

BLUE EARTH COUNTY LIBRARY POLICIES

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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/Reviewed: 06-2001, 06-2014, 10-2017

ALCOHOL AND DRUG USE—LIBRARY USERS

The library prohibits the use of alcohol and other illegal drugs in the library building. Library staff will call 911 to report any person who brings alcoholic beverages or illegal drugs into the library and/or uses alcohol or illegal drugs on the premises.

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 library staff shall call 911 immediately.

If a suspected controlled substance is found in the library, library staff should notify the Director or Assistant Director who will then call 911.

In the event that local law enforcement is contacted, library staff will notify the Director or Assistant Director as soon as reasonably possible and complete a Library Incident Report.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

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, therapy or service animal. The owner should have the appropriate paperwork and/or proper/approved vest or patches available for the designated working, therapy or service animal.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

BICYCLES/SKATEBOARDS/ROLLER SKATES

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

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

Skateboards are not allowed in the library or in the library parking lot.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

BULLETIN BOARD

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

Only announcements that publicize civic, cultural, fitness or educational events or services will be posted. Events or services that are commercial or for-profit in 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/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

CELL PHONES

Out of courtesy to our patrons, talking on a cell phone or handheld mobile device within the library is prohibited.

Cell phone and other handheld mobile device sound must be turned off or muted within the library. Users may use ear buds or headphones.

Library users may talk on their cell phones or other devices 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/Reviewed: 02-2005, 06-2014, 10-2017

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 while visiting the library. The responsibility for the safety and behavior of the child(ren) rests with the accompanying adult and not with the library staff.

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 all members of society. The adult must not assume that the child is safe in the library and 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 or supervision of children.

Children over the age of 10 may use the library independently. However, parents or guardians are responsible for the actions and well-being of their child(ren). Children develop and mature at different ages and rates. There is no specific age at which all children are ready to cope with the variety of circumstances they may face alone in the library. Children may be asked to leave the library if they are engaged in inappropriate behavior. Depending on the behavior, children may be restricted from using the library for a specific period of time.

Parents/guardians should be aware for the library's hours of operation. Provisions to pick up the child(ren) by closing time should be arranged prior to or at the time 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 attempt to contact the parents/guardians to ensure that they are picking up the child. 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 up to an additional 15 minutes. Staff will complete an "After Hours Incident Report" if the situation warrants documentation or there are recurring incidents with the same family.

If library 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 three 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 is in the library or suspension of library privileges.

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 library literature.

Adopted: 10-2000

Revised/Reviewed: 02-2002, 02-2005, 05-2007, 06-2014, 10-2017

**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.
- when needed or appropriate, 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/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

DATA PRIVACY

All records, formal and informal, in the Blue Earth County Library System relating to library registration and the subsequent circulation of materials by library users of material provided by the library are considered 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 legal counsel, shall issue a written decision as to whether to heed the request for information.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 10-2003, 02-2005, 06-2014, 12-2015, 10-2017

DONATIONS

Money donated for the purchase toward the library collection, events or equipment will be acknowledged on the Blue Earth County Library website semi-annually.

The donor may specify that their donation be used for a specific library or system-wide, for the collection or events, for the adult or children and/or fiction or non-fiction collections. All other criteria will be left to the discretion of the library.

Any unsolicited material received by the library will be used if the item is deemed appropriate and viable for the collection. If it is not, it will be sent to Friends of the Deep Valley Libraries for sale.

All materials donated to the library will become the property of the Blue Earth County Library System. 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 magazine subscription may:

- a. Issue a check to the library for the purchase of a subscription selected by the library, or
- b. Directly order the subscription of their choosing after receiving the proper approval and address information from the library.

Patrons interested in donating to the library should be directed to Administration and/or given a “Donations to the Library” brochure. All forms of donations should be directed to Administrative Secretary for proper processing, tracking and acknowledgement.

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.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 03-2012, 06-2014, 10-2017

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, culture 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 the Blue Earth County Library administration, staff or 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.

- 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 will be scheduled for a period of one calendar month. Exceptions will be approved by the Library Director.

Freestanding exhibits are eligible for display subject to the availability of appropriate space as determined and approved by the Library Director.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

Blue Earth County Library

EXHIBITS AND DISPLAYS COMPLIANCE FORM

Exhibits in the Library are seen by the general public who utilize the library including adults and children. 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 at the beginning of the assigned month and pick up items at the end of that month.
2. Exhibitor will cooperate with the library staff in arranging display and dismantling it.
3. If display items are for sale, a sign may indicate that those items are for sale with the exhibitor’s direct contact information. The library is not responsible for any monetary transactions between the exhibitor and buyer.
4. Display will remain in the library for a pre-determined period of time unless otherwise approved.
5. The exhibit must not restrict normal usage of any areas within the library.
6. The library will publicize the displays in regular monthly calendars and news releases.
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 library 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/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

INTERNET

Users of the Blue Earth County Library System's internet equipment and facilities must comply with the Library Internet Policy. Persons who violate this policy will be asked to cease their activity or usage. If they do not comply, they will be asked to leave the library. If they refuse to leave, library staff will call 911 to have the person removed.

Computer users may not use the computer to display graphics that would be considered obscene or harmful to minors. This would include images that contain exceptionally violent or sexually explicit content.

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. (<http://www.safekids.com/child-safety-on-the-information-highway/>)

Adults will 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 utilize the computers only in the Children's Wing.

Designated Online Library Catalog computers are to be used only for library catalog material searches. Westlaw Computer users will be given priority for legal research and law information.

Computer use is limited to one hour per day per user. Time may be extended for homework and job related activities. Mankato Library computers automatically shut down 15 minutes before closing in the Children's Wing and 15 minutes before closing in the Adult area.

In the Mankato Library, all public computers require the user to electronically sign in. Computer users must have a valid TdS library card to use the public computer. Internet Guest Passes will be available to out of town visitors. An Internet Guest Pass will be given to a library user who does not have their card in their possession. Computer users who regularly request an Internet Guest Pass and who live in the Traverse des Sioux region will be encouraged to obtain a regular or "Internet Only" library card.

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

Adopted: 10-2000

Revised/Reviewed: 06-2000, 02-2005, 06-2014, 10-2017

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 19, 1939, by the ALA Council; amended October 14, 1944;
June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980;
Inclusion of "age" reaffirmed January 23, 1996

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

Adopted: 10-2000

Revised/Reviewed: 06-2001, 06-2014, 10-2017

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 or similar charitable organization.

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 the library material acquisition account.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

MEETING ROOMS

The meeting rooms at the library are made available to the public on an impartial 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. 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 30 minutes before the library closes. The Conference Room may be reserved by the same person or group up to 2 times in a calendar month. The Auditorium may be reserved unlimited times. Only one group may use the Auditorium per day.

The Conference Room fees are charged on a hourly rate. The FOR-PROFIT rate is \$40. There is no charge for NON-PROFIT groups. Fees are due prior to the use of the room. Tables in the Conference Room should not be moved.

The Auditorium 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. Fees are due prior to the use of the room.

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

A contact person for the group utilizing either room is responsible for making all arrangements for the room, 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 of the audio/visual equipment incurred by the group. Food and beverages are not allowed on the media cabinets. Individuals and groups are responsible for removing their 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. Failure to do so may result in the group being charged the original fee for the use of the room. Individuals or groups making meeting room reservations that surpass the library's posted hours will be responsible for at least a \$40 staff overtime fee. A half-hour will be kept open between Conference Room meetings.

The Administrative Secretary or designee will complete a "Meeting Room Request" and write the group's name and time requested in the calendar book. The Administrative Secretary will enter the request into the library's Outlook Calendar.

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 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.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 01-2008, 09-2009, 11-2009, 03-2012, 06-2014, 10-2017

PROHIBITED BEHAVIORS/ACTS

A. VIOLENT BEHAVIOR

Library staff will immediately call 911 in the event of all incidents such as assault or other crimes of violence or the threat of attempt to commit such crimes.

If and when appropriate and possible, staff should get a physical description of the person(s), that will assist law enforcement in identifying the person(s) involved in the activity. Staff will notify the Library Director or designee as soon as reasonably possible and complete a Library Incident Report describing the situation and resolution.

B. ILLEGAL ACTIVITIES

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

When possible, staff should get a physical description of the person(s) that will assist law enforcement in identifying the person(s) involved in the activity. Staff will report the incident to the Library Director or designee as soon as reasonably possible and complete a Library 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 report the incident to the Library Director or designee as soon as reasonably possible and complete a Library 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 report the incident to the Library Director or designee as soon as reasonably possible and complete a Library 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 report the incident to the Library Director or designee as soon as reasonably possible and complete a Library 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 respectfully 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.

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 or 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 the Assistant Director is 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. Staff will complete an Incident Report to document the event.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 04-2003, 02-2005, 06-2014, 10-2017

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 Statute
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.

COPYRIGHT FOR BLU-RAY, DVD / VIDEOCASSETTES (VHS)

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

Most Blu-Ray, DVD/VHS formats that are borrowed from the library have designated for HOME USE ONLY by the respective licensor. HOME USE ONLY indicates that the Blu-Ray, DVD/VHS is to be used only for personal viewing. A HOME USE ONLY Blu-Ray, DVD/VHS format may not be used for a public audience in a public building.

Some Blu-Ray, DVD/VHS formats do have "Public Performance" rights and designation and can be shown to a public audience in a public venue.

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

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017

VOLUNTEERS

The Administrative staff of the library will administer the volunteer program and will be primarily responsible for recruitment, application, interviewing and logistics of the volunteers and their duties. Public and/or individual recognition of the volunteers will be acknowledged through the library and County Board as deemed appropriate.

Volunteer duties may include but are not limited to shelving books, shelf reading, cleaning and assistance with adult and children's events. The Administrative staff will determine need and number of volunteers for specific tasks and projects and will contact volunteer applicants on an "as needed" basis. Staff will assist in training and overseeing volunteer duties for the specific tasks and projects required.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 11-2013, 05-2014, 10-2017

BLUE EARTH COUNTY LIBRARY VOLUNTEER APPLICATION

Applicant Information

Today's Date _____

Name _____

Last

First

Middle

Address _____

Street

City

Zip

Code

Home Number (____) _____

Cell Phone (____) _____

Email Address _____

In an emergency, call _____

Name

Relationship

Phone

Previous Volunteer Experience _____

Volunteering Information

Why would you like to volunteer at the library? _____

Interests: _____ Cleaning

_____ Adult Events

_____ Misc. Children's Events

_____ Friends of the Deep Valley Libraries

_____ Bookstore

_____ Book Sales

_____ Sorting/Pricing Books

_____ Misc. Friends Events

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

_____ No _____ Yes (specify) _____

Office Use Only

Start Date _____ End Date _____ Comments _____