

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

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 _____.

Collection Development

Principles

The Library's collection is designed to support the cultural, information, educational, and recreational interests of Blue Earth County residents. It reflects the interests of the general public and supports the demographics and diversity of the community. The collection contains materials on many topics. It has materials in different formats, languages, and levels of difficulty. The Library's objective is to select, organize, and preserve print and non-print materials within the limitation of space and budget, and to make them freely and easily available to the people of the community. The library's goal is to encourage the maximum use of its collection by the greatest number of persons.

Access to material is ensured by the way it is organized, managed, and displayed.

The Library participates in interlibrary loan networks to make materials not in the collection available to users. Electronic resources are also made accessible through web-based environments. To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.

The Library provides an impartial environment in which individuals and their interests are brought together. Individuals apply their personal interest and values to the materials they choose for themselves. The values of one may not be imposed on another. The Library's selection of materials does not imply an endorsement of the contents.

Parents and legal guardians have the responsibility for their child's use of Library materials.

The Blue Earth County Library subscribes to the Library Bill of Rights adopted by the American Library Association and to the Freedom to Read Statement and the Freedom to View Statement as attached herewith. The Library also subscribes to the interpretation of the Library Bill of Rights, included in summary form with this policy, as delineated by the American Library Association.

Responsibility for Selection

Final responsibility for materials selection rests with the Director, who operates within the framework of policies determined by the Library Board as well as Blue Earth County. However, the responsibility for initial selection of materials is shared by designated Library staff.

Suggestions from users are always welcomed.

There will be no unauthorized additions/withdrawals from the collection: No items should be added or taken from the collection except by those with the authority to do so.

Guidelines for Materials Selection

Collection development staff use a set of criteria to guide selection decisions. The Library Board, with input from Library Staff, will put together a Collection Development Plan detailing more specific guidelines for selecting and purchasing materials. This plan will be reviewed every 3-5 years.

General criteria for selection:

- Reliability of information

- Timeliness and permanent value
- Literary style and readability
- Popular interest and public appeal
- Existing subject matter in collection
- Integrity of author and publisher
- Availability elsewhere in the system
- Format
- Patron request
- Historical, local, and cultural significance
- Potential appeal
- Cost

Withdrawing Library Materials

Materials with obsolete, incorrect, outdated information, those in poor physical condition, and those no longer being utilized by the community are systematically removed from the collection. Library staff have a schedule for withdraw and review/update schedule regularly. Withdrawn materials deemed suitable for resale will be donated to the Friends of the Deep valley library. Proceeds from sales are used to support future Blue Earth County Library material purchases.

Challenged Materials and Reconsideration

Individuals may request a selection decision to be reconsidered by submitting a written “Request for Reconsideration of materials” available at any Library service desk. The Library Director will review request and will promptly respond. The Library Board, upon request, hears appeals of the Library’s response and will make a decision based on review of objection, the material, and Library Board policies including: this policy, Library Bills of Rights, Freedom to Read, and Freedom to View.

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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 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.

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

Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the [Library Bill of Rights](#) and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the [ALA Council](#).

[Access to Digital Information, Services, and Networks](#): Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

[Access to Library Resources and Services for Minors](#): Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

[Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation](#): The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation.

[Access to Resources and Services in the School Library](#): The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries.

[Advocating for Intellectual Freedom](#): Through education programming and instruction in information skills, libraries empower individuals to explore ideas, access, and evaluate information, draw meaning from information presented in a variety of formats, develop valid conclusions, and express new ideas. Such education facilitates intellectual access to information and offers a path to intellectual freedom.

[Challenged Resources](#): ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources.

[Diversity in Collection Development](#): Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

[Economic Barriers to Information Access](#): A democracy presupposes an informed citizenry. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. The publicly supported library provides free, equal, and equitable access to information for all people of the community the library serves. While the roles, goals and objectives of publicly supported libraries may differ, they share this common mission.

[Equity, Diversity, Inclusion](#): Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

[Evaluating Library Collections](#): The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of all libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community.

[Exhibit Spaces and Bulletin Boards](#): Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the Library Bill of Rights: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

[Expurgation of Library Materials](#): Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any).

[Internet Filtering](#): The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy.

[Intellectual Freedom Principles for Academic Libraries](#): A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work.

[Labeling Systems](#): The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

[Library-Initiated Programs as a Resource](#): Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation.

[Meeting Rooms](#): Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, “Libraries which make ... 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.”

[Minors and Internet Activity](#): The digital environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, interact with, and create information posted on the Internet in schools and libraries are extensions of their First Amendment rights.

[Politics in American Libraries](#): The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics.

[Prisoners' Right to Read](#): ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private.

[Privacy](#): Privacy is essential to the exercise of free speech, free thought, and free association. See also [Questions and Answers on Privacy and Confidentiality](#).

[Rating Systems](#): Libraries, no matter their size, contain an enormous wealth of viewpoints and are responsible for making those viewpoints available to all. However, libraries do not advocate or endorse the content found in their collections or in resources made accessible through the library. Rating systems appearing in library public access catalogs or resource discovery tools present distinct challenges to these intellectual freedom principles.

[Religion in American Libraries](#): The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed.

[Restricted Access to Library Materials](#): Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights.

[Services to People with Disabilities](#): Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services.

[The Universal Right to Free Expression](#): Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information.

[User-Generated Content in Library Discovery Systems](#): Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system.

[Visual and Performing Arts in Libraries](#): Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out

a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints.

Collection Development

Adopted: 06-2019

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

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, Displays and Bulletin Board Policy

The Blue Earth County Library schedules exhibits and displays of interest, information, and enlightenment to the community. The primary purpose of exhibits/displays in the Library is to extend the Library's role as a cultural, educational, and community-centered institution.

The Library Board of Trustees subscribes to the Library Bill of rights, Article V1 states,

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.

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.

Scope

Exhibits and displays strive to be professional looking, with clear themes, relevant materials, and aesthetic appeal. As in Library collections, exhibits endeavor to present a wide cross-section of topics that will appeal to varied ages, genders, and interests. Inclusion of an exhibit/display does not signify an endorsement by the Library of the beliefs or viewpoints it represents.

Types

1. Exhibit Cases- Enclosed floor showcases located around the fountain space, against south wall of the fountain space, and Maud Hart Lovelace Wing. Priority for these spaces will be given to the Blue Earth County and the Blue Earth County Library. Exhibits are approved and scheduled for this space by the Library staff. Items determined by the staff to be of a quality and interest appropriate for Library display will be featured. Exhibits are scheduled beginning in November for the following year. To be considered, potential exhibitors must fill out a compliance form available at the Library. One organization may not host an exhibit more than once per calendar year. All exhibits must have prior approval by the Director or the Director's designee.

2. Community Bulletin Board & Promotional Materials- the Library provides this space for display of announcements and promotional materials. Only announcements that publicize civic, cultural, fitness, or education events or services will be posted. Events or service that are commercial or for-profit in nature are not allowed. Local events will be given priority. All announcements must have prior approval by the Director or the Director's designee.

3. Displays of Library Materials- Library staff schedules and prepares displays of Library Materials to make materials more accessible to users, to feature different segments of the Library collection, and to increase or reflect awareness of current issues and/or events. Displays are changed frequently. Circulating materials may be borrowed directly from the display. All displays must have prior approval by the Director or the Director's designee.

4. Freestanding Exhibits & Impromptu Displays- Eligible for display subject to the availability of appropriate space as determined and approved by the Library Director.

Statement of Responsibility

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.

Exhibit, display and bulletin board content should be appropriate for public library use (free and suitable to all ages) and contain nothing illegal or discriminatory.

The Library reserves the right to cancel an exhibit, display, or bulletin board post at any time.

Adopted: 10-2000

Revised/Reviewed: 06-2001, 02-2005, 06-2014, 10-2017, 06-2017, 08-2019

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

Library Board By-Laws

The purpose of the Blue Earth County Library is to establish and maintain excellent library services for the citizens of Blue Earth County within the fiscal limits set by the Blue Earth County Board of Commissioners. The Library Board shall establish rules and regulations for the accomplishments of the goals and objectives they collectively establish as well as approve policies governing the operations of the library.

The Library Director shall supervise the employees and resources of the library and be responsible for the accomplishment of the goals and objectives and compliance with the limitations established by the Library Board. No individual member of the Library Board shall direct the employees or appropriate the resources of the library (except as specifically authorized in writing by the Library Board.)

1. **Library Board.** The Blue Earth County Library Board shall be composed of five residents of Blue Earth County, one of whom being a County Commissioner. Terms of office shall be three years. Library Board Members shall be appointed by the Blue Earth County Board of Commissioners. No Library Board member shall be eligible to serve more than three consecutive three year terms.
2. **Selection of Officers.** The officers of the Blue Earth County Library Board shall be a Chairperson and Co-Chairperson and any other officers it may from time to time deem necessary. All officers of the Board shall be elevated by the Library Board from within its membership. Such elections shall be held at the first meeting of the year. Officers will serve for a one year term or until their successor is appointed.
3. **Duties and Powers.**
 - a. **Chairperson.** The Chairperson shall be presiding officer of the Library Board at all meetings of the Library Board. In the event of vacancies on the Library Board, the Library Director shall inform the Blue Earth County Board of Commissioners of such vacancies. The Library Director, in cooperation with the Library Board, and County Board of Commissioners will work to promptly fill the vacancy.
 - b. **Co-Chairperson.** In the absence or incapacity of the Chairperson, the Co-Chairperson shall preside.
 - c. **Duties of the Library Board:**
 - i. Develop polices & procedures for the operation & administration of the Library. Submit to County Board for approval.
 - ii. Accept donations to the library on behalf of Blue Earth County.
 - iii. **Collection.** Library Board has sole authority and discretion in maintaining and developing the materials collections.
 - iv. **Library meeting room.** The Library Board is responsible for the use and scheduling of Library meeting rooms.
 - v. **Planning.** The Library Board is responsible for long-range planning for the Libraries.

4. **Meetings.**

- a. **Regular Meetings:** The regular meetings of the Library Board shall be the first Thursday of every even month at 4pm at the Blue Earth County Library, 100 East Main Street, Mankato, MN.
- b. **Quorum.** A quorum for purposes of regular and special meetings of the Library Board shall consists of three members.
- c. **Special Meetings.** Special meetings may only be called at the request of the Library Board Chairperson.

5. **Agenda. The agenda for the regular meetings shall be as follows:**

- 1. Call to Order
- 2. Adoption/Additions of the Agenda
- 3. Approval of Minutes
- 4. Old Business
- 5. New Business
- 6. Adjournment

6. **Amendments.** Amendments of these by-laws may be offered by any Library Board member at any regular meeting. Such amendments must be submitted in writing and will automatically lay over until the next regular meeting except on the affirmative vote of four members of the Board. Any amendment must be approved by a majority of the members of the Library Board.

7. **Reports.** The Library Board shall approve the State Annual Report required by the MN Department of education. The Library Board will approve and submit such other reports as required by state law. The Library Board may also request such other information and reports as necessary to assess the operation of the library.

8. **Goals and Objectives.** The Library Board shall routinely adopt the annual goals and objectives and long range (i.e. five year) goals for the library with respect to the overall goals, objectives and long range goals of Blue Earth County. Upon adoption, these goals and objective will be forwarded to the Blue Earth county board of commissioners for their review and comments.

9. **Parliamentary Procedure.** Unless specifically accepted, the meetings of the Library Board shall be conducted pursuant to the Robert's Rules of Order.

Adopted: 06-2019

Revised/Reviewed:

LIBRARY USER RIGHTS AND RESPONSIBILITIES POLICY

Library user rights and responsibilities have been established to maintain a peaceful atmosphere that promotes the use and enjoyment of library resources; protects the safety of the general public, staff and library property; and creates a welcoming environment for all.

To ensure a welcoming environment, the responsible use and care of all library materials and property is essential.

1. Covered beverages are permitted in the library. Consumption of food is not allowed in public areas of the library with exception of meetings held in the meeting rooms and programs approved by the library.
2. The library is not responsible for a library user's personal belongings. Any items that are found and turned in will be kept in the library's lost and found which is cleaned out regularly. Items are donated to the Salvation Army Store. Any cash that is found will be securely stored for one month and then will be used to purchase new materials for the library.
3. Those who steal, damage, or deface library materials or property may be prosecuted.
4. Library users are required to comply with the library's policies and procedures regarding computer and internet use.

The safety of library users and staff is essential.

1. Bicycles are not permitted in the library. The library assumes no responsibility for bicycles parked in bicycle racks by the entrances to the library. Athletic equipment such as skateboards, balls, or in-line skates may not be used in the library.
2. Animals: Animals and pets are not permitted in the library except when the animal or pet is part of a special program or the animal is a designated working, therapy or service animal. The owner should have the appropriate paperwork and/or proper vest/patches available for the designated working, therapy or service animal.
3. Children: Parents and guardians are responsible for the behavior, safety, and supervision of their children at all times. Please see the Children Policy for more information.
4. Sleeping: Sleeping is not allowed in the library and individuals may be awakened by library staff and asked to leave.
5. Drugs/tobacco: Use of illegal drugs and tobacco products is prohibited throughout the library building.
6. Threatening, harassing, or intimidating language or behavior will result in immediate expulsion from the library.

The rights of an individual to use the library without being unreasonably disturbed by another is essential.

1. Disturbances such as loud noises, talking loudly, whistling, singing, using profanity, running or engaging in other disruptive conduct is prohibited. Disturbances include stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other customers or staff.
2. Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other customers or staff or interferes with library service is prohibited.
3. Appropriate attire is required. Shirts and shoes must be worn in the library. Offensive body odor due to poor personal hygiene or overpowering perfume or cologne that causes a nuisance or reasonably interferes with library use by other customers or staff is prohibited.
4. Cell phones should be set to low volume or no-ring (vibrate) or turned off when entering the library. Library users should limit themselves to short, quiet phone calls in designated areas whenever possible. These areas include: the vestibule at the north or south entrances of the library and outside the library building. Extended conversations that might disturb other customers should be moved outside.
5. Being under the influence of alcoholic beverages or controlled substances that causes a public disturbance or antisocial behaviors is not allowed.

Everyone has the right to use library resources provided his or her behavior does not unreasonably interfere with the rights of others to do the same.

Behavior which violates library policy, interferes with the use of the library by others or interferes with staff in the conduct of their duties is not permitted. Customers engaging in such behavior may be asked to stop the behavior and/or they may be asked to leave the building.

The police may be called and/or the customer's library privileges may be revoked. Unlawful activities will promptly be reported to the appropriate law enforcement authorities.

Staff is authorized to require a person to leave the library for the day if in the judgment of the staff member the customer's behavior is disorderly or disruptive. If the behavior is repeated or severe, staff will immediately file an incident report and consult with Library Director. A Trespass Notice may be issued.

Your entrance to this public library indicates that you are willing and able to act courteously toward all other persons here, act respectfully with regard to public property, and follow all library rules.

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Adopted: 12-2019
Revised/Reviewed:

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

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 _____