BLUE EARTH COUNTY
LIBRARY POLICIES

PROCEDURE **PAGE**

MISSION STATEMENT **1**

ALCOHOL AND DRUG USE—LIBRARY USERS **2**

ANIMALS AND PETS **3**

BICYCLES **4**

BULLETIN BOARD **5**

CELL PHONES **6**

CHILDREN **7**

AFTER-HOURS INCIDENT REPORT 8

CULTURAL DIVERSITY **9**

DATA PRIVACY **10**

EXHIBITS AND DISPLAYS **11**

EXHIBITS AND DISPLAYS COMPLIANCE FORM 12

FOOD AND BEVERAGE **13**

GIFT MATERIALS, SUBSCRIPTIONS, AND DONATIONS **14**

INTERNET **15**

LIBRARY BILL OF RIGHTS **16**

LOST ARTICLES AND/OR MONEY **17**

MEETING ROOMS **18**

PROHIBITED BEHAVIORS/ACTS **19**

A. VIOLENT BEHAVIOR *19*
B. ILLEGAL ACTIVITIES *19*
C. DISRUPTIVE BEHAVIOR *19*
D. VANDALISM *19*
E. THEFT OF LIBRARY PROPERTY *20*
F. INAPPROPRIATE LIBRARY USE *20*
G. VERBAL ABUSE *21*

TRESPASS NOTICE 22

VIDEOCASSETTES (VHS) / DVD'S **24**

VOLUNTEERS **25**

VOLUNTEER APPLICATION 26

MISSION STATEMENT

The Blue Earth County Library System will provide access to resources, services, activities and information of local interest that encourage life-long learning in a cost-effective manner.

*****
Adopted 10-2000
Revised 06-2001

ALCOHOL AND DRUG USE—LIBRARY USERS

The library prohibits the use of alcohol and other drugs in the library building. Any person who brings open alcoholic beverages or illegal drugs into the library and/or uses alcohol or drugs on the premises will be asked to leave.

If a library patron, while under the influence of drugs and/or alcohol, becomes abusive or offensive to library staff and/or the public, the Director or Assistant Director should be notified. Depending on the circumstances, he/she will deal directly with the patron or call 911.

If a suspected controlled substance is found in the library, 911 should be called immediately.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

ANIMALS AND PETS

Animals and pets are not permitted in the library except when the animal or pet is part of a special program or project or the animal is a designated working or helping animal.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

BICYCLES

Bicycles are not permitted in the library building. The library assumes no responsibility for bicycles parked in bicycle racks by the entrances to the library.

Roller blades and skateboards will not be worn or used within the library building.

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Adopted 10-2000
Revised 06-2001, 02-2005

BULLETIN BOARD

The library provides a public bulletin board for the display of announcements concerning community events.

Only announcements that seek to publicize civic, cultural, or educational events or services will be posted. Events or services that are of a commercial nature are not allowed. Local events will be given priority over non-local events.

All announcements must have prior approval by the Director or the Director's designee.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

CELL PHONES

Cell phones within the Library are prohibited.

Cell phones must be turned off or muted within the library building.

Library users may use their cell phones in the following areas: the vestibule at the north or south entrances of the library and outside the library building.

Questions or concerns regarding cell phone use in the library should be directed to the Library Director or designee.

*****
Adopted 09-2003
Revised 02-2005

CHILDREN

Blue Earth County Library welcomes children of all ages to use its facilities and services. To ensure that all visits are positive, enjoyable experiences and for the safety and well-being of children, the library has established the following guidelines:

All children 10 years old or younger must be accompanied by a parent, legal guardian or adult at least 18 years old who acknowledges responsibility for the child during their entire stay in the library. The responsibility for the safety and behavior of the child(ren) rests with the accompanying adult and not with the library personnel.

Children over the age of 10 may use the library on their own. However, parents are still responsible for the actions and well-being of their child(ren). Be aware that children develop and mature at different rates. There is no magic age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Children using inappropriate behavior will be asked to leave the library. Under no circumstances should it be assumed that children are always safe in the library. The library is a public building that is open to any and all members of society. The adult must not assume that the child is safe in the library. The adult must be aware of the child's location and behavior at all times while in the library. Library staff are not permitted to assume responsibility for the safety, care, supervision or entertainment of specific children at the expense of others who may need assistance.

Parents/guardians must be aware for the library's hours of operation. Provisions to pick up the child(ren) by closing time should be arranged before the child(ren) come to the library. At the discretion of the library staff, children who are waiting for a ride after the library closes will be supervised by at least two library staff. Staff will complete an "After Hours Incident Report" at that time. Staff will attempt to contact the parents/guardians to ensure that they are picking up the child and at what time. If contact has been made and staff know that the parent/guardian is en route to the library, staff will wait with the child until the parent/guardian arrives.

If staff are unable to reach the parent/guardian and do not know the status of the child's transportation arrangements, staff will wait 15 minutes with the child and then contact Mankato Public Safety Department. When the Public Safety Officer arrives, staff will share any information about the child, parent and any attempts to contact the parent/guardian. Once the Public Safety Officer has the child in his or her custody, staff may leave the premises.

Parents/guardians who have left their children after closing time 3 or more times or more will be contacted by the Library Director and appropriate sanctions will be enforced which may include requiring direct supervision of the child by the parent/guardian while the child in is the library or suspension of library privileges. Lifting of those sanctions will be done on a case by case basis.

In a proactive approach to reduce the number of children waiting for their rides after closing time, computers will be turned off in the Children's Wing 15 minutes prior to closing. Children will be encouraged to contact their parent/guardian for a ride if they have not done so prior to that time. The library's hours and a statement regarding parental responsibility will be posted throughout the library and on appropriate fliers, brochures and bookmarks.

*****Adopted 10-2000 Revised 02-2002, 02-2005, 05-2007

BLUE EARTH COUNTY LIBRARY
AFTER-HOURS INCIDENT REPORT

Incident Information

Date _____ Library Closing Time _____

Library Staff Assisting _____

Child(ren)'s Information

Child(ren) Name _____

Address _____

Telephone Number _____ Age _____

Guardian Name _____ Relationship to Child(ren) _____

Additional Comments _____

Actions Taken

_____ Parent / Caregiver called at _____ (time).
_____ Law Enforcement notified at _____ (time).

Parent / Caregiver Information

The above named child(ren) was picked up by the following person.

Parent / Caregiver Name _____

Address _____

Phone Number _____ Relationship to child(ren) _____

Time Child(ren) Picked Up _____

I understand that the Library does not provide supervision for children after closing time. For the safety of this child in the future, I will make arrangements to pick up the child from the library by closing time. The library reserves the right to suspend library privileges for repeat offenders.

_____ _____
Signature Date

Law Enforcement Information

The above named child was picked up by _____.

CULTURAL DIVERSITY

The Blue Earth County Library affirms its commitment to the value of cultural diversity.

The Blue Earth County Library will:

- create a welcoming environment where the multicultural character of our clientele and staff is recognized and valued.
- develop policies which foster a respect for and awareness of diversity.
- advocate for equal access to library services regardless of the race, gender, age, religion, language, socio-economic status, ethnicity, national origin, disability, or sexual orientation of the patron.
- develop a multicultural collection and provide access to information that is relevant to the experiences, cultures, and historic contributions of a diverse population.
- plan and conduct activities and programs incorporating multicultural themes including intergenerational programs.
- form alliances with community and regional organizations, institutions, agencies, and businesses in order to reach diverse user populations.
- serve as a clearinghouse for resources/information concerning diversity.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

DATA PRIVACY

All records, formal and informal, in the Blue Earth County Library System relating to library registration and the subsequent circulation by library users of material provided by the library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director. The Director may seek legal counsel to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library user, the request is considered to be defective and not binding upon the library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a library user through the records of the Blue Earth County Library system which are not provided in the policy statement shall be referred to the Library Director who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

*****
Adopted 10-2000
Revised 06-2001, 10-2003, 02-2005

EXHIBITS AND DISPLAYS

The Blue Earth County Library makes exhibit and display space available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library attempts to present a wide spectrum of interests, viewpoints and opinions. The presence of an exhibit or display does not constitute an endorsement by Blue Earth County Library employees or the Library Board.

Areas available: 1) enclosed floor showcases located around the fountain area; 2) enclosed showcases in the Maud Hart Lovelace Wing; and 3) enclosed showcases against the south wall of the fountain area. Freestanding exhibits are eligible for display subject to the availability of appropriate space as determined and approved by the Library Director.

- The library assumes no responsibility for the preservation, protection, possible damage or theft of any item displayed or exhibited.
- All exhibitors may be required to sign a compliance form releasing the library from any responsibility for exhibited items.
- The library does not carry insurance covering displayed materials and cannot provide storage for the property of organizations or individuals displaying at the library.
- Exhibits should not restrict normal usage of the library.
- Exhibits will be scheduled for a period of one calendar month. Exceptions will be approved by the Library Director.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

Blue Earth County Library
EXHIBITS AND DISPLAYS COMPLIANCE FORM

Exhibits in the Library are seen by anyone who walks into the Library, both children and adults. The materials of the exhibits must therefore meet what is generally known as "a standard acceptable to the community."

The following guidelines will be followed:

1. Exhibitor will deliver and pick up items at the time specified.
2. Exhibitor will cooperate with the library staff in arranging display and dismantling it.
3. If display items are for sale, prices may be posted on them or you may prefer to have a price list on the wall with your name, address, and phone number. Persons interested in purchasing may then contact the artist directly.
4. Display will remain in the library for a pre-determined period of time.
5. The exhibit must not restrict normal usage of the auditorium and other areas of the library.
6. The library will publicize the displays in regular monthly calendars, news releases, etc.
7. The library assumes no liability for theft or damage to and from exhibited materials.
8. The library will have the final say on what will be displayed.

I agree to deliver and arrange my exhibit and remove same on the dates agreed upon. I also agree to adhere to the above rules and regulations.

Name: _____

Organization: _____

Telephone Number: _____

Date: _____

(Signed)_____
Exhibitor

(Signed)_____
Blue Earth County Library

Revised: 02-2005

FOOD AND BEVERAGE

Food is not allowed in public areas of the library except for special group activities or events for which permission has been given by the Library Director or designee.

Beverages are permitted only if the container is covered with a lid or cap.

Beverages are not allowed at computer workstations or within the material aisles.

Food and beverages are allowed in the auditorium and conference room.

If a person is observed in violation of the above, staff will request that the patron finish eating or drinking in a tiled area of the library.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

GIFT MATERIALS, SUBSCRIPTIONS, AND DONATIONS

Money donated for the purchase of library materials or equipment (either specified titles or library choice) will be acknowledged in the "County Communicator. Gifts received in fiscal quarters 1 and 2 will be included in the Fall issue; and those received in quarters 3 and 4 will be included in the Spring issue.

Personally delivered, unsolicited items will be used if possible. If the item is deemed viable to the library collection, it will be forwarded to the Processing Department. If not, it will be sent to Friends of the Deep Valley Libraries for sale.

Mailed, unsolicited items will be used only if they are considered to be viable additions to the collectionNon-viable items will be sent to Friends of the Deep Valley Libraries for sale.

All materials donated to the library will become the property of the library or the branch library to which it was designated as a donation. Donated items will not be returned to any individual, group, club organization, etc., once it has been accepted by the library.

A library user who wishes to donate a subscription may:

a. Issue a check to the library for the purchase of a subscription selected by the library, or
b. Order direct the subscription of his/her choosing after receiving the proper address information from the library.

Patrons interested in donated should be directed to Administration and/or given a "Donations to the Library" brochure. All forms of donations should be directed to Administration Secretary for proper processing and tracking.

Donations of $200 or more will be acknowledged by a letter of thanks signed by the Library Director and the Chair of the Library Board.

The library reserves the right to refuse materials and to designate where gift magazines will be located.

*****
Adopted 10-2000
Revised 06-2001, 02-2005, 03-2012

INTERNET

Users of the Blue Earth County Library System's Internet facilities must comply with the Library Internet Policy. Persons who violate this policy will be asked to discontinue the activity. If they continue, they will be asked to leave the library. If they refuse to leave, 911 may be called to remove them.

Computer users may not use the computer to display graphics that are obscene or harmful to minors. Graphics "obscene or harmful to minors" refer to some sexually explicit graphics.

Computer users may not use the computer for any illegal purpose, including but not limited to software piracy, copyright infringement, or transmission of threatening or harassing materials.

Computer users should not attempt to restart the library computers or in anyway intervene with the normal operation of the computer equipment or software. Modifying or tampering with the library's computer hardware or software is regarded as vandalism and will result in legal action. Computer users must notify the library staff of any problem with the computer. Computer users may not install their own software programs on the library computers.

Parents are responsible for their child's access on Internet workstations and should offer guidance to their child's usage. The library staff will not oversee children's use of the Internet, except when the staff is aware that the child's use violates this policy. Parents are encouraged to share with their child the Child Safety on the Information Highway published by the National Center for Missing and Exploited Children.

Adults will be strongly encouraged to utilize the computers in the Adult area of the library. Adults with children may use the computers in the Children's Wing when supervising children. Children will be strongly encouraged to utilize the computers in the Children's Wing.

Designated Card Catalog computers are to be used only for library catalog material searches. Gates Computers will be used primarily for research and academic studies. The Westlaw Computer users will be given priority for legal research and law information. Persons with disabilities will be given priority to the accessibility workstation.

Computer use is limited to one hour per day per user. Public terminals are turned off approximately 5 minutes before the library closes.

In the Mankato Library, all public adult computers require the user to electronically sign in and will be assigned a randomly selected computer. Computer users must have a valid PALS library card, in good standing, to use the public computer. All fines and other blocks on the card must be resolved prior to the person using the computer. Temporary cards will be available to out of town guests. A temporary card may be given, on a one time basis, to a library user who has forgotten their library card.

The Internet is not a secure environment. Computer users handling financial transactions or other activities do so at their own risk.

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Adopted 10-2000 / Revised 06-2000, 02-2005

LIBRARY BILL OF RIGHTS

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

1. 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 origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should be proscribed or removed because of partisan or doctrinal disapproval.

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

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

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

6. Libraries that 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.

Adopted June 18, 1948.
Amended February 2, 1961, June 27, 1967, and January 23, 1980,
by the ALA Council

The Blue Earth County Library Board accepts the principles set forth in the LIBRARY BILL OF RIGHTS.

*****
Adopted 10-2000
Revised 06-2001

LOST ARTICLES AND/OR MONEY

The library is not responsible for articles lost or left in the building by library users or staff members.

Articles turned in by library users or staff will be placed in the Lost and Found cupboard in the Circulation Department. The cupboard will be cleaned out regularly with all articles given to The Salvation Army Store.

If cash is found, staff will place the money in an envelope along with information indicating date, time, place, and circumstances relating to finding the money. The envelope will be given to the Circulation Department and placed in the cash box. If money is not claimed in one month, it will be deposited in a material acquisition account.

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Adopted 10-2000
Revised 06-2001, 02-2005

MEETING ROOMS

The meeting rooms at the library are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

All meeting rooms are booked on a first-come, first-serve basis by the Library Administrative Secretary, 507-304-4002. Bookings may be made up to six months in advance of meeting dates. The rooms will not be scheduled before the library is open to the public and must end 30 minutes before the library closes to the public. The Conference Room may be scheduled up to 2 times in a calendar month. The Auditorium may be scheduled unlimited times. Only one group may use the Auditorium per day.

The Conference Room rental fees are based on hourly. The FOR-PROFIT rate is $40. The NON-PROFIT rate is $0. Rental fees are due to the Administrative Secretary prior to the use of the room.

The Auditorium rental fees are based on either a half day (4 hours) or a full day of use (over 4 hours). The FOR-PROFIT rate is $180 and $360, respectively. The NON-PROFIT rate is $80 and $160, respectively. Rental fees are due to the Administrative Secretary prior to the use of the room.

The contact person for the group is responsible for leaving the facilities clean and for ensuring that group members do not disturb other library users. A fee may be charged to the group for cleanup or loss or damages incurred by the group of the audio/visual equipment. Food and beverages are not allowed on the media cabinets. Individuals and groups are responsible for removing all supplies and materials at the end of each meeting.

Individuals or groups making meeting room reservations should notify the library at least 48 hours in advance of any cancellations of the scheduled meeting otherwise the group is still responsible for the rental fees. Individuals or groups making meeting room reservations that stay past library closing time will be responsible for at least a $40 fee to reimburse staff time.

The library reserves the right to revoke permission for use of meeting rooms at any time. Individuals or groups that believe they have unjustly been denied use or wrongfully limited in their use of the meetings rooms and those who wish permission to waive the rules above may discuss their situation with the Library Director. If the outcome of the discussion is unsatisfactory, the matter may be brought to the Library Board.

The Administrative Secretary or designee will complete a “Meeting Room Request” and write the group’s name and time requested in the calendar book. A half-hour will be kept open between meetings.

The Administrative Secretary will submit an invoice to the group (when appropriate) and create a weekly meeting room schedule.

*****
Adopted 10-2000
Revised 06-2001, 02-2005, 01-2008, 09-2009, 11-2009, 03-2012

PROHIBITED BEHAVIORS/ACTS

A. VIOLENT BEHAVIOR

All incidents such as assault or other crimes of violence or the threat of attempt to commit such crimes should be reported immediately by calling 911 and notify the Library Director or designee.

When possible, staff should get a physical description of the person(s), which will assist law enforcement in identifying the person(s) involved in the activity. Staff will complete an Incident Report describing the situation and resolution.

B. ILLEGAL ACTIVITIES

When staff observes an individual committing an illegal act, staff should immediately call 911 and report the incident to the Library Director or designee. Examples of behavior warranting such action include: criminal mischief, criminal trespass, stalking, disorderly conduct, indecent exposure, theft of personal property, and drug use or trafficking.

When possible, staff should get a physical description of the person(s), which will assist law enforcement in identifying the person(s) involved in the activity. Staff will complete an Incident Report describing the situation and resolution.

C. DISRUPTIVE BEHAVIOR

When a person(s) willfully or inadvertently behaves in a manner that disturbs other persons, the following actions should be taken:

1. Staff will inform the library user that they are disturbing others and ask them to stop the disruptive behavior or leave the library (or) staff may allow the reporting patron to call 911 to report the incident.

2. If the disturbance continues, staff will tell the person to leave the library (or) contact the Library Director or designee for assistance in requesting that the person leave the library.

3. If a disruptive person(s) refuses to leave the library, staff will call 911.

When possible, staff should get a physical description of the person(s), which will assist law enforcement in identifying the person(s) involved in the activity. Staff will complete an Incident Report describing the situation and resolution.

D. VANDALISM

Vandalism includes defacing public rest rooms, study carrels, table and desk surfaces, furniture, library materials, destroying parking lot fixtures, plus any other destructive acts directed at library property including modifying and tampering with library computers.

When staff observes an attempt to deface, steal, or maliciously destroy library property, staff shall call 911 and notify Library Director or designee.

When possible, staff should get a physical description of the person(s), which will assist law enforcement in identifying the person(s) involved in the activity. Staff will complete an Incident Report describing the situation and resolution.

E. THEFT OF LIBRARY PROPERTY

If someone is observed attempting to steal library property, staff shall call 911 and notify Library Director or designee.

When possible, staff should get a physical description of the person(s), which will assist law enforcement in identifying the person(s) involved in the activity. Staff will complete an Incident Report describing the situation and resolution.

F. INAPPROPRIATE LIBRARY USE

If a library user demands time that will deprive other patrons of reasonable service or demands unreasonable services, such time and service should be politely denied. If the library user has objections, he/she should be referred to the Library Director or designee.

Examples of inappropriate library use include, but are not limited to, expecting library personnel to baby-sit unattended children; sleeping; eating and drinking; extensive discussions with staff members; monopolizing tables, chairs, or materials; and unauthorized use of telephone. Library users engaged in such activities should be politely, but firmly, told that such actions are not acceptable in the library. An Incident Report may be requested by the Library Director.

If a library user exhibits behavior outlined in this policy, a Trespass Notice may be issued based on the severity and/or frequency of the violation.

The Trespass Notice is generally completed in coordination with law enforcement's involvement with the violator's action within the library. The Trespass Notice will be completed by staff and kept on file in a designated area. The Notice does not require the violator's signature nor his or her acceptance of a copy of the Notice. The Notice may be issued to an adult or minor. If issued to a minor, parental notification is required.

Once the notice is issued, the violator is banned from the library for the length of time specified in the Notice. If the violator enters the library during that time, law enforcement must be contacted immediately and be made aware that a Trespass Notice has been issued for the individual. Upon arrival, law enforcement will be given a copy of the Trespass Notice. The individual may be arrested for a misdemeanor trespassing violation. The staff involved will be required to complete a citizen complaint form on behalf of the library for the arresting officer.

The Library Director or Assistant Director must be notified immediately if the violator has entered, the library and law enforcement is contacted. If the Library Director or

Assistant Director are not available, staff will take the necessary steps and notify the Director of his or her actions by written note, telephone message or email.

G. VERBAL ABUSE

Abusive and obscene language will not be tolerated in the library.

If obscene or abusive language is received by telephone, staff will hang up the phone immediately.

If obscene or abusive language is directed at staff, staff may attempt to discuss the customer's concerns with them. If this attempt fails or staff is uncomfortable with the situation, staff will contact the Library Director or Assistant Director. An Incident Report may be requested by the Library Director.

*****

Adopted 10-2000
Revised 06-2001, 04-2003, 02-2005

Blue Earth County Library

100 East Main Street, Mankato, MN 56001
(507)387-1856 / FAX: (507)387-6029

TRESPASS NOTICE

Date: _____ Time: _____

TO: Name: _____ DOB: _____

Address: _____ Weight: _____

City: _____ Height: _____

Phone: _____ Eyes: _____

This is a notice to you that because of your behavior and/or conduct while on these premises, Blue Earth County Library hereby revokes and withdraws any permission or license which you may have heretofore had to enter its building, parking lot, grounds or other property. Accordingly, you no longer have any permission or right to enter any such property. Any entry by you hereafter onto any such property shall constitute a trespass by you and shall be reported as such to appropriate law enforcement officials; or you will be arrested and delivered to a peace officer.

We direct your attention to Minnesota Statutes Section 609.605 subp. 1, under which a willful return to this property will constitute a misdemeanor trespass.

This trespass notice will be in effect until: _____

The above notice has been read and explained to me and I understand its contents.

X _____

Notice served by: _____

Summary _____

_____

_____

_____

POLICE ICR # _____(if applicable)

White Copy – file *Yellow Copy – patron*

Minnesota Statue
609.605 Trespass.

Subdivision 1. **Misdemeanor.**

(a) The following terms have the meanings given them for purposes of this section.

(i) "Premises" means real property and any appurtenant building or structure.

(ii) "Dwelling" means the building or part of a building used by an individual as a place of residence on either a full-time or a part-time basis. A dwelling may be part of a multidwelling or multipurpose building, or a manufactured home as defined in section 168.011, subdivision 8.

(iii) "Construction site" means the site of the construction, alteration, painting, or repair of a building or structure.

(iv) "Owner or lawful possessor," as used in paragraph (b), clause (9), means the person on whose behalf a building or dwelling is being constructed, altered, painted, or repaired and the general contractor or subcontractor engaged in that work.

(v) "Posted," as used in clause (9), means the placement of a sign at least 11 inches square in a conspicuous place on the exterior of the building that is under construction, alteration, or repair, and additional signs in at least two conspicuous places for each ten acres being protected. The sign must carry an appropriate notice and the name of the person giving the notice, followed by the word "owner" if the person giving the notice is the holder of legal title to the land on which the construction site is located or by the word "occupant" if the person giving the notice is not the holder of legal title but is a lawful occupant of the land.

(vi) "Business licensee," as used in paragraph (b), clause (9), includes a representative of a building trades labor or management organization.

(vii) "Building" has the meaning given in section 609.581, subdivision 2.

(b) A person is guilty of a misdemeanor if the person intentionally:

(1) permits domestic animals or fowls under the actor's control to go on the land of another within a city;

(2) interferes unlawfully with a monument, sign, or pointer erected or marked to designate a point of a boundary, line or a political subdivision, or of a tract of land;

(3) trespasses on the premises of another and, without claim of right, refuses to depart from the premises on demand of the lawful possessor;

(4) occupies or enters the dwelling or locked or posted building of another, without claim of right or consent of the owner or the consent of one who has the right to give consent, except in an emergency situation;

(5) enters the premises of another with intent to take or injure any fruit, fruit trees, or vegetables growing on the premises, without the permission of the owner or occupant;

(6) enters or is found on the premises of a public or private cemetery without authorization during hours the cemetery is posted as closed to the public;

(7) returns to the property of another with the intent to abuse, disturb, or cause distress in or threaten another, after being told to leave the property and not to return, if the actor is without claim of right to the property or consent of one with authority to consent;

(8) returns to the property of another within 30 days after being told to leave the property and not to return, if the actor is without claim of right to the property or consent of one with authority to consent; or

(9) enters the locked or posted construction site of another without the consent of the owner or lawful possessor, unless the person is a business licensee.

VIDEOCASSETTES (VHS) / DVD's

The following policy represents the Blue Earth County Library's interpretation of the application of the U.S. Copyright Revision Act of 1976.

Most VHS/DVD's that are borrowed from the library have designated for HOME USE ONLY by the respective licenser. HOME USE ONLY indicates that VHS/DVD's are to be used only for viewing in one's own home. HOME USE ONLY VHS/DVD's may not be shown to clubs or any other organization in public buildings including the library as it would constitute a "Public Performance".

Some VHS/DVD's have "Public Performance" rights and designation and can be shown to groups in public buildings. Library equipment is not to be used in any activity violating copyright laws.

Educators wishing to use HOME USE ONLY VHS/DVD's should consult with their school's Media Coordinator or the school district's Usage Policy regarding curriculum-related uses.

*****
Adopted 10-2000
Revised 06-2001, 02-2005

VOLUNTEERS

The Administrative staff of the library will administer the volunteer program and will be primarily responsible for recruitment, initial application, interview process, and determining the number of volunteers required. Public and/or individual recognition of volunteer work will be addressed Blue Earth County and/or the Library Board.

Volunteer tasks may include homebound or mini-site delivery, filing cards, shelving books, "reading," dusting and straightening shelves, caring for library plants, and material repair. Other tasks can be developed according to the skills and interest of volunteers.

Administrative staff will provide written job descriptions and guidelines for the assigned work, interview applicants for assignments to specific departments and provide an orientation program for all new volunteers. Appropriate department heads will train volunteers for specific tasks, supervise and evaluate the volunteer's work.

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Adopted 10-2000
Revised 06-2001, 02-2005

BLUE EARTH COUNTY LIBRARY
VOLUNTEER APPLICATION

Applicant Information

Name _____
Last First Middle

Address _____
Street City Zip Code

Home Number (____)_____ Business Phone (___)_____

Cellular Phone (____)_____ Email Address _____

In an emergency, call_____
Name Relationship Phone

Volunteering Information

Why would you like to volunteer at the library? _____

_____

Interests:
_____ Book Shelving
_____ A/V Material Repair
_____ Print Material Repair
_____ Shelf Reading
_____ Dusting / Cleaning
_____ Assisting with activities / events

Other: _____

Do you have any physical limitations that should be taken into account when assigning projects?

_____ No _____ Yes (specify) _____

Availability Information

Please list the times you would be available:

Day	Library Hours	Times Available to Work
Monday	10 am to 8 pm	
Tuesday	10 am to 8 pm	
Wednesday	9 am to 5 pm	
Thursday	9 am to 5 pm	
Friday	9 am to 5 pm	
Saturday	10 am to 4 pm	
Sunday	Closed	

When would you be able to start? _____

OFFICE USE ONLY

Start Date _____End Date _____Comments _____