

Wellsville City Library By Laws and Policies

Statement of Purpose:

To provide free library service in the form of a basic book collection and additional resources to all residents and non-residents regardless of age, education, background, religion, race or politics.

To be a vital force as a center of community culture, recreation, and continuing education.

To serve the community as a center of reliable information.

To encourage wholesome and constructive use of leisure time.

Intellectual Freedom:

The freedom to view, along with the freedom to speak, hear and read, is protected by the First Amendment of the Constitution of the United States. There is no place in a free society for censorship of any medium of expression. Therefore, the Wellsville City Library will:

1. Provide the broadest access to video and other audiovisual materials, as well as written materials because they are a means for the communication of ideas.
2. Provide materials with a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. Protect the confidentiality of all individuals and institutions using these materials.

Parents or guardians may expressly request, in writing, limitations on access to some materials for their minor child/children. The librarians will do their best to support the parent's written wishes.

Objectives:

Long Range:

- Fill requests for knowledge.
- Promote continuing education.
- Supplement, not duplicate, other services (school).

Short Range:

- Re-evaluate periodical services.
- Increase library hours.
- Improve publicity.

Three Year Plan:

The Wellsville City Library strives to provide excellent service to its patrons. To assist the library in meeting this goal, the Board plans to take the following measures over the next three years:

2015:

1. The Board will conduct a survey of the community in the Spring of 2015 to determine their wishes and/or concerns, while continuing to provide good service.
2. The library will continue providing its popular programs, including but not limited to, Summer Reading, Lego Club and Craft Night.
3. The Board and the Library Director will use the results of the community survey to help design the 2016 budget.

2016:

1. The Library Director and Assistant Director will receive a pay raise.
2. The Board will review the possibility of opening on Thursdays.

2017:

1. The Board will review the possibility of beginning construction of the new library addition, based upon the availability of sufficient funds.

TRUSTEE POLICY

By Laws

Time and Place of Regular Meetings:

In the library, second Monday of each Month, 7:00 p.m.

Special Meetings:

For any purpose considered necessary by the President or by quorum of the board

Annual Meeting:

Election of officers at regular April meeting: President, Vice-President, Secretary, Treasurer.

Annual Review of Policies:

June meeting

Duties of Officers:

President-Preside at meetings, call meetings, and leadership.

Vice-President-Assist President and serve in his/her absence.

Secretary-Take and record minutes, keep minutes on file.

Treasurer-Receive funds; on the order of the Board write warrants to be signed by President, and either the Secretary or the Treasurer; keep accurate record of all money received and disbursed. File monthly, quarterly and yearly reports. Prepare financial records for yearly audit; report to Library Board monthly.

System Representative:

Appointed by the Board for a one-year term, with no individual serving more than eight consecutive years. The representative need not be a member of the local Library Board, and may not be an employee of the Board.

Committees:

Budget-Consist of Treasurer, Librarian, and one Board Member appointed by President.

1. Duty-Prepare the budget and present it to the Board for approval. Budget will provide for the maintenance of the library under existing standards and for planned development and improvement.
2. Chosen representatives of the Board of Trustees together with the Librarian will appear before the Wellsville City Council annually as requested to present the budget.

Committees continued:

Policy-Review Policy annually and recommend changes at June meeting.

Special Committees-To be appointed by President as needed.

Quorum:

Five Board Members.

Order of Business:

Roll Call

Reading and Approval of Minutes

Financial Report and Approval of Expenditures

Report of Librarian

Correspondence and Communications

Reports of officers and Committee Presidents

Report of NEKLS Representative

Unfinished Business

New Business

Announcements

Adjournments

Professional Meetings:

Encourage all Trustees and Librarians to attend.

All expenses will be reimbursed.

Rules for Parliamentary Procedures:

Robert's Rules of Order (revised edition)

SERVICE POLICIES

Library Lending:

Who may borrow?-Anyone with a signed application on file and is identified to the satisfaction of the Librarian. Visitors 18 and older may use the Internet for 30 minutes or more with library staff approval.

Exclusions for Loans-Persons who have continued to abuse the privileges of using materials borrowed from the Library and/or have damaged property of the library. Librarian and/or Board of Trustees will make the decision.

Book Reserve Service-Librarian may reserve books by phone. Librarian may place names on waiting lists.

Limit on Materials Borrowed at One Time-No set amount but limited by discretion of the Librarian.

Length of Loan:

1. Books-2 weeks with the exception of books on waiting list.
2. Inter-library loans-Time set by the Librarian of lending library.
3. Magazines-1 week.
4. Reference Books-2 weeks.
5. Audios-3 weeks.
6. Video Tapes/DVDs-1 week.
7. Renewals-May renew up to 2 times unless a hold is placed on the item or at the discretion of Librarian determined by demand.

Library Use Charges:

Overdue-The goal of the library is to get the materials back for others to use, not to make money. There are no fines charged unless the item is lost or damaged beyond use, then the patron is to cover the cost of the item or replace it with a new copy of the item. The Librarian will contact them by phone, email and/or mail to try and recover overdue item(s).

Delinquent Books-If library items are 45 days overdue the library will charge the patron for the items unless otherwise noted with librarians. We encourage patrons to discuss lost or missing issues with the librarian and work together to locate the lost materials. Exceptions will be considered for student, teacher, ILL, Library Associate, In-House, and System accounts.

In the event a Library patron retains material amounting to a substantial amount of money and has not returned them within a reasonable amount of time, the Librarian will contact them by phone, email and/or mail. KOHA will automatically send an email for 7, 21 and 35 days overdue along with a final notice.

Confidentiality of Records:

The Wellsville City Library recognizes that patrons have a right to expect that the privacy of their personal information, including the library materials they use, will be respected by the Library.

Therefore, the information supplied to the library (or gathered by it) will not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

No information will be shared regarding or including:

1. The patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address or phone number.
3. Any information regarding a patron's current or past borrowing history (based on their records and their contents).
4. The library's circulation records and their contents.
5. The number or character of questions asked by patrons.
6. The frequency or contents of the patron's lawful visits to the library.

The Library Director is the official custodian of all library records and is the person responsible for dealing with requests for records.

Library Open Hours:

40 hours per week (last revised 2006)

Monday	8:30 a.m.-5:30 p.m.
Tuesday	8:30 a.m.-5:30 p.m.
Wednesday	8:30 a.m.-5:30 p.m.
Friday	8:30 a.m.-5:30 p.m.
Saturday	8:30 a.m.-12:30 p.m.

May be changed at any time to best meet the needs of the public.

Library Services Offered:

Books and Materials to meet the needs of all patrons in the community.

Librarian to provide guidance and assistance to obtain information sought by patrons.

Lend materials to other Libraries.

Library Services to Groups and Organizations:

Actively assist civic, cultural, and educational organizations in locating materials for planning programs, conducting projects and furthering education of its members.

Library Services and Relationship to School Library:

Cooperator with-Supplement only.

Physical Facilities:

Building located at 115 W. 6th St., Wellsville, KS 66092

Insurance:

Building insured by the City of Wellsville.

Contents insured by the Library.

Liability insurance for Board Members paid by Library.

Budget & Finance:

The Wellsville City Library Board will present its proposed budget for the next fiscal year (Jan 1-Dec 31) to the Wellsville City Council by the end of June each year. The Library Director and/or Board Treasurer will be available to answer questions if requested by the City Council.

The Wellsville City Library will not exceed the budget as approved by the Wellsville City Council. Any excess in the budget at the end of the budget year can be carried forward to the next budget year (K.S.A. 79-2935).

The budget will be allocated in the proportions following NEKLS requirements.

The Board Treasurer will review and initial all bills. Checks will be signed by two Board Officers.

A financial report will be presented to the Board at its monthly meeting.

Capital Improvements:

The Wellsville City Library Board maintains a Capital Improvement Fund as authorized under K.S.A. 12-1258. The Board is authorized to direct an annual transfer from the General Operating Fund not to exceed 10% of the budget to this fund.

All money in this fund shall be used by the Library Board for the purpose of improving, furnishing, equipping, remodeling or making additions to the library. This fund shall not be subject to the provisions of K.S.A. 79-2925 to 79-2937 and amendments thereto.

If the Board determines that any of the previously transferred funds are not needed for the purpose for which they were transferred, the Board can redirect those funds to the General Operating Fund. This retransfer and expenditure thereof is subject to the provisions of K.S.A. 10-131, and amendments thereto, with interest thereon credited to such fund.

Resolutions:

The Wellsville City Library Board will annually pass all required resolutions, including, but not limited to, The GAAP (Generally Accepted Accounting Practice) and the resolution requiring an increase in the yearly budget related to property tax.

Disaster Preparedness and Recovery:

It is the goal of the Wellsville City Library's Director and Board of Trustees to train all employees in the proper procedures to follow when a disaster occurs. Our primary responsibility is to protect staff and patrons, then the collection and equipment as much as possible, during an actual disaster.

The library will have a plan as to actions to be taken at the earliest signs of an impending disaster, as well as for recovery following a disaster such as tornado, fire or flood. Staff will be trained on the actions to take at the onset of a disaster. These steps will be regularly reviewed and practiced.

Recovery plans will be stored at a location outside the library, to include a digital copy of important library records.

Training for potential disasters will include the following items:

1. Fire:
 - a. Knowledge of the location and use of fire extinguishers
 - b. Knowledge of escape routes (front and back doors)
 - c. Knowledge of the procedures to follow in case of a fire
2. Flood:
 - a. Step by step procedures in case of flooding
 - b. Procedures for drying wet books
3. Tornado
 - a. Knowledge of the safest areas within the building
 - b. Procedures to follow when the library is open during a tornado warning
4. Bomb Threat
 - a. Procedures for evacuating the building
 - b. Phone numbers to call

Step by step procedures to follow in a disaster:

Fire:

1. Get everyone out of the building via proper fire exits.
2. Call 911
3. Determine whether the fire is in a contained enough area so that a fire extinguisher might be safely used while the Fire Department is on its way. If not, all staff will be evacuated.

Flooding:

1. Call Wellsville City Hall to request assistance.
2. Turn off breaker switches.
3. Unplug servers and computers if possible and move outside of the building or to a tabletop or counter.
4. Pull books from bottom shelves and place on higher shelves, tables, countertops etc.
5. Remove bottom file cabinet drawers and place on higher surface.

Tornado:

1. Staff will direct patrons to the safest pre- selected area in the library.
2. Staff will carry flashlight(s) into the shelter and listen for all clear sirens to sound.
3. Staff will release patrons from the shelter once the all clear siren has blown.
4. Minors are encouraged to remain at the library until contact has been made with the parent/guardian.

Bomb Threat:

1. Staff will evacuate all patrons through the nearest exit and ensure that they leave immediately or walk to a distance several blocks away.
2. Call 911.

The Wellsville City Police Department and Wellsville City Hall will have contact information for the Library Staff and Board in case of an emergency during hours the library is closed.

Following a disaster that involves physical damage to the library and/or its contents the following steps will be taken:

1. Contact Wellsville City officials for assistance.
2. Contact Board Officers.
3. Enter the building as soon as it is safe to do so in order to evaluate the damage.
4. Contact NEKLS for assistance, if required.
5. Contact the insurance company, if necessary.
6. After a determination of actual damage is made, contact any outside services that may be required to deal with repair/replacement issues.

Use of Meeting Room:

May be used for small meetings of civic, governmental, cultural, and educational groups except those that are political, sectarian or commercial in nature.

Arrangements for use of the meeting room will be made through the Librarian.

The person making the reservations for such a meeting will be responsible for the condition of the premises following the meeting.

The reservations must meet Board approval based on guidelines of the meeting room application form. The Library will not provide personnel to be present or additional facilities for meetings.

Volunteers:

Recognizing our dependency upon the use of volunteers, we encourage persons to assist in the Library projects. They shall work under supervision and be responsible to the Librarian, the Board or its agent.

Books and Materials Collection Policy

The Wellsville City Library will seek to provide books and materials which are most meaningful and useful to this community in an organized collection. This will include books, current periodicals, pamphlets, document, clipping records and other significant materials. If books or materials cannot be found in our library, every effort will be made to secure the desired books or information from other sources available to us such as the Northeast Kansas Library System.

Who Selects Books:

Selection to be made by Librarian; may be assisted by Board of Trustees and NEKLS consultant. Limitations may be imposed by the board, if necessary.

Suggestions:

Suggestions and specific requests from readers, Board members, and NEKLS consultant will be encouraged and will be given serious consideration.

Criteria for Selection:

The Library will try to meet the demands of actual and potential readers and to anticipate demands indicated by events, conditions, or increasing use.

An attempt will be made to represent all subjects applying to community conditions and reflecting community interests.

The Library will try to provide library materials for special activities or interests of all organized groups.

Books of permanent value will be selected whether or not they will be widely used because great works of literature are essential to a basic collection.

The best books of a subject and the best books by an author will be selected.

The Library will try to supply new books which are currently popular.

Special Collections:

Local History:

Every effort will be made to collect and maintain materials concerning local history.

Periodicals:

Periodicals will be purchased to keep the Library's collection current with the thinking in various fields, to provide materials not available in books, to supply recreational reading, and to serve the Librarian as book selection aids.

Local organizations will be encouraged to purchase subscriptions requested.

Due to lack of space, unbound periodicals will be kept for one year. Old issues will be offered to a facility that may be able to use them.

Gifts:

Books and materials will be accepted with the explicit understanding that the Librarian has the authority to make whatever disposition deemed advisable.

Withdrawal and Discard:

A small collection which is of high quality, attractive, up-to-date, and used is a greater credit to our community than a large collection containing worn, unused, and/or outdated books. Therefore, the Librarian with the assistance of our NEKLS consultant, will continuously weed books of poor condition and content such as those containing outdated or discredited information. These will be recycled.

Volumes not actively used in the Library and not essential in a basic collection for small public library but in good condition will be sent to a NEKLS resource center where they may be borrowed for future use.

Memorial books, generally, will be exempt from weeding.

Rebinding:

Books still in demand or essential to a basic collection but which are in poor condition may be rebound or replaced at the discretion of the Librarian.

Surplus Items:

The Wellsville City Library will make every attempt to responsibly dispose of surplus items, using several methods.

1. Books, Audio Books, Magazines and DVD's will be offered to patrons/staff free of charge.
2. Electronics (Computers, Tablets etc.) to be discarded will be sent to NEKLS for recycling.
3. Discarded furniture items will be offered to patrons/staff with unclaimed items recycled when possible or otherwise responsibly handled.

Public Relations Policy

Gifts:

The Library will not normally accept for deposit materials which are not outright gifts. The Library cannot be responsible for any material placed in the Library on loan.

Antiques, art, and other museum pieces will usually not be accepted.

Gifts of money are encouraged if the conditions are acceptable to the Board of Trustees.

Publicity and News Releases:

Through, the Library Board, and the Librarian, the Library will submit articles of information to the Ottawa Herald and other sources of publicity. Materials to be used will be approved by the Librarian and the Board of Trustees.

Community Activities:

The Board recognizes that public relations involve every person who has any connection with the Library. The Board members and the Librarian represent the Library at all times and they are encouraged to use every opportunity to promote its services.

Community Activities continued:

The Library will support the Friends of the Library Foundation and encourages all Board Members and the Librarian to hold membership in that organization.

Good service results in good public relations.

Special Events:

From time to time special events will be planned by the Librarian and the Board to create interest in the Library and its services.

The Library will promote a reading program for school-age children each summer and will participate in the Book Week in April of each year and National Library Week in November of each year.

The Library will promote a weekly story time for pre-school children when school is in session.

Patron Behavior:

The Patron Behavior Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. Parents/guardians will be contacted if their child/children are not following the approved guidelines.

Patrons must be respectful of staff, volunteers and other patrons.

1. They may not harass or threaten another person. This includes, but is not limited to, physical, sexual or verbal abuse.
2. They may not engage in disorderly or disruptive behavior. This includes, but is not limited to, yelling, loud cell phone usage or playing audio equipment loudly.
3. They may not smoke in the library.
4. Appropriate clothing and footwear is required.
5. No soliciting is allowed in the library.

Patrons must respect library property.

1. Snacks and drinks can be left at the front counter.
2. Bicycles must be parked in the bike rack outside the building.
3. Patrons will make every effort to return items on time or extend the due date through renewal.
4. Patrons will treat checked out items appropriately. They may be required to pay to replace items that have been badly damaged.

Patrons will conduct only legal activities in the library.

Personal Devices:

Wellsville City Library offers a wireless connection for its patrons. Patrons can bring their personal electronic devices into the library to utilize this connection.

Library staff cannot offer technical support for establishing or maintaining a connection and the library is not responsible for hardware or software damage or for loss or theft of unattended equipment. Patrons utilizing the WIFI connection should understand that the library has no liability associated with their viewing, use of or exposure to, information obtained while using the connection.

Patrons should understand that the wireless connection in the library is not secure. Since the radio signals can potentially be intercepted, activity requiring transmission of credit card numbers, passwords, and other personal information should be avoided.

Patrons are responsible for maintaining up-to-date antivirus software and firewalls. The wireless Internet access is unfiltered, but all library policies concerning legal and acceptable use of computers and the Internet apply.

Eligibility Requirements for Board Members

The Board must consist of six (6) members living within the city limits and one (1) within the Wellsville zip code.

A Board member may not serve more than two (2) consecutive four (4) year terms and shall not be eligible to return for one (1) year after expiration of second term.

A person appointed to serve out an expired term remains eligible for two (2) consecutive four (4) year terms upon completion of the unexpired term.

Community Service

The Wellsville City Library does not participate in the Community Service Work Program.

APPLICATION FOR USE OF PEARSON MEETING ROOM

Charges for use of the community room will be set at a donation during Library hours and **\$35.00** (up to 6 hours) when the library is closed. Below is an agreement of responsibility to be signed. Persons interested should contact the Library at **883-2870** for reservations. Charges are made to help offset utility costs; not as a profit-making venture. Anyone who uses the community room will be charged the above amount except the Wellsville City Library Board, The Friends of the Library Foundation, Summer Reading Program and Storytime, or those approved by the Wellsville Library Board.

AGREEMENT OF RESPONSIBILITY

Date of Event _____ Program Time _____
Name of Group _____
Person Applying on behalf of Group _____
Phone _____ Mailing address _____
Number of Persons Expected to Attend _____
Type of activity _____

I understand that I am responsible for donation in advance, a \$50.00 deposit, obtaining and returning the key to the library as agreed upon. The procedure for this is picking the key up from the Library during operating hours and then depositing it immediately after finishing with the room in the **Book Return** box by the front door of the Library. I understand if I do not return the key as specified, the Wellsville City Library will deduct \$15.00 from the deposit.

I also promise that at least one adult will be responsible for any group using the community room. The area must be left clean. Trash should be placed in the dumpster located in the alley.

Do not use any tape, tacks, or staples on the walls.

Please check the following items before leaving the building:

- all indoor lights off (including restrooms)
 - check bathrooms for running water
 - turn thermostat back to where it was
 - be sure door is locked
-

PLEASE NOTE THAT ABSOLUTELY NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED!!!

Thank you for your cooperation. Enjoy your meeting!

Date _____ Signature _____

I will pick up my deposit. _____ I authorize _____ to pick up deposit.
Please destroy my deposit check. _____

WELLSVILLE CITY LIBRARY MEETING ROOM USE POLICY
(PEARSON MEETING ROOM)

1. Reservations for the meeting room will be scheduled in order of requests. Groups cannot exceed 200 people.
2. Reservations must be scheduled during library hours. The first time you need to register in person.
Please supply us with the following information:
Name of group
Name, title and phone number of person assuming responsibility for the group
Date and time of the meeting
Number of persons expected to attend
Anticipated hours you will need the meeting room
Purpose of the meeting
Are you serving refreshments?
3. No smoking or alcoholic beverages are allowed in the meeting room.
4. Any equipment or items brought in for the meeting must be removed at the end of the meeting as the Library cannot assume responsibility.
5. We are glad to make our room available, but must ask you to return it to us in the same condition you found it. Please be sure all chairs and tables are placed back in their original position and any materials such as paper or cup and plates are properly disposed. Your group is responsible for any damage to the building, the furniture, and the equipment.
6. Library Staff should not be considered baby-sitters for individuals attending meetings. We are unable to provide child care services. Please advise those attending the meeting that they must make arrangements for child care. We cannot assume responsibility for caring for children left unsupervised in the reading areas.
7. No group or organization other than the Friends of the Library Foundation may use the Library's address as their official address or headquarters.
8. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement by the Library of that group's policies or beliefs. The Wellsville City Library reserves the right to deny use of the meeting room to any group which knowingly violates the above listed guidelines.

Wellsville City Library

P.O. Box 517
115 W. 6th St.
Wellsville, KS 66092

Phone 785-883-2870

Fax 785-883-2870

Internet Access Guidelines

Welcome to the Wellsville City Library's Internet Access. When you hear the term "information superhighway", many people think of the Internet. To maximize availability to this resource, and to insure fair accessibility for all, please follow these Internet Access Guidelines, which include our Internet policies, rules, and procedures.

Internet Access Policy

In response to advances in technology and the changing needs of the community, the Wellsville City Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Wellsville and the surrounding community. It is within this context that the Wellsville City Library offers access to the Internet.

The Wellsville City Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its' content. The Internet is a global entity with a highly diverse user population and the Library patrons use it at their own risk.

Parents or guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions. Only children grades 4-12 are allowed on the Internet, and only with a parental agreement form signed and on file.

To be more specific:

The Wellsville City Library does not censor your access to materials or protect you from information you find offensive. There is sexually explicit material and other information resources which you may personally find controversial or inappropriate.

Not all sources on the Internet provide accurate, complete, or current information. You need to be a good informed consumer, questioning the validity of the information you find.

Staff Assistance

The Internet is a new experience. In all cases we will be glad to assist you in accessing the Internet and, as our experience grows, attempt to assist you in getting to the right place on the "superhighway".

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be available.

Have fun exploring the Internet but please remember that many times you find the specific information you need right here....in our books, periodicals, databases, etc.

GUIDELINES FOR ACCESSING THE INTERNET AT THE WELLSVILLE CITY LIBRARY

1. The Internet Access computers are normally available, subject to periodic maintenance, at the following time: Monday, Tuesday, Wednesday, Friday-8:45 a.m.-5:00 p.m. & Saturday-8:45 a.m.-12:00 p.m.
2. Use of the Internet Access computers is on a first-come, first served basis, and the patron has to log in and off the Internet to assist the library of quality use. Those using the Internet access will not have a time assigned but agree, as a condition of use, that a limit of 30 minutes a day is set.
3. You cannot send or receive e-mail (electronic mail) using the Library's Internet Access computers without approval of staff.
4. You may not use your own software programs on the Internet Access computers. This will help prevent computer viruses that are common on public computers.
5. You will need to ask a librarian if you wish to save files. Diskettes are available from the librarians for a minimal charge. You may not use your own diskettes. (This is to minimize the potential for the introduction of a computer virus into the Internet Access computers, which could then be spread in subsequent users of this computer.)
6. We provide printing for a minimal charge of **20 cents per page for black only prints** and **50 cent per page for color prints**, due to the cost of print cartridges and paper.
7. You may not be able to always go to the places on the Internet you want to visit. There are many reasons, among them:
 - a. There are too many Internet visitors and the host computer has closed or limited access from the "outside world".
 - b. The database of resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access.
 - c. The host computer has changed its address or has closed down.
 - d. The Library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.
8. Misuse & inappropriate use of the computers or Internet Access will result in loss of your computer privileges. Examples on inappropriate use include, but are not limited to, the following:
 - *Displaying any visual images containing obscenity or graphic violence;
 - *Using an Internet Access station to display or disseminate sexually explicit or sexually suggestive material;
 - *Attempting unauthorized access to restricted or confidential systems;
 - *Tampering with computer hardware or software;
 - *Violation of software license agreements and copyright laws;
 - *Violation of another user's privacy;
 - *Any illegal activity, unethical misrepresentation or any form of harassment;
 - *Advertising or commercial activity;
 - *Use of library workstations for other than their intended purpose.Illegal acts involving library computer resources may also subject the user to prosecution by local, state, or federal authorities. The Library reserves the right to terminate an Internet session at any time.
9. Chat room activity is not allowed due to time consumption and computer availability.
10. **Computer user must have a valid library card to access the Internet unless designated as a visitor.**

Wellsville City Library

**P.O. Box 517
115 W. 6th St.
Wellsville, KS 66092**

Phone 785-883-2870

Fax 785-883-2870

Internet User Agreement Form

Please read the following carefully before signing. This is a legally binding document.

I agree to abide by the Wellsville City Library's guidelines and conditions for the use of the facility and access to the Internet. I further understand any violation of the libraries' guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, and/or appropriate legal action may be taken.

In order to make sure that all patrons of the Library understand and agree to these rules of conduct, the Wellsville City Library requires me to sign the following statement before I am given the privilege to use the libraries' computers, network, and Internet connection.

I agree not to hold the Wellsville City Library or any of its employees nor any of the institutions or networks providing access to networks or the Internet responsible for the performance of the system or the content or costs or any material accessed through the network or the Internet.

I have received and read a copy of the guidelines on computer use and the conditions for the use of the network and Internet. I understand that this free access to the network and the Internet is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold the Wellsville City Library responsible for materials acquired or sent via the network and/or the Internet.

Patron's name: _____

Patron's signature: _____

Date: _____

This form will be retained on file by authorized faculty designed for the duration of applicable computer/network/Internet use.

Wellsville City Library Card Application

Adult Patron Identity

Last name: _____

First name: _____

Initials: _____

Other name: _____

Date of birth: _____

Circle one: Male Female

OPAC Login (must be at least 4 digits)

Username: _____

Password: _____

Main address

Address: _____

Address: _____

City, State: _____

Zip: _____

Alternate address

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Contact

Phone (home): _____

Phone (work): _____

Phone (cell): _____

E-mail (home): _____

E-mail (work): _____

Fax: _____

Internet & computer use

Would you like to use the Internet & computers at the Wellsville City Library?

Please circle Yes No

If yes please turn over and complete back.

I will pay for fines &/or damages charged to my library card and obey all rules and regulations of the library and give prompt notice of any change of address.

Signature: _____

Date: _____

Staff Use Only:

Card Number _____ Created by: _____

Circle one: 1. Local Adult 4. Rural Adult 6. Other Adult

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Phone 785-883-2870

Fax 785-883-2870

Internet User Agreement for Students/Parental Consent Form

Please read the following carefully before signing. This is a legally binding document.

I agree my child will abide by the Wellsville City Library's guidelines and conditions for the use of the facility and access to the Internet. I further understand any violation of the libraries' guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, their access privileges will be revoked, and/or appropriate legal action may be taken.

In order to make sure that all patrons of the Library understand and agree to these rules of conduct, the Wellsville City Library requires me to sign the following statement before my child is given the privilege to use the libraries' computers, network, and Internet connection.

I agree not to hold the Wellsville City Library or any of its employees nor any of the institutions or networks providing access to networks or the Internet responsible for the performance of the system or the content or costs or any material accessed through the network or the Internet.

As a parent or guardian of this student/child, I have received and read a copy of the guidelines on computer use and the conditions for the use of the network and Internet. I understand that this free access to the network and the Internet is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold the Wellsville City Library responsible for materials acquired or sent via the network and/or the Internet.

Patron's name: _____

Parent/Guardian Signature: _____

Date: _____

This form will be retained on file by authorized faculty designed for the duration of applicable computer/network/Internet use.

Wellsville City Library Card Application

Child Patron Identity

Last name: _____

First name: _____

Initials: _____

Other name: _____

Date of birth: _____

Circle one: Male Female

Guarantor Information (Parent/Guardian)

Last name: _____

First Name: _____

Relationship: _____

Main address

Address: _____

Address: _____

City, State: _____

Zip: _____

Contact

Phone (home): _____

Phone (work): _____

Phone (cell): _____

E-mail (home): _____

E-mail (work): _____

Fax: _____

I will pay for fines &/or damages charged to me/my child's library card and obey all rules and regulations of the library and give prompt notice of any change of address.

Parent/Guardian Signature: _____

Date: _____

Staff Use Only:

Card Number _____ **Created by:** _____

Circle one: 3. Local Juvenile 5. Rural Juvenile 7. Other Juvenile

Parent/Guardian approvals

Please circle to allow check out of:

R rated video/DVDs? Yes No

PG-13 rated video/DVDs? Yes No

Music with explicit lyrics? Yes No

Internet & computer? Yes No

Reverse side must be approved by parent or guardian for Internet & computer use.

OPAC Login (must be at least 4 digits)

Username: _____

Password: _____

Alternate address

Address: _____

City, State, Zip: _____

Phone: _____

Contact note: _____