULES OF BEHAVIOR:** No running or disruptive play in the library as it is hazardous to themselves and others. No placing of feet on tables or furniture. No climbing in or around the bookshelves.

The use of the library as a babysitting service by parents is discouraged.

Under no conditions shall a librarian drive a child home without written consent of the parents.

**LIBRARY USE BY PROFIT AND NON- PROFIT ORGANIZATIONS**

There is no charge for the use of the library facilities by a non- profit organizations. There will be a charge to profit organization of a stipend, based on a sliding scale, to cover library expenses.

**GIFTS**

Gifts can be a welcome sight if they are of use to the library, but they can be mixed blessings when they cause difficulties in administration, or do not belong in the library at all. The library does not provide an appraised value for the gifts received. The librarian should complete the gift receipt form and make a copy. The original should be given to the patron.



### Gift Receipt Form

Date: \_\_\_\_\_  
Name of Donor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Item Donated: \_\_\_\_\_  
No of paperbacks \_\_\_\_\_  
No of hardback books \_\_\_\_\_

Other items donated:

The Letcher County Public Libraries appreciates the donation of materials but maybe unable to use the gift for its collection: Therefore, please check your preference below:

\_\_\_\_\_ This gift maybe given to the Regional Library System. The gift may also be sold, with the proceeds used to further develop the collection.

\_\_\_\_\_ I wish to be notified if the gift cannot be added to the collection, so that I may pick up the unneeded portion of the gift.

We appreciate your thoughtfulness , once donated, the items becomes the property of the library.

Accepted by: \_\_\_\_\_

**Computer & Internet Use Policy.**

**Guidelines for Staff Use of Library Computers and the Internet**

**Contract**

### **Community Room Policy**

The Letcher County Library Board of Trustees makes available meeting rooms for use by non-profit groups for non commercial, cultural, informational, educational, intellectual, recreational, social and civic purposes. Rooms are available to the general public regardless of age, sex, race, national origin or physical abilities.

Room availability is contingent upon library sponsored programs or meetings. The library will have priority at all times. The library reserves the right to determine the use of the room and the right to cancel and reschedule a arrangements at its discretion with or without cause or reason without liability. The ultimate authority for the legitimate use of the facilities lies with the Board of Trustees.

Rooms available for meetings are:

#### **Harry M. Caudill Memorial Library**

- The Health Education Center Auditorium (two adjoining halls) capacity is 50-200 people
- Classroom A (Future computer room) capacity is 30 people
- *Classroom (Periodicals) –capacity is 20 people*

#### **Blackey Public Library**

The Blackey Public Library meeting room has a capacity of 50 people.

#### **Jenkins Public Library**

*The Jenkins Public Library can accommodate 40 people.*

**Lillian Webb Memorial Library** *has no separate meeting room, however, the reading area may be used for meetings if it does not interfere with library services.*

This policy and regulations apply to all of the public libraries in Letcher County.

## Regulations

1. Groups may not exceed the stated capacity of the room.
2. Smoking is not allowed in any of the rooms.
3. Access to the Main Floor and Basement of the HMCL is restricted to the general public after library hours except for handicap access via the elevator. Blackey Public, Jenkins Public and Lillian Webb Memorial Libraries collection areas are likewise restricted.
4. Tables and chairs will be furnished however, groups must set up for their own meetings.
5. One adult individual shall be responsible for signing reservation sheet and be in charge for the care and use of the room.
6. Garbage is to be picked up, stored in plastic bags and taken out of the rooms.
7. *Use of the room is free if used for educational and cultural purposes. However a fee of \$20.00 (twenty dollars) per room will be charged for social events including entrepreneurial purposes. This money is for utilities charges. An additional \$10.00 will also be required for deposit and is refundable based on the cleanliness of the room after its use.*
8. Library is not responsible for furnishing of phones or parking arrangements.
9. **KEYS: Jenkins Public Library and Lillian Webb** meeting room users may pick up keys a day before the meeting and have to be returned not later than the following day. **HMCL** will not issue any keys but will prop open the meeting rooms before any event. Patrons are encouraged to utilize the back door entrance to the library when attending events at the conference room. **Blackey** has arrangements with a responsible person to open and lock the library after library hours.
10. The library accepts no liability or responsibility for any damage to persons or property arising from the use of the meeting rooms.
11. Groups will be held responsible for damages to the building room and property incurred during the meetings. Any group or individual abusing / or misusing and non compliance of our rules and policy will be denied future use of the meeting rooms.

*Revised and approved on May 18, 2006*

## Fee Policy on Meeting Rooms

### Fees:

The use of all the meeting rooms is free to the public if *used for educational and cultural purposes*. However, a fee of \$20.00 dollars per meeting will be charged for *social events* including *entrepreneurial purposes*. This money is for utilities charges. An additional \$10.00 will also be required for deposit and is refundable based on the cleanliness of the room after its use.

Repairs for damages of library property will be charged to the person/ or organizations responsible and may be denied future use of the room.

Events in the conference rooms may be held for a maximum of 4 hours. We will reserve only two parties a day: one for AM and one for PM. A whole day will not be allowed unless for educational purposes.

The library will not be reserved on Sundays or holidays unless approved by the Director or the Board.

Adopted on:

*February 21, 2002*

Revised on:

*Date:5/15/06*

## Procedures for Conference Rooms

Before accepting reservations for rooms, please observe the following procedures:

1. Take the reservation and find out if the date has been taken in our calendar.
2. If not, take the name of the person making a reservation. Put this information in our calendar, contact phone number and time of the party.
3. Reservations for programs such as: Hippy, Social Services, KRADD, Depositions or anything educational will not be charge any fees, but still need to adhere to our policies.
4. Social activities such as Showers, birthdays, Home Interiors, Tupperwares, Pampered Chefs and the like will be charged.
5. Fees are: \$20.00 for utilities and \$10.00 deposit for maintenance .
6. **We will take just two parties a day: one for AM and one for PM. Maximum use is for 4 hours. A whole day will not be allowed unless for educational or cultural purposes.**
7. The following information will be in the calendar:
  - Name
  - Contact phone
  - Time of party
  - Amount of deposit
8. Initial if you received the money.
9. Deposit money will be returned upon the satisfactory condition of the room.
9. **The library will not be reserved on Sundays. Sundays and holidays may be reserved if approved by the Director.**

**Lina Tidal**  
**5/18/2006**



## Community Room Receipt

Copy for Patron : Name \_\_\_\_\_ Date \_\_\_\_\_

## Checklist for groups

1. Are all the lights turned off?
2. Have you checked kitchen and bathroom faucets and commodes to be sure that water is turned off?
3. Have all the garbage been picked up, stored in plastic bags and brought out of the building?
4. Are all chairs and tables wiped clean?
5. Have all the chairs folded and stored in the chair rack?
6. Has the floor been swept? (If soda or water has spilled on the floor has it been mopped and wiped?)
7. Are all the doors locked?
8. **BATHROOMS:** Please check that all bathrooms are cleaned and garbage taken out of the rooms.

Deposit Receipt \$10.00

Utilities Charged \$20.00

Check: \_\_\_\_\_

Cash: \_\_\_\_\_

Total:

Deposit will be refunded upon the cleanliness of the room after its use

Accepted by: \_\_\_\_\_

Harry M. Caudill Memorial Library

**RESERVATION SHEET**

Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone: W \_\_\_\_\_ Home \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Time \_\_\_\_\_

Room reserved: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_

I agree to abide by the Library's Meeting Room Policy and comply with the regulations for the use of the facility. I understand that misuse of the meeting room will prohibit me from using the rooms in the future.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Deposit \_\_\_\_\_

Utilities Charges: \_\_\_\_\_

Money reimbursed to patron: \_\_\_\_\_ Date \_\_\_\_\_

**INVESTMENT POLICY**

*(Adopted on December 7, 1994)*

**EQUIPMENT POLICY**  
*(Approved on August 21, 2003)*

**FAX POLICY**

*Approved on: August 19, 2004*

**Fax Policy**

A \$1.00 fee will be charged for the first page of all incoming and outgoing documents. Second and succeeding pages will be .50 per page.

International faxes will be \$2.00 first page and 1.00 each for succeeding pages.

**Displays and Exhibits Policy**  
(Adopted On: November 30, 2003)

As an educational and cultural institution, the Letcher County Public Libraries welcome exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

Exhibits displayed are on a temporary basis and not permanent.

The director shall accept or reject material offered for display based on its suitability and space availability.

Exhibits may be displayed for a period of two weeks and not to exceed 4 weeks. Exhibits may be extended at the discretion of the Director for unusual or high interest value of the exhibit.

The Director has the authority to reject or display items, select display area, and time of display.

The Director has control of the displayed items for the duration of display time.

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 displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

*The Letcher County Public Library Display and Exhibit Release*

*I, the undersigned, hereby lend the following works of art or other material to the \_\_\_\_\_ Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.*

*Exhibition to be held in the \_\_\_\_\_*

*During \_\_\_\_\_*

*Description of materials loaned \_\_\_\_\_*

*Signature \_\_\_\_\_ Date \_\_\_\_\_*

*Address \_\_\_\_\_ Telephone \_\_\_\_\_*

*Adoted on November 20, 2003*

## **SEXUAL HARASSMENT POLICY**

It is against the policies of this employer, and illegal under state and federal law, for any employee, male or female, to sexually harass another employee. This employer is committed to providing a workplace free from this unlawful conduct. It is a violation of this policy for an employee to engage in sexual harassment.

Harassment on the basis of sex is a violation of *Title VII of the Civil Rights Act of 1964 and of State law*. Sexual harassment, either verbal or physical is an unlawful employment practice and will not be tolerated by the Letcher County Public Libraries.

The Letcher County accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

### **What is "sexual harassment"?**

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- (2) submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of an employee's body;
- touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask an employee to socialize on or off-duty when that person has indicated s/he is not interested;
- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;

- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation;
- off-duty conduct which falls within the above definition and affects the work environment.

#### **What this employer will do if it learns of possible sexual harassment**

In the event this employer receives a complaint of sexual harassment, or otherwise that reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The employer is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint. Every supervisor is responsible for promptly responding to, or reporting, any complaint or suspected acts of sexual harassment. Supervisors should report to the Director, or to the Chairman of the Board of Trustees.. Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this policy.

Care will be taken to protect the identity of the person with the complaint and of the accused party or parties, except as may be reasonably necessary to successfully complete the investigation. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation.

If the allegation of sexual harassment is found to be credible, this employer will take appropriate corrective action. The employer will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, or agent who has been found by the employer to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal.



If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies .

**What you should do if you believe you have been harassed**

Any employee who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that *such* conduct is offensive and must stop. If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the Director .and a diary of events and the names of people who witnessed or were told of the harassment, if possible.

Adopted on 1995?

## **Circulation Policy**

### **A. Registration**

Any resident, student and employee, and any tax payer of Letcher County may register for a library card.

All borrowers must be registered and must have a valid patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

*(See Attached card)*

Identification is required. A driver's license or student ID is preferred; however, any other official ID or recent piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after **five** years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

To register patrons the following are categories:

Children: Infants to 12

Young adults: 13 -18

Adults: 19 up

### **B. Lost or forgotten cards**

If a patron loses his/her library card, he should notify the library as soon as possible and all patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. Any individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

### **C. Replacement of lost cards**

A fee of 5.00 will be charged to a patron for replacement of a lost card.

### **D. Loan periods**

1. 2 weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out over night.
3. Interlibrary loans are due the date indicated by the lending library.

4. Books may be renewed once if there is not a waiting list for the title.
5. Current issues of periodicals do not circulate.
6. *Non-current periodicals may be checked out for two weeks and may not be renewed.*
7. *Two weeks for audio books and CD's a deposit of \$10.00/ per title will be required.*
8. 2 days for videocassettes and DVDs a limit of two per family.
9. Videos and DVDs are renewable for two days.
10. Genealogy materials are for room use only.
11. Review manuals are for two weeks and a deposit of \$10.00 is required.  
Review materials may be renewed for two weeks if there is not waiting list.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is a limit of 10 books on the number of items a patron can borrow at one time, and a limit of 20 paperbacks. Day care providers and teachers may check out 20 books at a time for classroom use. If there is a high demand for materials, (e.g. school assignments) the librarian can limit the number of books per patron.

#### **E. Reserves**

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by postcard or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

#### **F: Holds and renewals may be made by person, email or telephone**

#### **G. Fines and charges**

*There will be an overdue fine of \$.05 per book per day (including days when the library is closed).*

*Videos/DVD's and audio CD books are 2.00 per day.*

*Main Library and branches may collect overdue fines if books are returned to the library's location.*

#### **H. Overdue Notices**

Overdue notices generated by the automation program will be printed and sent to patrons every first week of the month. TLC automatically charges replacement cost after two notices.

A first notice is sent after the material is due. If the material is not returned within a designated period, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged

### **I. Damaged materials**

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower.

### **J. Confidentiality**

The Letcher County Public Library adheres strictly to all sections of Kentucky Statute regarding the protection of the confidentiality of its users.

Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, or to persons authorized by the individual to inspect such records.

*Revised and Adopted on February 17, 2005*

## **Interlibrary Loan Policy**

*Adopted on January 19, 2006*

The Letcher County Public Libraries will accept requests for interlibrary loans via email, mail, telephone or walk ins from any Letcher County library card holders in good standing. Being a member of Solinet, the Letcher County Public Libraries will abide with the rules and priviledges of Solinet members.

ILL requests are accepted year round and delivery of loan materials will depend on courier and postal service.

Patrons may request a maximum of six books at a time and availability of materials will depend on lending library. Due and renewal dates will be determined by the lending library.

The shipping charges of materials will be free of charge unless specified by the lending library.

Patrons who fail to return interlibrary loan items shall be barred from this service until the return or payment for the items and result in a permanent ban. Payment is designated by the lending library.

Items that are not picked up by the patron within five days after notification will be returned to the lending library by the due date.

## **Interagency Interlibrary Loan Policy**

The Letcher County Public Libraries will accept interlibrary loan requests via OCLC , mail , email or by phone . Being a member of Solinet, Letcher County Public Libraries will abide with the rules and priviledges of Solinet members.

ILL requests are accepted year round and delivery of loan materials will depend on courier and postal service.

Fulfillment of interlibrary loan requests will depend on the availability of materials of the Harry M. Caudill Library. Items may be checked out for a month and renewed for another two weeks and may be recalled at any time.

The shipping charges of materials from the Letcher County Public Library will be free of charge.

Genealogy materials may not be loaned out however photocopies may be made and a charge of .20 (twenty cents ) per page will be charged to the borrowing library/patron.

Requesting library will be responsible to abide by copyright laws.

The cost of items lost will be charged to the requesting library. The cost will include the replacement price of the item and \$5.00 processing fee.

*Adopted on January 19, 2006*

## **COPYRIGHT**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of those specified conditions is that the photocopy or other reproduction is not to be “used for any purpose other than private study, scholarship or research”. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use”. That user may be liable for copyright infringement.

This institution reserves the right to refuse or accept a copying order if, in its judgement, fulfillment of the order would involve the violation of copyright law.

This notice will be posted near each copy machine and will appear on all of interlibrary loan request forms.

*Adopted on January 19, 2006*

## Collection Development

**COLLECTION DEVELOPMENT**

*Adopted by the Board of Trustee of the Letcher County Public Libraries on September 19, 2007*

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**LIBRARY GOAL FOR COLLECTION DEVELOPMENT**

The Letcher County Public Libraries shall select, organize and maintain a quality collection of library materials which will provide a basis for community information, education, recreation and historical preservation in the Library District.

**PURPOSE OF THE COLLECTION DEVELOPMENT/SELECTION POLICY**

The purpose of the Letcher County Public Libraries collection development/materials selection policy is to guide librarians and to inform the public about the principles upon which selection is made. A policy cannot replace the judgment of the librarian, but stating goals and indicating boundaries will be of assistance in choosing from the array of available materials.

**DEFINITION OF MATERIALS SELECTION**

“Selection” refers to the decision that must be made either to add material to the collection or to retain material already in the collection. “Library materials” and other synonyms as they may appear in this policy have the widest possible meaning; all forms of contemporary, recorded mass communication, from the traditional printed forms to the latest developments in non-print media, are therefore included in this definition.

**RESPONSIBILITY FOR SELECTION**

Responsibility for the initial selection of books and other materials shall lie with the professional staff. Designated staff members are responsible for specific areas of the total collection. Other staff members and the public may request materials for consideration. The ultimate responsibility for selection rests with the Library Director operating within the framework of policies determined by the Board of Trustees of the Letcher County Public Library.



### **GENERAL PROCESS FOR SELECTION**

Selection shall be based on the merits of a work in relation to the needs, interests and demands of the entire community. Basic to this policy are the “Library Bill of Rights,” the “Freedom to Read Statement,” and the “Freedom to View Statement” as adopted by the American Library Association, and to which this library subscribes.

Materials that some portion of the community may find objectionable shall not be automatically rejected. Selection is made on the basis of whether the item presents life in its true proportions, whether characters and situations are realistically presented, whether the item has literary, artistic, or informational merit, and whether the item is representative of a current trend or genre.

Based on the services it is expected to perform, it is the responsibility of the library to provide circulating, reference, and resource materials for the public. Special collections shall be developed and maintained when indicated by community interest.

### **SPECIFIC PRINCIPLES FOR SELECTION**

The following principles will be taken into consideration when selecting item to be added to the collection:

1. Contemporary significance or permanent value.
2. Accuracy of content.
3. Authority of the author or producer.
4. Relation of the work to the existing collection.
5. Price, format and ease of use.
6. Availability of information in the subject area.
7. Availability of material elsewhere---holdings of other libraries in the area are considered in developing the Library’s collection.
8. Adequate coverage of controversial issues.
9. Response to popular demand, including a representative sampling of experimental or ephemeral material.
10. Insight and/or perspective into human and social conditions.
11. Artistic merit
12. local interest or relevance
13. Standard book selection tools such as: *Library Journal*, *Booklist*, etc will be used in the selection process.
14. Legal and medical works will be acquired only to the extent that they are useful to the aly person.

Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of children, Children’s books will be selected with the age and educational level of the children in mind.

### **TEXTBOOKS**

Providing textbooks and curriculum materials is the responsibility of schools. Textbooks may be purchased for the collection when they supply information in areas in which they may be the best or the only, source

of information on the subject. The public library shall not assume responsibility for purchasing textbooks for wide and general distribution.

**GIFTS** (*See also Gift policy adopted on 1994*)

A gift for the library collection may consist of materials or funds for the purchase of materials recommended by the library staff, or for the purchase of specific items suggested by the donor and recommended by the staff for inclusion. The library encourages gifts not earmarked for specific items to permit the most flexible use of the donation for the enrichment of the collection.

**GIFT CRITERIA**

Gift additions shall meet the same selection criteria as purchased materials. In some cases, titles are received which could not have been acquired from library funds because of budget limitations.

If gifts of marginal value are offered, processing costs and use of shelf space are considered before the gift can be accepted. Any gift accepted by the Library shall be subject to the following conditions:

1. The library retains unconditional ownership of the gift.
2. The library makes the final decision on its own use or disposition of the gift.
3. The library reserves the right to decide the conditions of display, housing, and access to the donated materials.

Any offers of substantial worth (i.e., equipment, art objects, special collections, etc.) should be referred to the Library Director. Such offers will be accepted/rejected based on considerations of need, appropriateness, maintenance, precedence, etc. Any gift accepted shall be subject to the conditions of acceptance outlined above.

**DETERMINING VALUE OF GIFTS**

The library shall not affix a value for income tax purposes to any gift accepted. This is the responsibility of the donor. The library will acknowledge the gift by letter. It is the donor's responsibility to maintain all personal records pertaining to a gift for which he/she is claiming as a tax deduction.

**COLLECTION MAINTENANCE**

The Library Director shall establish procedures for maintaining the collection and retaining it in attractive and usable condition.

**REPLACEMENT**

It is the Library's policy not to automatically replace all books withdrawn because of loss, damage or wear. Need for replacement in each case is judged by two factors: (1) the existence of adequate coverage in the field by similar material, especially if there is later and better material; and (2) demand for the specific title.

**BINDING AND MENDING**

Keeping materials in good physical condition is essential. Decisions must be made continuously on how to handle worn books --- whether to mend, bind, or withdraw them. Each decision is based on the condition of the book, current validity of its contents, availability for reorder and cost of binding versus replacement. Replacement is preferable to binding if costs are comparable. Binding is preferable to mending if a title is expected to have long-term usefulness, as for example, genealogical material. Mending is done only when need is detected early and the result is an attractive appearance.

**WEEDING**

Weeding is selection in reverse---it is the withdrawal of items no longer suitable for or useful in the collection. Weeding is a thorough and conscientious effort to achieve a well-balanced collection and it should be a continuous and consistent process. Factors to be considered in weeding are:

1. Physical condition of the material.

2. Slow-moving material not listed in standard sources; e.g. Fiction Catalog.
3. Items containing subject matter no longer of current interest.
4. Multiple copies of titles no longer in demand.
5. Old editions replaced by later revisions of non-fiction titles.
6. Retention of local materials and materials by Letcher County and Kentucky authors.

### **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Library Director shall establish procedures for evaluating and responding to any citizen request to expunge or add specific materials to the library collection.

### **CITIZENS' REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Individuals or groups may occasionally question the suitability of particular books or other materials for the library collection. In the event a patron a person/groups request that a specific work which is in the collection be removed from the library, the following actions will be taken:

1. The Library Director or a staff on duty and the patron will discuss the patron's reasons for the request, and the Director or staff will explain the library's materials selection policy. If the person wishes to pursue the matter, he or she will be provided with a copy of this policy and a reconsideration form.
2. The patron will fill out the in full the reconsideration form, giving specific data required.
3. Upon receipt of the signed form, the Director will examine the material in question, the issues raised, and the circumstances involved. Director will then make a decision to remove or retain the material in question.
4. The Director will respond in writing to the complainant within two weeks of receipt, and will inform the individual of the availability of a Board meeting.
5. If the complainant desires a Board meeting, the material, reconsideration form, and other relevant material such as book reviews will be presented to the Board at its next regular meeting.
6. The Board will review the materials and the reconsideration form listing the patron's objections. Final resolution of the matter will be made by the Board with the guidelines for selection in mind.

Materials will remain in circulation while under challenge until a decision to remove them from the collection is made as outlined in #3 or #6 above.

Attachment:

### COMPLAINT FORM

The Letcher County Public Library has received your complaint about the book/material listed below. In order to give it the necessary consideration, will you please complete the following questionnaire and return it to the Director's office?

Date \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Complainant represents: Himself \_\_\_\_\_ Herself \_\_\_\_\_ Group \_\_\_\_\_

1. Did you read the entire book? \_\_\_\_\_ If not, what parts? \_\_\_\_\_
2. What do you object to this book?
3. To what specifically in the book do you object?
4. What do you feel might be the result of reading this book?
5. For what age group do you recommend this book?
6. Are you aware of the judgment of this book by professional critics?
7. What review of this book have you seen?
8. What would you like your library to do about this book?

Signature of Complainant \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

## GENEALOGY

The library attempts to acquire genealogical materials that will be of interest to the community while at the same time not replicating the resources held by other libraries in the region. Material selection is the sole responsibility of the director, though suggestions from local genealogists will be considered. All care will be taken in the case of weeding the genealogy collection; however, physical condition may warrant selective weeding. No genealogical materials from the reference genealogy collection may be checked out. In addition, no genealogy materials may be requested through Interlibrary Loan.

Letcher County Historical and Genealogy Society: . *(Adopted on October 2001)*

All materials donated by organizations such as the Letcher County Historical and Genealogy Society or individuals to the Genealogy Section become the property of the library. Genealogy materials that are added to the collection are permanent will be processed according to library rules of cataloging

## VIDEO/DVD SELECTION CRITERIA FOR LIBRARY-SPONSORED VIEWING DURING PROGRAMS

These materials should fall within the parameters of the selection policy for the collection.

- Only materials covered by paid viewing rights for public performance will be shown, in accordance with state, federal, and international laws regarding copyright and intellectual property. Other materials that do not fall under the jurisdiction of such paid rights will not be shown without express release or permission from the creator(s) of the material in question.
- A library staff member or volunteer should be present at all times during library-sponsored viewing
- Materials will be a part of regular programming designed by a panel of two or more selectors. Selectors may also include trustees, other regional library personnel with background in selection, and members of youth or adult advisory boards. Performance will be tied to a library theme. Unrated films will not be shown unless they fall into the category of local-interest/high-interest documentary. Non-rated documentaries will be shown only at adult programs (those designed for ages 18 and over).
- All programming will show only films for the appropriate age group, and will be advertised accordingly and only those films bearing a G rating will be shown for elementary-school-aged participants; films shown for teens must bear G, PG, or PG-13 ratings.
- 
- **LIBRARY-SPONSORED PERFORMANCE MUST BE HANDLED CAREFULLY.** The collection itself is (or should be) a diverse collection of materials presented in a non-judgmental atmosphere so that each patron may choose according to his personal beliefs or need for information. Library-sponsored performance is different in that often only one viewpoint is presented within a single performance. For this reason, library-sponsored performance must not present the political or religious beliefs of one group alone.

Appendices:

Library Bill of Rights

Freedom to Read Statement

Freedom to View Statement

## Library Bill of Rights

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

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

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

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

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

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

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

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established

orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no



freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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

## Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the [First Amendment to the Constitution of the United States](#). In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

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

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

**Endorsed January 10, 1990, by the ALA Council**

Public Relations( Needs to be worked on)

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