

## SEWARD MEMORIAL LIBRARY GENERAL LIBRARY POLICIES

“The Seward Memorial Library provides equitable access to programs, services and materials that satisfy our community’s diverse informational and recreational interests.” This mission statement succinctly summarizes the values and goals of the Seward Memorial Library Board and staff. Striving to fulfill this mission requires vigilant observation of the ever changing needs patrons express regarding content and delivery of information.

- A. Within the library, the use of every collection is free to all. Service will not be denied or abridged because of gender or age; because of religious, racial, social, economic, or political status; because of mental, emotional, or physical condition; or because of sexual orientation. Responsibility for the reading of minors rests with their parents or legal guardians. The library staff will not withhold library materials from any patrons because of age.
- B. Staff will provide information in the form of short answers (research time 30 minutes or less) to specific questions for Seward patrons who appear in person, call on the telephone, or request information through mail or electronic means. Donations are appreciated for research assistance provided to non-county residents, including extended Internet or genealogical searches that will be completed as staff time allows.
- C. Tax forms from the IRS and the Nebraska Department of Revenue will be made available to the public. Forms received will be distributed free of charge. If photocopies of forms or publications are requested, the patron must pay the current charge per copy. Printable forms are also available via the Internet at the current charge per page printed.
- D. Free Internet access is available to everyone, though all other library guidelines, including copy charges, apply. Personal devices may directly access the library’s Internet connection only if current requirements for technology protection measures are satisfied. Free wireless access is also available.
- E. Both black and color copies may be made by the public at the current fee. Current copyright guidelines apply to all copies or printouts made in the library.
- F. A typewriter is available, at no cost, for in-library use only.
- G. Public restroom facilities are available, including changing tables for infants.
- H. Currently no public phone or FAX service is available at the library.

I. Hours

1. The library will be open to the public a minimum of 45 hours per week.
2. The decision to close the library for special events will be made by the Library Director and the President of the Board.
3. The Library Director may close the library because of storms or other problems and report the occasion at the next board meeting.
4. The library will be closed on the holidays which are observed by the City of Seward and other days designated by the Library Board. If December 24 and December 31 fall on a week-day, the library will close at the time(s) specified by the Mayor.