

SEWARD MEMORIAL LIBRARY
GENERAL LIBRARY POLICIES

The Seward Memorial Library enables and encourages our community to

- READ frequently and diversely
- LEARN continuously and objectively
- CONNECT locally and globally

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 choices of minors rests solely 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 County patrons who appear in person, call on the telephone, or request information through mail or electronic means. Research assistance provided to non-county residents, including extended Internet or genealogical searches, carries a \$5 fee.
- C. If tax forms are received from the IRS or the Nebraska Department of Revenue, they will be made available to the public for free. If photocopies of forms or publications are requested, the patron must pay the current posted rate 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. Copies may be made by the public at the current posted rate. 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 is available at the library. Fax services are available at the current posted rate.

- I. No animals, other than service animals as defined by federal and state law, shall be allowed in the library building, with the exception of special programs.

- J. 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 weekdays, the library will close at the time(s) specified by the Mayor.

- K. These policies may be amended at any regular or special meeting of the Board provided that written notice was given to each member at least two days prior to the meeting and the meeting was posted in accordance with the Nebraska Open Meetings Act. In the case of conflicting policies, the policy most recently amended shall supersede all other policies.