**SMOKY VALLEY LIBRARY DISTRICT**

**Library Policy**

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**SMOKY VALLEY LIBRARY DISTRICT**

1. Policy on selection of Library material

 **Mission Statement**

The Mission of the Smoky Valley Library District (SVLD) is to meet or exceed the informational, recreational, and cultural needs of the people of SVLD and surrounding area, while adhering to the “Minimum Public Library Standards for Nevada.”

Round Mountain Public Library (RMPL) and the Manhattan Public Library (MPL) are committed to providing free current information and library materials in a pleasant atmosphere.

We will support community programs and cultural activities in our area while challenging censorship.

Special emphasis will be placed on supporting formal and informal education, providing services, and introducing all patrons to a lifetime of reading and library use.

 **Criteria for selection**

* Materials will be selected to promote the mission of the libraries based on requests from library users, anticipated demand, need for materials on particular topics, and suitability of the item for the audience. Other considerations are artistic or literary merit, price, binding and reviews. The library will attempt to acquire the widest possible selection of materials within the limits of the budget. The libraries’ acquisition of any individual item does not constitute an endorsement of the ideas or opinions of the item’s author. No item shall *be* exclude from the collection simply because of the views of the author or creator. All materials will be judged as a whole and not on the basis of any particular passage or section.
* The libraries subscribe to the principles outlined in the Library Bill of Rights. Gift items will be evaluated using the same criteria as purchased items. They become the property of the library to be disposed of as necessary according to the librarian’s decision.
* The Library engages in continuous evaluation of the collection in a process known as “weeding”. This process allows the staff to evaluate materials based on usage, currency of information, and overall quality of each individual item. Materials deemed unnecessary or superseded may be discarded and replaced with current materials.
* No expenditures from a gift fund of a library may be made until authorized by the library board of trustees. SEE NRS 379.026.

 **Request for recommendation** (See Appendix)

* The library recognizes that some materials selected for the library in accordance with this policy may be considered offensive by an individual who may wish to register a complaint. All complaints are to be treated with courtesy, sensitivity, and objectivity. A library user who wishes to register a written complaint about an item should complete the Statement of Concern about SVLD Resources form. The library director shall respond in writing to any written complaints. If the complainant is not satisfied with the response by the library director, he or she may appeal to the Library Board of Trustees, who may, at their discretion, invite the person to appear at a board meeting to discuss his or her objection.
* Since libraries attempt to provide materials representing the widest viewpoint and do not endorse the ideas expressed in any item in the collection, materials will not be removed from the collection because an individual finds something offensive. Suggestions about materials which may provide additional viewpoints are always welcome and will be seriously considered for addition to the collection.
* An individual may make the decision for him or herself which materials to read or view. However, an individual cannot decide for the community at large. It is the responsibility of parents and guardians, who wish to restrict their children’s reading, to visit the library with their children or instruct the child/children on what they consider to be appropriate.

 **SMOKY VALLEY LIBRARY DISTRICT**

 2.0 Policy on Circulation of Materials and Equipment

* SVLD circulates materials which have been designated for lending to registered borrowers and by keeping records on all items currently out on loan. In the lending process, a transaction takes place between SVLD and the borrower, whereby the item leaves the custody of the library. The borrower presents a library card, library number or name to a library staff person who will record the information necessary to complete the transaction.
* The library reserves the right to limit the number of any one type or item to a borrower. The library reserves the right to limit the borrowing of certain types of formats to a predetermined age.
* Library materials are loaned for a variety of time periods, depending on the item; they may be returned either to RMPL or MPL.
* Materials may be renewed as needed by phone or by bringing the item to the library.
* Depending on availability, library equipment may be lent out to adult patrons in the community.
* Payment for damaged or lost items will be charged at the publisher’s or producer’s list price, or if not listed, at the default price for similar items. Fines are charged per item per day, with maximum per item fine. Fines are charged for all days overdue; excluding days the library is closed.

**Borrowing privileges will suspended for the following reasons:**

* + - Adult patrons owes fines over $20.00, Child patron owes fines over $2.00.
		- Outstanding bill for replacement
		- **Borrowing privileges will be restored when the problem is resolved.**
		- Library materials that are not specifically designated for lending, such as reference materials, may be loaned under certain circumstances with permission of the library staff.
		- Any claims of error can be handled by any staff member; any exceptions will be noted and corrections will be made as necessary.
		- In case of an unresolved disagreement, the patron may be asked to present the problem to the Smoky Valley Library District Board of Trustees for a decision.
		- The lending of library materials and equipment is further subject to such rules, regulations, and conditions as may be in effect from time to time. These rules include but are not limited to the applicable time periods for which library materials are loaned as are set forth in the following sections. The above policy and supplemental conditions referred to in this paragraph may be amended at any time with or without notice. The library reserves the right to *alter* the application of the above policy should extraordinary or emergency circumstances warrant. Changes that have been made will be posted.

**Loan periods:**

* + - Blu Ray/DVD/VHS 7 days
		- Educational Blu Ray/DVD/VHS 1 month
		- All other circulation materials 21 days
		- Vacation loan 1 month (Senior Citizen and Out of *A*rea patrons)
		- Interlibrary loan 1 month
		- Classroom collection (School staff only) 1 month, requests that will severely deplete the subject area, have to be approved by the Library Director.

**Age limits:**

* Blu Ray/DVD/VHS/CD’s: Ages 17 and above, unless a signed permission slip from the parents is on file.

**Borrowing Limits:**

* There is no limit on the number of books a patron age 12 and over may check out. Children up to 12 year of age may check out up to 10 *items*, unless limited by their patents. Probationary patron may check out a maximum 10 items until probationary status has been upgraded to regular patron status.

**Overdue notices:**

* Adult patrons who have fines totaling more than $20.00 will be advised of the situation the next time they visit the library. If materials are over 30 daysoverdue and patron has not been in the library they will be notified by email or phone. After 60 days the patron will be advised of the situation by mail.

**Fines and Fees:**

* Blu Ray, VHS, and DVD fines are $1.00 per day, up to a maximum charge of the replacement cost of the item. All other library material fines are 10 cents per day, per item, up to maximum per item fine. There is a one day grace period. Damage charges, if not repairable are charged at the replacement cost. SVLD will charge $30.00 for checks returned due to insufficient funds.

**SMOKY VALLEY LIBRARY DISTRICT**

1. Policy on Registration of Borrowers
	* RMPL/MPL registers people to use the library to fulfill its responsibility for maintaining control of the materials it lends.
	* All residents of Nevada in good standing with the library are eligible for free borrowing privileges from the library. As a courtesy, the library also extends free borrowing privileges to nonresidents of Nevada.
	* The record of all materials loaned requires the use of a unique number that is assigned to the patron at the time of issuance of the library card. (See Appendix) This number is used each time materials are checked out. The patron is responsible for all items checked out on their account. Information is updated at least once every two years. Cards not used for two years are purged from the system. However, when presented to the staff for use, the patron information is reentered into the system and the card again becomes valid.
	* Persons age 12 and over who wish to obtain a library card must fill out and sign an application. (See Appendix) Those under the age of 12 years old who wish to obtain a library card must complete an application form and have it signed by a parent or guardian.
	* Before the library card may be issued, the library staff member to whom the application is presented must be assured that the person fulfill the following requirements:
		+ Provide a valid mailing address
		+ Provide a home telephone, cell phone or/and work telephone number if possible
		+ Provide a valid email address if possible
		+ Must consent to having a photo taken for their account
	* It is the responsibility of the patron to notify the library of any change of name, address, telephone or email address*.*

**PATRON DESIGNATIONS:**

* ***Probationary Patron*:** Patrons who are new to the area will be issued a library card with a probationary status. For the first 6 months they will be limited to a total material checkout of 10 items: If after the initial 6 months they have no outstanding fines or lost materials they will be upgraded to Patron status and may checkout an unlimited amount of materials. As long as they are in good standing with the library.
* ***Patron*:** After the initial 6 months probationary period adults over the age of 17 are considered Patrons. There are no limits to the amount of materials they can check out as long as they remain in good standing at the library.
* ***Student*:** Borrowers under the age of 17. They are limited to the amount of materials they can check out by the borrowing limits stated in the above policy.(see policy 2.14)
* ***Senior citizen*:** Patrons over the age of 55. Senior citizens are given an extended checkout period of 30 days. They are exempt from paying any fines.
* ***Friends*:** Patrons who have paid to join the Friends of the Library. They receive a discount when purchasing used materials from our Friends of the Library area.
* ***Out of area***: Patrons who live 20 miles or more outside of Round Mountain.
* ***Staff*:** Employees, current board members of the Smoky Valley Library District, Teachers at the Round Mountain Elementary, Junior High, and Senior High Schools.

**SMOKY VALLEY LIBRARY DISTRICT**

1. Policy on computer use

The Round Mountain and Manhattan Public Libraries are pleased to make computers available to patrons. To insure that the service operates smoothly, your cooperation is needed with the following rules:

* + Abuse of any library rule will result in loss of library privileges. Staff members have the right to restrict computer use of those who cannot abide by the library policy. (See rules of conduct 5.0)
	+ Adult Public access computers are not filtered.
	+ Parents are responsible for deciding what their children may or may not access. Parental permission will be required for any internet usage by minors. Parents will be encouraged to guide their children in this activity, and may specify that their child use the internet in their presence. Children’s computers are filtered.
	+ In order to use the library’s computers you must have the ability to do so. Staff members are not to provide training or in-depth assistance. Tutorials are available for some programs.
	+ Damage or destruction of computers is prohibited and patrons will be held liable; parents are liable for all acts of minors. (NRS 379.160)
	+ One person can be at a computer station at a time. Exceptions can be made at the discretion of the Library Staff.
	+ Inappropriate behavior will result in the cancellation of the session. The library staff will determine what inappropriate behavior is. The student patron must have a conference with the library director and parent/guardian regarding behavior, before computer-use privileges will be reinstated.
	+ All printed pages are .10 cents a page for black & white and .30 cents a page for color, even if you bring your own paper. Printing costs must be paid even if you did not “intend” to print.
	+ Patrons are prohibited from getting into the hard drive of the computer.

 **SMOKY VALLEY LIBRARY DISTRICT**

1. Library Rules of Conduct

It is our intention to provide library visitors with good service in a pleasant atmosphere. Each of you can help by observing the following rules of conduct. All staff members have the authority to enforce library policy.

* + Conduct that disturbs library users or staff, or that hinders others from using the library or library materials are prohibited.
	+ Damage, destruction or theft of library property is prohibited. Parents are liable for all acts of minors. (NRS 379.160)
	+ Vandalism and loitering is prohibited on library property.
	+ Shoes and shirts must be worn in the library *(unless approved by staff.)*
	+ The library may call the proper authorities when minors (under age 17) are left unattended and do not observe the library rules of conduct during library hours. The library reserves the right to turn over to the proper authorities a minor (under age 17) left unattended after library hours.
	+ Briefcases, small day packs, and book bags that do not impede library usage will be allowed in the library.
	+ Any personal items lost, stolen, or misplaced are not the responsibility of the library.
	+ Soliciting staff is permissible in the library; at the discretion of the Library Director.
	+ Rollerblading or skateboarding will not be allowed in the library building.
	+ Illegal activities as defined in NRS 203 are prohibited. *(See Appendix)*
	+ Staff may request offenders to refrain from any of the above actions and/or leave the facility. An attempt may be made to contact parents of juvenile offenders. Law enforcement officials will be called if necessary. An incident report must be completed by a staff member and available witnesses. *(See Appendix)*

**SMOKY VALLEY LIBRARY DISTRICT**

 6.0 Interlibrary Loan Policy

As part of its commitment to provide the greatest possible access to information to all persons, SVLD participates in interlibrary loans with other libraries.

**Borrowing from other libraries**

* + RMPL & MPL attempt to provide a diverse collection to meet the informational, cultural, and recreational needs of the community. However, sometimes local resources are not available to meet those needs, and materials must be borrowed from other libraries.
	+ The library staff will determine whether an interlibrary loan (ILL) should be requested from another library and to which library the request will be sent. The staff will do everything possible to find the needed information or materials in the Smoky Valley Library system before requesting any item. Library staff may refuse to place the request for a patron if, in the judgment of the staff, the request does not meet the criteria outlined in this policy.

**Eligibility**

* + All library users are eligible to request interlibrary loan, providing they meet the following requirements:
	+ Possess a current, valid library card
	+ Be in good standing with the library (i.e. no overdue materials, fines over $20.00, current information on file, etc.)
	+ Complete an interlibrary loan request form

**Limitations on borrowing:**

* + There are certain ILL limitations. They are:
	+ No more than 3 interlibrary loan requests per patron will be placed at one time.
	+ Any particular item will not be ordered more than once for any one patron in a one year period.
	+ Borrowing of interlibrary loan materials is subject not only to SVLD rules and policies but also to the rules and policies of the lending library.
	+ Patrons who have not picked up a requested interlibrary loan item more than once in a one year period will lose their eligibility for interlibrary loan for a period of one year.
	+ Generally RMPL and MPL will not attempt to borrow the following types of materials:
	+ Current best sellers
	+ Reference books designated for in-library use only
	+ Issues of magazines or journals (individual articles may be borrowed within guidelines of copyright)
	+ Rare or manuscript materials
	+ Items or semester reserve at an educational institution
	+ Items owned by SVLD, except under extraordinary circumstances (long overdue, lost, etc.)
	+ Multiple copies of items for classes, book groups, etc.
	+ Audiovisual items (includes Blu ray, DVD’s, VHS, and audio tapes.)

**Time frame**

* + If in the judgment of the staff the requested item will not be received before the patron’s deadline, the interlibrary loan request will not be placed. Materials should be requested at least three weeks before any deadlines. The staff cannot guarantee that any item will arrive at any lending library.

**Fines**

* + All fines accrued on loaned items will be the responsibility of the borrowing patron.

**Notification**

* + Patrons will be notified, usually by telephone, when an interlibrary loan item has been received. Patrons will also be notified if the item requested is not available.

**Patron responsibility**

* + The patron is responsible for picking up the requested material on time, for returning the item to the libraries on time, for returning paperwork with the item, and for maintaining the material in the same condition it was in when the patron received it.

**Loaning to other libraries**

* + RMPL & MPL agrees to loan, without charge, to any library. The libraries will loan materials for a period on one month. The libraries will not loan reference books, audiovisual materials, materials currently in high demand, nor loan in-print books costing less than $10.00 to out-of-state libraries. If the item requested is checked out, the library will place a hold for the requesting library. SVLD libraries reserve the right to decide on an individual basis whether to loan any particular item at any particular time.

**SMOKY VALLEY LIBRARY DISTRICT**

 7.0 Meeting Room Policy

* SVLD provides a meeting room free of charge to any group or organization, subject to the following regulations. Failure to follow the rules may result in the loss of meeting room privileges.
* All meetings can be changed at the discretion of the Library Director. Accommodations’ will be made for any changes in the schedule.
* All requests for use of the meeting room must be made to the library staff and entered on the meeting room calendar. If a meeting is canceled, the library must be notified in order to clear the room for other use. Groups using the room on a regular basis should contact the library, as soon as they have a new schedule, to schedule the room for the following year.
* The library may deny the use of the meeting room for good and sufficient reason; protests may be made in writing to the Library Board of Trustees.
	+ ***EX****: Failure to cancel a scheduled meeting, leaving the library unsecured, not leaving the meeting room in a clean and orderly condition. See 7.7*
* Commercial use of the meeting room may be booked, if it is available and the activity is deemed appropriate by the Library Director.
* Reservations will be taken on a first-come, first-serve basis. If an emergency library meeting must be held, such meeting will take precedence over other meetings.
* The meeting room and rest rooms must be left in a clean and orderly condition. At the end of the meeting, all lights must be turned off doors locked and secured. If there is excessive mess, or breakage occurs, fees for cleaning and/or replacement may be charged. Normal safety precautions must be observed.
* Any group holding a meeting must remove all personal property. Storage may be arranged with the library staff, but may be limited to available space.
* Smoking is prohibited in the library building.
* Users of the meeting room are to be considerate of library patrons in terms of noise.
* Groups will be required to return chairs, tables, and other equipment to their original positions.
* Equipment must be reserved in advanced prior to your meeting.
* The library district will not be responsible for lost, stolen, or damaged property of meeting room users. The library district will not be responsible for injuries or damages sustained by those using the meeting room.
* The library phone is available for public use, with limitations determined by the staff.
* Groups of minors must have adult chaperons. Children should not be left unsupervised in the library while their parents attend meetings.
* No illegal acts may take place while groups are using the meeting room.

 **SMOKY VALLEY LIBRARY DISTRICT** 8.0 Accident and Injury Policy

In the event of an accident resulting in an injury the following procedures must be followed:

* Determine the degree of injury and if obviously serious call 911 and a Nye County Deputy for assistance. Remain with the victim after placing a call and render aide to the extent able until help arrives.
* You may give band aides or paper towels to a person with minor scratches or scraps.
* Always wear latex gloves when assisting a person who had obtained an injury.
* An accident/injury report and accident/injury statement must be completed when parent/guardian or 911 is called for assistance.
* In the case of injury on district property a notification must be made to the district’s insurance carrier and the library board by a staff member.
* An accident/injury report and accident/injury statement must be filed with the supervisor. *(See Appendix)*

 **SMOKY VALLEY LIBRARY DISTRICT**

 9.0 Inventory

* RMPL & MPL will inventory every two years all its equipment and other property which constitute fixed assets having a service life of one year or more or a value of $500.00 or more.
* A record of fixed assets will be kept on file listing a description of the item. They may include but are not limited to: serial number, model number, vendor’s name, price, date of purchase, and account charged for purchase. These records should be on file within a reasonable time after receiving item. Items having a value of less than $500.00 may be inventoried at the discretion of the staff.
* The fixed assets will be assigned an identifying number and labeled “Property of Smoky Valley Library District”.
* A full inventory of books, audio visual materials, equipment will be done every three years. Each section will be done on an as needed basis. A list of all items inventoried will be kept with description, price, date of purchase, vendor’s name, and account charged for purchase.

**SMOKY VALLEY LIBRARY DISTRICT**

10.0 School Library

* RMPL provides library services to school children K-12th grade.
* Teachers may register their classes at the beginning of the school year.
* Teachers must stay with their students, as they are responsible for the students’ welfare.
* Library staff will be available to assist students is selecting their books and materials.
* School teachers are given an extended checkout period.
* The library does not charge fines on their Library Teacher account.
* Holiday material is to be returned in a timely manner to allow maximum usage during current holiday.
* School Library contract is available for viewing upon request.
* Students will be assigned a unique student patron number to be used when visiting the library with their teacher.
* Materials checked out on the students school library account will be governed by the teacher.
* A student patrons library account will be kept separate from their public library account, any fines, late material, lost material, etc. will not affect the other account.
* Parents/Guardians will have access to both accounts; teachers will only have access to the school library account.
* Materials overdue will accrue fines of 10¢ per day per item.

**SMOKY VALLEY LIBRARY DISTRICT**

11.0 Confidentiality Policy

* It is the policy of SVLD that all circulation records are confidential in nature. Circulation records consist of patron data and actual circulation files.
* NRS 239.013 Confidentiality of Records of Library which Identify user with property used.
* Any records of a public library or other library which contain the identity of a user and the books, documents, films, recordings or other property of the library which he/she used are confidential and not public books or records within the meaning of NRS 239.010. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime.

**SMOKY VALLEY LIBRARY DISTRICT**

12.0 Copy and Facsimile Services

Copy machine services are available at the RMPL & MPL Libraries. Facsimile services are available at the RMPL & MPL Libraries. The libraries accept no responsibility for the quality or confidentiality of the fax transmissions or copies. These are auxiliary services and only provided on a “when available” basis.

* The charge for copies is .10 cents per copy (black & white) for letter size 8 ½ X 11 and legal size 8 ½ x 14. The larger size of 11 x 17 is available at .20 per copy (black & white). A double sided copy is cost x 2. Color copies are .30 cents per copy.
* Students receive free copies when copying from reference books or the internet for school projects.
* Outgoing facsimile charges are $1.00 per page. The library supplies a cover sheet for your convenience at no charge.
* Incoming facsimile charges are a $1.00 per page. Excluding a cover page.
* A receipt for cost of copies or facsimile will be given on request.
* Photo quality prints are currently charged at the following rates:
	+ - 4 x 6 = $.50
		- 5 x 7 = $1.00
		- 8 x 10 = $1.75
		- 8.5 x 11 = $3.00
		- 13 x 19 = $5.00
		- ***Rates are subjected to change due to increases in supply costs. New rates will be posted in the library.***
* SVLD will observe all copyright and First North American Serial Right Laws. *(See www.copyright.gov)*
* The Library reserves the right to refuse to copy material that is pornographic, sexist in nature, or deemed inappropriate by any individual staff member, patrons will be allowed to make their own copies.

 **SMOKY VALLEY LIBRARY DISTRICT**

 13.0 Voluntary Services Policy

* Voluntary services are welcome at RMPL & MPL. Please contact the Library Director to set up a volunteer schedule. All volunteers must check in with the Library Director. At that time the Library Director will determine whether this is a need for help.
* Community service can be granted at the discretion of the Library Director.
* Volunteers must follow the same policies and procedures as regular staff.
* Student wishing to volunteer must have permission from their parent/guardian*.*

**SMOKY VALLEY LIBRARY DISTRICT**

14.0 Records Management Policy

The records of the Smoky Valley Library District document the origin, evolution, and current operations of local library district programs. These records provide evidence on policy formulation processes and on administration of those policies. The records include information on taxation and on the management and expenditures of public funds.

**Library records management:**

* The library board of trustees and directors should recognize the importance if the records created and received by their operation and the information these records contain. Records should be managed systematically, effectively and economically.
* Responsibility for management, preservation and legal disposition of records will be under the direction of the library director.
* Records should be easily accessible to government officials and to the public through the use of indexes, systematic filing systems, and other techniques.
* Inactive or non-current records should be segregated from active records and stored away from busy office area.
* A “Vital Records” program should be developed to ensure the survival of records and information necessary to resume and continue government operations after a serious fire or other catastrophe.
* Records personnel should be trained in techniques of records and information management.
* Obsolete records should be disposed of periodically following the approved records retention schedule. *(See Appendix)*
* Historically valuable records should be preserved in a local government archives or the State Archives where possible.

**Definitions:**

* Records Manager (Library Director) – an individual within the organization who is responsible for systematically managing the creation, maintenance, use and disposition of records created by and received by the organization.
* Administrative Records – relate to activities such as budget and finance, human resources, equipment and supplies, facilities, public relations, and contracting. This includes correspondence.
* Disaster Recovery – protect property or to avert the threat of damage to property.
* Duplicate – by the same impression as the original or by other equivalent technique designed to ensure an accurate reproduction of the original.
* Electronic Duplicate – by the same impression as the original or by other equivalent technique designed to ensure an accurate reproduction of the original.
* Electronic Record – information that is created and stored in a form that only a computer can manage by a program.
* Record – memoranda, reports, or compilation of data in any form which are kept in the course of an activity which is regularly conducted by an employee of the library district.
* Records Schedule – records control schedule, records retention schedule, records retention and disposition schedule, or schedule. A document providing mandatory instructions for what to do with records (and non-record material) no longer needed for current library business.
* Record Keeping System – a manual or automated system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.
* Series of Records – means records that are kept or filed in a unified or sequential arrangement, having similar characteristics or relating to a similar function or activity.
* Vital Record – means an official record, which contains information, required for agency to continue functioning during a disaster, or to re-establish operations after a disaster.
* Within the library, only the library director should determine records or non-record status, after obtaining the necessary advice from the library’s legal counsel. When it is difficult to decide whether certain electronic data/document/files or systems are record or non-record materials, the library director should treat them as records.
* Some vital records are housed with the Nye County Clerk, Nye County Auditor, Nye County Treasures, Nevada State Library and Archives and other government archives.
* Administration records are kept in files in the director’s office; circulation records are maintained on the Destiny Server; with the inactive records in the archive records file in the file storage area.
* The material collection records are considered a vital record and must be backed-up on a daily basis; a secondary record should be renewed quarterly and kept in a location apart from the library. This will be in effect until such time as records are kept at the state level.
* Storage of archives will be determined at a later date.

**Smoky Valley Library District**

1. Technical support policy
	* Technical support is available at no cost to the public during library hours, at the patrons own risk. Support will be gauged on complexity of problem and time involved to complete repairs.
	* Software not available from an open-source, no-cost distributor must be purchased separately by the computer owner.
	* No pirated software will be installed on ANY computer system. Software such as operating systems and office program will require a valid product key or registration key from a licensed vendor in order for us to install it. In addition, we will not use any code generating software of any kind in order to provide access to any program.

**Smoky Valley Library District**

**Staff Participation Policy**

16.0 Staff participation policy

* In the event that the library (RMPL or MPL) host a special program, (example: drawings, raffles, or programs with prizes). All ***adult*** staff members (over 17) and board members will be exempt from participating.
* All students (including staff members) are allowed to participate in library hosted programs including but not limited to: incentive raffle, raffles, drawings etc.

 **Smoky Valley Library District**

1. Emergency Closure Policy

**Power Outage Policy:**

* All patrons will be asked to leave the library for safety reasons.
* Library staff will work diligently to find out the reason of the outage and the timeframe in which the power will be out.
* The library will re-open within 30-minutes of the power being restored.
* If the power is not restored within two hours of scheduled closing the library will re-open the following business day.
* Extenuating circumstances can change the above policy at any time.

**Inclement Weather Policy:**

* + The Smoky Valley Library District will remain closed or close early when weather has caused unsafe walkways or blocked entrances/exits to buildings.
	+ Library staff will work diligently to restore the walkways and entrances to the building in a timely manner.
	+ The libraries will re-open as soon as there are two safe entrances/exits from the building and the walkways are clear.
	+ In the event that weather is so severe employees are at risk if they travel to work, the Library will remain closed until roads are safe to travel.

**Loss of Water/Sewer Problems:**

* If for any reason the water to the building is turned off, the library will be closed until water is restored.
* If the library has blocked sewer lines causing the restrooms to be closed, the Library will be closed until service is restored.

**SMOKY VALLEY LIBRARY DISTRICT**

**LIBRARY APPENDIXES**