

# ATCHISON COUNTY LIBRARY

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## Policy for the Atchison County Library

### A. Objective

The purpose of the Atchison County Library is to provide materials, in a variety of formats, to meet the informational, educational and recreational needs of the citizens of the library district. These materials should be made available and maintained by a staff who is interested in providing the best possible service to every citizen. These materials should be housed in safe, clean and attractive surroundings.

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who follows the policies determined by the Atchison County Library Board of Trustees. This responsibility may be shared with other members of the library staff however, the director ultimately makes the selection decisions and has the authority to reject or select any item contrary to the recommendations of the staff.

### C. Criteria for Selections

1. The main points that are considered in making selections of materials are
  - a. merit of each item
  - b. popular appeal/ demand
  - c. suitability of material for the audience
    - i. The library collection for patrons under the age of 18 is split into the "E" section which is intended for ages birth through 3<sup>rd</sup> grade, the "J" section which is intended for patrons 3<sup>rd</sup> grade through 6<sup>th</sup> grade, the "YA" section which is intended for patrons in 7<sup>th</sup> grade through 9<sup>th</sup> grade and the "YA2" section which is intended for patrons in 10<sup>th</sup> grade through 12<sup>th</sup> grade. There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 3<sup>rd</sup> grade for "E" materials, 3<sup>rd</sup> grade through 6<sup>th</sup> grade for "J" materials, 7<sup>th</sup> through 9<sup>th</sup> grade for "YA" materials and 10<sup>th</sup> grade through 12<sup>th</sup> grade for "YA2" materials; and/or publisher's suggested age range if available. These are only recommendations. This statement is required by Missouri Regulation 15 CSR 30-200.015.
    - ii. The responsibility for materials used by minors rests completely with their parents or legal guardians. Materials selected for Adult and Young Adult collections are intended for mature readers. Checkouts to minors from these collections are allowed with the permission of the parent. Minors will be allowed checkouts from each library collection unless specified by the parent or guardian. Separate collections are available for children and young people, but it is not the responsi-

bility of the Library, Board of Trustees or staff to determine which collection they should use or what item in the approved collection is suitable for an individual.

- d. existing library holdings
- e. budget

2. What the library acquires:

- Adult Fiction
- Adult Non-Fiction
- Easy Fiction
- Juvenile Fiction
- Juvenile Non-Fiction
- Young Adult Fiction
- Young Adult 2 Fiction
- Young Adult Non-Fiction
- Large Print Christian Fiction
- Large Print Westerns
- Magazine subscriptions (both for adults and children)
- Audio books
- Popular and/or current DVDs
- Atchison County Mail*
- St. Joseph News-Press*

## D. Obtaining a Library Card

**Because the library is primarily funded by the property taxpayers of the county, ACL Adult Full Access cards are issued freely to individuals living or owning property within the county property taxing district. An Adult Full Access card is for any person over the age of 18. To apply, please bring a photo ID or other paperwork (lease, personal check, bill etc.) that shows your current Atchison County address.**

**For those living outside of Atchison County's taxing district, the same proof of address is needed, along with a \$25 annual fee.** That amount is based upon what the library receives in property tax revenue from those living within the county's taxing district.

**Cards for minors may be obtained. Minors are considered any person over the age of 5 and under the age of 18.** A parent or legal guardian, with an active ACL library card, must come in with the minor at the time of sign up. The parent or legal guardian will be responsible for all damages and lost items checked out with the minor's card. An **Informed Consent Of Use Of Library For Minor Child(ren)** form must be filled out by the parent or legal guardian at the time a card is issued for the minor child(ren). This allows the child(ren) full access, check out, view and otherwise utilize all Library resources, except internet usage. **The responsibility for materials used by minors rests completely with their parents or legal guardian.**

**restricted library card may be obtained on request of the parent or legal guardian for any minor over the age of 5 and under the age of 18.** With the use of this card the parent or legal guardian will need to be present at the time of checkout of any material to approve the items the minor wishes to checkout. The parent or legal guardian will then need to give staff approval for those items to be checked out before the staff member will proceed with the checkout process. If the parent or legal guardian is not in attendance to give approval then no checkout of any items will be allowed at that time.

**Parents or legal guardians who wish to allow the child(ren) to check out items on their card** must also fill out an **Informed Consent Of Use Of Library For Minor Child(ren)** form.

**A Temporary card** may be obtained for adults who are residing in the county for a short period of time to help care for family members (elderly or children). There is no fee for this card but they are only issued for a short time period. Outage workers may also obtain a temporary card with a twenty-five dollar (\$25.00) deposit and two (2) item checkout limit. This twenty-five dollar (\$25.00) deposit is refundable if all items are returned when cardholder leaves the area.

By obtaining a library card, the patron is responsible for all fines, fees, damages or lost items associated with their library card. Parents or legal guardians are responsible for materials their child(ren) check out from the library. They are also responsible for all fines, fees, damages or lost items associated with their child(ren)'s card.

Patrons should bring their library card any time they want to check items out. There will be a two dollar (\$2) fee for a replacement card if card is lost. Patrons may be given time to look for a misplaced card but if card is not found within a reasonable amount of time, they must pay for a replacement card.

## **E. Material Check-out Policy**

Books (includes large print) – two weeks

Books on CD – two weeks

Magazines – one week

Reference – no checkout

Videos – three days

### **Renewal Of Materials**

These rules are general and can be waived by the director – or – person in charge of circulation desk

Books – maybe renewed – there may be exceptions

1. Interlibrary Loan Books – no renewal

2. Books on reserve – no renewal

Magazines – may be renewed

Books on CD – may be renewed

Videos – no renewal on new movies, older movies may be renewed one time

### **Quantity Of Material To Be Checked-Out**

Videos – 5 per address

Books and other items per adult card – 20 items

Books per juvenile and young adult card – 10 items

The Library Director may set limits on materials to be checked-out by individual patrons or families if he/she feels it is necessary in case of abuse of privilege and/or materials. Discretion may also be used to set limits in order to facilitate sharing of resources.

#### **Fines – Materials Not Returned As Contracted**

No charge for Sundays and Holidays

Books – five cents per day

Magazines – five cents per day

Books on CD – five cents per day

Videos – one dollar per day

Interlibrary Loan Books – see Interlibrary Loan policy

#### **F. Holidays**

New Year's Day & the day after

Martin Luther King's Birthday

Presidents' Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day & the day after

Christmas Eve

Christmas Day & the day after

New Year's Eve

Generally speaking, if a holiday falls on Saturday, the preceding Friday will be observed as the holiday or if a holiday falls on Sunday, the following Monday will be observed as a holiday.

#### **G. Computer Use**

See attached policies for computer use and computer use for minors.

#### **H. Bookmobile/Van**

Service is provided to the classrooms in the area schools as requested by the schools. A variety of books will be delivered to elementary classrooms and secondary classrooms once a month. These books are selected within a given range appropriate to each classroom and will include both fiction and non-fiction books in the elementary selections. Individual teachers may opt out of receiving books for their classroom. Books are checked out to the classroom/teacher. The teacher is then responsible for keeping track of the books checked out to his/her classroom. A list of books checked out to each classroom will be provided a few days before the next scheduled visit. Storytime is provided to preschool, kindergarten and first grade classrooms if the teacher requests. No fines are charged for overdue Bookmobile books. Teachers may make requests but it is the librarian's decision if this requests can be accommodated. Requests should be made at least a week prior to the scheduled school visit, more notice is appreciated if possible.

## **I. Interlibrary Loan**

Due to limited budget and space, the library can not purchase all the materials that are requested. Therefore, interlibrary loan is used to obtain materials from other libraries for our patrons.

In return for borrowing materials through interlibrary loan, the Atchison County Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have it's current holdings listed in a tool that is accessible by other libraries. The Atchison County Library does not loan audio books or DVDs through interlibrary loan and therefore does not borrow either of these items from other libraries.

Fines for overdue interlibrary loan books will be \$1.00 per day. Interlibrary loan books more than two days overdue may cause suspension of patron's interlibrary loan privilege for 3 months (first offense). Any patron may only request up to 6 books in a 2 month period. Loss of interlibrary loan materials may result in the borrower's loss of privileges for a 6 month period.

## **J. Patrons with Disabilities and/or Special Needs**

Any patron with a disability or disabilities will upon request be given any assistance desired to give them access to library materials and/or equipment. As soon as assistance is requested, a staff person will be assigned to assist the disabled patron during their library visit. Signs shall be conspicuously posted throughout the facility stating that staff assistance is available upon request. Signs shall also be posted that indicate special needs equipment is available. Signs concerning access to the building shall be posted at all entries.

There shall always be at least one study and/or reading area available to accommodate patrons in wheelchairs.

Currently the rest room facility is available to patrons with many types of disabilities.

## **K. Policy on Unattended Children**

All patrons, including children, must abide by the library's behavior policies. For children's safety, a parent, legal guardian, or caregiver is solely responsible for the behavior and supervision of children while in the library or on library property. Neither Atchison County Library nor its staff is able to provide short- or long-term child care. The library is not liable for children left unattended in its libraries or on its property.

Children ages 10 and under should be accompanied by a parent/guardian or responsible caregiver (age 16 or older). The responsible person should remain in sight of the child at all times.

## **L. Library Code of Conduct**

The Boards of Trustees of Atchison County Library believe that individuals have the right to use library facilities, materials and services without being disturbed or impeded by other library users and that these individuals as well as staff have the right to a secure and comfortable environment. In support of this, the Boards of Trustees of Atchison County Library have adopted the following policies:

1. Individuals shall engage in activities associated with the use of a public library.
2. Individuals shall respect the rights of other library users and library staff. Any behavior that disturbs library users or staff, or that hinders others from using the library is prohibited. These behaviors include, but are not limited to: loud or boisterous behavior, verbal or physical harassment, obscene or vulgar language, displaying print or non-print materials of an offensive nature to others, or by behaving in a manner that can reasonably be expected to disturb others. Anyone engaged in such behavior, or behaviors listed below, shall be asked to stop the behavior or leave the premises.
3. Weapons are prohibited in all library facilities.
4. The consumption of food is prohibited except during library programs, in the meeting rooms, at designated times and by arrangement.
5. Smoking and other tobacco use is not permitted in all library facilities. Smoking includes electronic cigarettes.
6. Individuals shall not be under the influence of alcohol or drugs on the library premises. Alcohol and drugs shall not be permitted on library property.
7. Individuals shall not engage in any illegal activity while on the library premises.
8. When speaking on a cell phone, individuals shall be asked to move to designated areas of the library if their volume is considered disruptive to staff or other patrons.
9. Proper care of library materials, furnishings and facilities is expected of all library users. Theft, vandalism and mutilation of library property are criminal offenses and shall be dealt with accordingly.
10. Proper attire, including shirts and shoes, is required in all libraries.
11. Individuals whose bodily hygiene is so offensive that it causes complaints from other library users may be required to leave the library.
12. Animals, except those used to aid persons with disabilities or part of a library program, are not permitted in any of the libraries.
13. Individuals shall be responsible for any fines, fees or other charges due in accordance with library policy. Failure to pay such charges will result in the suspension of borrowing privileges. Further action may be taken under the provisions of Chapter 570 of the MISSOURI REVISED STATUTES.
14. Any materials removed from the library must be checked out on a valid library card or through other standard library procedures such as interlibrary loan. Intentionally removing library materials from the library without checking them out is theft and is covered under the provisions of Chapter 570 of the MISSOURI REVISED STATUTES.
15. Library staff may request the name, address and phone number of any individual who fails to abide by these Library Behavior Policies. .
16. Any individual not abiding by these or other rules or regulations of the library may be required to leave the library premises and may forfeit their library privileges. Library employees may contact local law enforcement officials if deemed advisable.
17. Any individual who violates these policies may be denied the privilege of access to the library by the Library Director or his/her designate. The Library Director or his/her designate shall notify the individual of this decision in writing, if possible. A patron whose privileges have been denied may have the decision reviewed by the Boards of Trustees. Loss of library privileges, except for non-payment of fines, fees, or damages, may range from one month to one year depending upon the seriousness of the offense.

## **M. Smoke Free Environment Policy**

The Atchison County Library District is dedicated to providing a healthy, comfortable and productive environment for its patrons and employees. To meet this goal, smoking and the use of tobacco is prohibited in all library facilities, and library vehicles. Smoking includes use of all forms of tobacco, electronic cigarettes, vaping, and any other products that may be used to smoke or mimic smoking.

## **N. Gift and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if needed and appropriate. If they are not needed due to condition, duplication, or dated information the director will dispose of the items in any way he/she sees fit. The same criteria for selection will be applied to purchased materials with memorial monies. Specific memorial items can be ordered on the request of a patron, if the request meets the criteria established by the Board. Book selections will be made by the director if no specific item is requested. The Atchison County Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of items if requested by the donor.

## **O. Weeding**

The ongoing weeding process is vital part of the collection development cycle. Weeding not only makes space available for new materials, it also contributes to an attractive library. Several criteria are considered when weeding including age of the item and the length of time since the last circulation transaction. Other factors may be included in the decision-making process. Weeding is at the discretion of the library director. Items withdrawn may be used for book sales or discarded depending on their condition and other factors.

## **P. Collection Challenges**

Complaints/challenges to library materials, events, presentations and displays must be filed in writing using the **Request for Reconsideration of Library Material** form. The form must be filled out in full, including personal information of the person filling out the challenge form, to be considered. Only patrons who are card holders of the library and reside within the library's legal service area may present challenges. Only one title per form is allowed. If a book is challenged and the process is fully completed and the same title is challenged again within 6 months of the original challenge, the staff may skip the full process for that title. Only parents or legal guardians of minor children in the library district may file a challenge specially involving children's materials, presentations, events and displays. Each branch has a section that is the children's area of the library. In Rock Port, the north side of the building is the children's section. In Tarkio the elevated area on the east side of the building and the first shelves closest to the librarian's desk is the children's area. In Fairfax the area right inside the front door and on the east side of the building is the children's area. The library is required to publish the results of any challenge. The results will be published on the Library's website. Identifying information of the complainant will be removed from the published results.

The request will be reviewed by the Library Director and any appropriate staff. The Director will respond to the individual in writing with the library's decision, based on factors such as the information provided on the form, personal examination, how well the item meets the criteria for materials selection and how the item fits within the overall collection.

Individuals who still have concerns about the material may request a hearing before the Atchison County Library Board of Trustees by making a written request to the President of the Board of Trustees. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. After receiving testimony from the public and from the library director, the Board will decide, based on the library's policies, whether to uphold or override the decision.

## **Q. Policy for Public Communications with the Board of Trustees**

The following are avenues of public participation that operate within the framework of the scheduled meetings.

### **Communication in Writing**

Written correspondence may be directed to the Board for consideration at meetings. Statements of two pages or less are encouraged. The correspondence should be provided to the library director.

### **Public Comment at Board Meetings**

The public is invited to attend all meetings of the Atchison County Library Board except those designated as an executive (closed) session.

Members of the public are welcome to address comments to the Board as set forth below:

- Public comment is allowed at regular meetings of the Board of Trustees unless otherwise noted on the agenda.
- A "Public Comments" section will be included on the agenda and is an opportunity for the members of the public to speak.
- All comments must be relevant to the operation of the Atchison County Library.
- The Board may schedule a special listening session(s) designated for community input if a large number of requests to address the Board are received.
- Each person desiring to be heard shall complete the Public Comment at Board Meeting Request Form prior to the meeting. The form must be turned in at the Library at least five (5) days prior to the scheduled board meeting.
- Priority of comments is given to:
  - Library Cardholders
  - Residents of the Library District
  - All other individuals wishing to address the Board.
- At no time will the Board hear personnel comments during the public comments portion of a business meeting because personnel matters are generally confidential. Please contact the Board in writing regarding personnel comments.
- Each person may speak up to three (3) minutes.



- The goal of this public comment time is not to exclude voices but to ensure an orderly meeting that respects the time of the volunteer Board members.
- The Board President will start the timer when the speaker begins and the speaker should conclude their remarks in the allotted amount of time.
- The total time devoted to public comment shall not exceed 15 minutes.
- At the discretion of the Chair, and if time allows, a speaker may be granted additional time to finish a presentation. If a large number of people are present to comment on the same topic, the Board President may ask or require them to select a spokesperson for the group. In addition, the Board may adjust the total time for comment and/or may reduce the time allotted for each speaker.
- Each speaker may only speak once per meeting and may not yield or credit their time to another speaker.
- Speakers are asked to be courteous in their presentation. Persons displaying disruptive behavior will be asked to leave or be removed from the meeting.
- The Board of Trustees does not generally respond to public comments during the course of the meeting. The public comments portion of the meeting is intended as an opportunity for the public to make the Board members aware of public concerns and issues but is not intended for the Board to conduct a dialogue or debate with the public.

These rules may be suspended by motion and majority vote of the Board.

Changes to the library's policy were adopted: July 13, 2023  
 (To update the policies and to comply with 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors)

Signature of Library Board President: Janet L. Brajci

Signature of Board Member Jayne Martini

Signature of Board Member Lois Powell

Signature of Board Member Vicki Pearson